



## MINUTES OF BWSPA MEETING HELD ON Thursday 17 January 2019

**Present:** Wijendra Peiris (Chair), Paul Taylor (Treasurer), Nicolette Beardsmore (Secretary), Lucy Schofield (Assistant Secretary), Dr Stuart Smallwood (Headmaster), Andrew Cutler, Curtis Leong (Year 13 student), Iain Oxley, Jo Woods, Penny Calvert, Susie Andrews and Zane Wang

**Apologies:** Julia Forder, Rob Jones, Gayle Logan, Tracey Glibbery and Steve Robinson

*Action column lists members by their initials*

	<b>Action</b>
<p><b>1. Welcome</b></p> <p>The Chair welcomed everyone to the first meeting in 2019 including new member Zane Wang and Curtis Leong, Year 13 student and editor of Wordsworth Magazine.</p>	
<p><b>2. School Update</b></p> <p><b>Wordsworth Magazine Proposal</b></p> <p>a) Prior to the meeting, a paper was circulated regarding the Wordsworth Magazine Proposal from SS and CL.</p> <p>b) The prices for adverts to be placed in the magazine should have read £200 for a full page and £100 for a half page for all advertisers and adverts would be subject to the School's ethical approach.</p> <p>c) Approaches to Salisbury businesses for sponsorship and advertising were proving difficult in the current economic climate although, two members confirmed that they would be interested in placing adverts.</p> <p>d) The predicted cost of around £4,500 included design as well as printing. Copy was due to be finalised in around 6 weeks (mid-March) in order for the Magazine to be issued at Founder's Day in April.</p> <p>e) PC offered to undertake the design, gratis, while training the editorial team so they could undertake the design in future years. This would include setting up a design template so that future editions would simply replace photos, heading and text with new items, thus avoiding future design costs. This might be problematic since the editorial team were generally mostly year 13 students. CL and PC agreed to meet on Friday and discuss this further with SS.</p> <p>f) Members welcomed the proposal to provide a free copy of the Magazine to all families and AGREED the PA would place an advert (NB to write and WP to approve) and underwrite up to £1,500 of the cost the project, as requested.</p> <p>g) Members were asked to forward any comments on the proposed wording for the proposed letters to parents and alumni to CL directly.</p> <p><b>Other News</b></p> <p>h) WisePay went live on 17 January 2019. Members were asked to flag any problems via email.</p> <p>i) 21 boys had received offers from Oxbridge Colleges, a rise of 31% on recent years. No obvious reason for the change but very welcome and a positive reflection on the boys themselves.</p>	<p>PC/SS &amp; CL</p> <p>NB/WP</p> <p>All</p>

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<p>j) A representative from The Good Schools' Guide was due to visit the school on 24 January and members were encouraged to respond to the questionnaire to boost comments in the Guide, which was used by parents moving to the area and particularly service families.</p> <p>k) Following some serious problems with cyberbullying and offensive postings on an Instagram account, the School, with the backing of staff, had opted to ban the use of electronic devices on site for all boys in lower and middle school. So far the response from parents, especially those attending the year 10 parents evening, had been positive. SDS felt that the boys understood the reasons for the change, especially in light of policies undertaken at other schools in the area and was not aware of significant problems. One members said that some boys were struggling to find things to do, particularly given the limits on space to play games and the heavy demand on ping pong tables. SDS said that boys were welcome to set up new activity clubs if that would help.</p> <p>l) BWSPA webpages had been updated and this would be easier to do now that WisePay was up and running.</p> <p>m) WP had discussed the BWSPA funding equipment for the science block and SDS agreed to discuss this with the Bursar with a view to choosing a specific focus for BWSPA fund raising, as this proves more popular with donors.</p>	<p>All</p> <p>SDS</p>
<p><b>3. Minutes of the Previous Meeting</b></p> <p>The minutes of the meeting held on 6 November were AGREED, subject to the addition of Susie Andrews to the list of those present.</p>	
<p><b>4. Treasurer's Update</b></p> <p>a) The BWSPA had raised approximately £5,500 in November and December bringing the current total to around £10,500.</p> <p>b) <b>Christmas Fayre</b> raised approximately £1,800 (split 50:50 with income from stall holder fees and BWSPA stalls);  <b>Christmas Parking</b> raised £1,658;  <b>Christmas Raffle</b> raised £1,900. The raffle was unusually successful. Possible reasons could be the fact that there were more year 7 and 8 pupils and it is their families who tend to buy the most tickets; the timing; or the fact that the boys were asked what they would like to win and these were included in the prizes.</p> <p>c) As agreed at the previous meeting, some money was given to the Debating Society to fund a second team of the Oxbridge debates but it was made clear that this would be a one-off.</p>	
<p><b>5. Ongoing Fundraising activities</b></p> <p><b>1000 Club (WP)</b></p> <p>a) 193 people were currently registered. Changes to the lottery licences means that the process would need to be registered as a private lottery to avoid additional costs and WP had started the process. Once completed, someone else from the BWSPA would need to take it over.</p> <p>b) Iain Oxley offered to take it on and members AGREED that he should do so.</p> <p><b>Easyfundraising (NB/TG)</b></p> <p>c) TG had prepared a poster to promote the BWSPA link and posters had been printed for posting on the noticeboard and circulating to members via WisePay and Twitter. JW would liaise with PC to ensure copies were posted on the BWSPA Facebook account.</p>	<p>WP/IO</p> <p>NB/JW</p>
<p><b>6. Review of Past Events</b></p> <p><b>Mothers &amp; Sons Event – LaserTag2You – Friday 9 November (TW)</b></p> <p>a) TW felt that the company was rather amateur in its approach although the event itself had gone fairly well. For future events in the Sports' Hall, embers should ensure that attendees are advised to wear suitable shoes (not high heels).</p>	

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<p><b>Christmas Parking 2018 (WP)</b></p> <p>b) This went well, despite the rain and free parking provided by Wiltshire CC from 3 pm. There had been a complaint from one Britford resident on the weekend when rugby was being played and players and supporters had parked in Britford Lane, instead of at the school, due to the Christmas Parking.</p> <p><b>Christmas Fayre 24 November 2018 (JW/NB)</b></p> <p>c) WP provided a feedback from various stall-holders, which included positive comments (well organised; plenty of space for each stall; BWSPA very helpful; refreshments for stall holders) and some negative comments (lack of footfall; some stall placement issues; stallholders packing up early left gaps)</p> <p>d) Suggestions for change included:</p> <ul style="list-style-type: none"> <li>• Better/more signage – flyers to parking visitors in prior to/during the event</li> <li>• Combine with SWGS to avoid competition</li> <li>• Timing - holding it after school</li> <li>• Enhance the atmosphere – more music (live or piped)</li> <li>• Avoid straight lines in the flow</li> <li>• Review balance/allocation of stalls</li> </ul> <p>e) Members AGREED to hold another Christmas Fayre ideally in mid-October (to avoid clashes with other Christmas events in November) and form a sub-committee to start preparations as soon as possible, taking into account the feedback from stall holders (Secretary to email members and ask for volunteers).</p> <p><b>BWSPA Christmas Draw 2018 (PT)</b></p> <p>f) PT had written up notes about how to run the Christmas Draw, for future reference.</p> <p>g) PT has investigated the running of raffles on-line, following a request from SDS. Costs would be largely unchanged with the advantage of removing the manual labour involved (estimated around 15 hours) and the involvement of school reception staff. But there were concerns about promoting it especially since many tickets were bought by extended family members (especially grand-parents) and this opportunity might be lost if tickets were bought online. WP suggested a change whereby tickets would be printed with bar codes, which would remove some of the manual labour. The issue was deferred to the next meeting</p>	<p>NB/All</p> <p>PT</p>
<p><b>7. Planning for Future Events</b></p> <p>a) PC has posted notice of future meetings and events on BWSPA Facebook pages.</p> <p><b>Quiz Night Friday 8 February 2019 (NB)</b></p> <p>b) NB had written up notes about how to run the Quiz Night, for future reference. No tickets had been purchased so far, so NB would ask the School to repost the adverts on WisePay and Twitter. NB would also ask SDS to arrange for boys to lay out the tables in the dining hall.</p> <p>c) PT confirmed he would apply for the bar license and purchase drinks to supplement those already kept in the shed. PT and IO agreed to run the bar on the night.</p> <p>d) LS and JW agreed to help set-up the tea/coffee facilities on the night. The catering staff were providing a ploughman's meal followed by brownies to be laid out in advance would be asked. NB would ask if the tea urn could be set-up and switched on in advance.</p> <p>e) LS agreed to provide the wooden spoon prize for the team coming last and NB would provide a box of chocolates and bottle of wine (from the shed) for the winning team.</p> <p><b>Fathers &amp; Sons – 29 March 2019 (WP)</b></p> <p>f) WP would send details to PC to produce a poster.</p> <p><b>Rain or Shine (outdoor Shakespeare performance of 'As You Like It') – Saturday 8 June 2019</b></p> <p>g) Further discussion was deferred to the next meeting.</p>	<p>NB</p> <p>PT/IO</p> <p>LS/JW</p> <p>LS/NB</p> <p>WP/PC</p>

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<p><b>8. Fundraising Ideas for 2019 (WP)</b></p> <p>h) There would be no Founders Day Fete so WP proposed that the BWSPA take a greater role in the Open Day for new parents in early July, potentially using the marquee for the summer ball, with a bar (charging for drinks) and food (honesty box for donations).</p> <p>i) Further discussion was deferred to the next meeting.</p>	
<p><b>9. Dates of Future BWSPA Socials &amp; Meetings</b></p> <p>Members AGREED to continue holding meetings at The Market Inn</p> <ul style="list-style-type: none"> <li>• Tuesday 12 March at 7 pm</li> <li>• Thursday 16 May at 7 pm</li> <li>• Thursday 27 June at 7 pm</li> </ul> <p>The Chair reported that work commitments would mean that he would be out of the country between 6 February and 20 March and again from around mid-May until the start of July.</p>	All

### Appendix: BWSPA Diary Dates 2018/19

Event	Date
<b>1000 Club</b>	<i>Ongoing</i>
<b>Year 12 Induction Evening (Bar)</b>	✓ Friday 7 September
<b>BWSPA Social &amp; Committee Meeting</b>	✓ Thursday 13 September
<b>Year 7 Smarties Tube Challenge</b>	✓ Friday 14 September
<b>Year 7 Skittles Evenings:</b>	✓ 22 September (Saturday) <b>(J)</b> ✓ 28 September (Friday) <b>(M)</b> ✓ 29 September (Saturday) <b>(P)</b> ✓ 5 October (Friday) <b>(O)</b> ✓ 6 October (Saturday) <b>(W)</b>
<b>BWSPA Social &amp; Committee Meeting</b>	✓ Tuesday 16 October
<b>BWSPA Social, AGM &amp; Committee Meeting</b>	✓ Tuesday 6 November
<b>Mothers &amp; Sons Event (LaserTag2You)</b>	✓ Friday 9 November
<b>Christmas Parking</b>	✓ Saturdays 17, 24 November; 1, 8, 15 & 22 December
<b>Christmas Fair</b>	✓ Saturday 24 November
<b>BWSPA Christmas Draw</b>	✓ Monday 10 December 2018
<b>BWSPA Social &amp; Committee Meeting</b>	✓ Thursday 17 January
<b>Quiz Night</b>	Friday 8 February
<b>BWSPA Social &amp; Committee Meeting</b>	Tuesday 12 March
<b>Fathers &amp; Sons Evening</b>	Friday 29 March
<b>BWSPA Social &amp; Committee Meeting</b>	Thursday 16 May
<b>Year 7 Induction Evening (Smarties Tubes)</b>	<b>TBC</b>
<b>Rain or Shine Theatre Production <i>As You Like It</i></b>	Saturday 8 June
<b>BWSPA Social &amp; Committee Meeting</b>	Thursday 27 June
<b>BWSPA Summer Draw</b>	<b>TBC - 13 July 2019</b>
<b>End of School Year Burgers &amp; Hotdogs</b>	<b>TBC – Last week of term in July</b>