

BWSPA Committee Meeting Minutes

Wednesday 9th September 2026, 7:00 pm | BWS Sixth Form Study Room Exeter St

1. Welcome

Tom James, Chair, opened the meeting.

1a. Present

- Tom James
- Bea Longthorp
- Liz Blyth
- Karen Adams
- Hannah Richards
- Hannah Chappell-Cary
- Sarah Robertson
- Emma Headington
- Solafa Diab
- Kirsten McLachlan-Webster

2. Apologies

- Katy Savage
- Katharine James

3. Minutes of the Previous Meeting

The minutes of the meeting held on 18th June 2026 were approved. Matters arising were discussed.

4. School Updates and Funding Requests

The Chair noted that the school had no new funding requests at this time. The committee discussed the ongoing canopy project and noted that no representative was present to provide an update. Hannah CC agreed to follow up with Webster regarding canopy quotes and any small funding requests.

5. Forthcoming Events/Activities

Welcome BBQ for New Headmaster

- Issues with charging for the event were discussed.
- 110 tickets sold, with expectation of further sales on the gate.

- Need to record names and signing in/out. Tom and Bea to question why this is required as it is not done for other events.
- Payment locations discussed.
- Staffing will use tokens for a free drink.
- Price list agreed upon rather than donations.
- Bea's speech noted. BWSPA children will be helping.
- Committee anticipates selling 200 tickets overall.
- Crisps and drink prices decided.
- Kirsten to get prices offline.

Skittles Evenings

- Deadline for final numbers is the week before each event.
- Liz confirmed she can ring Clownabout with final numbers each week.
- Committee needs to sell 5 more tickets to break even from the deposit paid.
- Liz does not have access to the website to see dietary requirements but can obtain this information and pass it to Clownabout.
- Liz's contact at Clownabout will call on Monday to clarify whether tickets can still be sold and numbers increased beyond the deadline, noting that catering will only be provided for the numbers given on the deadline date.
- Liz will ring on Friday 18th with numbers.
- Minimum overall has been sold (101 tickets), meeting the deposit requirement.
- Kirsten to send dietary requirements from pupils to Liz.
- Concern regarding overall numbers.
- Prefects will manage children and bowling teams (Head of Houses).
- Bea to chase contact with prefects via school for volunteers.
- Kirsten has been added to the Year 7 WhatsApp group to promote the event.
- Committee agreed to have a bottle of wine and chocolates for per night raffles.

Quiz Night

- Agreed to move the Quiz Night to Spring 2027, as nothing is scheduled for the spring term yet and this spreads out events.

Grammar Fayre

- Promotional materials have been sent to Webster and SWIGs.
- SWIGs are happy with the stalls and are awaiting approval from Bishops.
- Waiver forms have been received for all stall holders.

- 6-7 students are fundraising for an international scout jamboree, with a suggestion they all go in one corner.
- 53 stall holders altogether.
- Bishops music department is being given notice early for performing.
- Both schools staff need to be encouraged to help out.
- Parents need to be informed prior to half term.
- Bea wants food stalls in the foyer with a savoury option.
- Mulled wine sales discussed; a TENs licence is possible if fewer than 500 attend, but the committee agreed on alcohol-free.

Rain or Shine 2027 – Date TBC

- Production will be Scarlet Pimpernel.
- Committee discussed whether to proceed.
- In 2026 the event did £1,500 overall (£450 for BWSPA), with 80-odd sales and just over 100 people (less than 2025).
- A 70/30 split is proposed, with a suggested ticket price of £19 for adults.
- Proposed date is 2nd July 2027.
- It was felt school staff weren't aware of the event last year.
- Nicky Mesnard needs to be spoken to regarding organising facilities and adding to the school calendar.

Second-Hand Clothing

- Sharon has dealt with second-hand clothing with Tom in Katharine's absence, along with others.
- The Chair thanked committee members for their help.

Rugby Pitchside – 19th September

- The committee was asked to do teas for the rugby try-outs but are not available.

Alumni Mailouts

- Kirsten has asked for BWSPA events to be put in alumni mailouts.
- Caroline at Bishops will be informed.

6. 1000 Club

- Kirsten has a meeting with Onur tomorrow.
- Kirsten has set up new registration so that when members win, BWSPA has their bank details, then account details are scrapped.
- This is a government-approved strategy.

- The rules explain how long prizes will be held and include opt-out information for GDPR.
- Previously, some names were not held, only account details.
- A 3-month limit for prize money collection now applies, and if account details have changed and if members don't notify BWSPA, they won't receive it.

7. Finance Update (Katy Savage)

Annual Accounts

- Katy has completed the accounting information and sent it to the accountant to create the annual accounts for submission.
- This will hopefully be available for the AGM in November.
- Headlines: total profit made was £15,139.94, from which BWSPA contributed £2,374.17 to the school (lawnmower and trolley).

8. Any Other Business

Inventory (Katy Savage)

The committee discussed Katy's inventory of accounts and agreed the following actions:

- 1000 Club: Katy to add a third signatory and remove Onur. A volunteer from the committee is needed as the third signatory with dual authorisation for payments.
- info@bwspa email: Kirsten is the recovery contact. Need to migrate to 365 account. To be tied in with a 365 Teams account request.
- Instagram and Facebook: Kenechi to pass the login information to Katy. A volunteer is needed to manage social media going forward — suggested as part of a social comms role.
- WhatsApp: A volunteer needed to create a new community group from scratch with sub-groups underneath. If no volunteer, admins on existing groups need tidying up. A new uniform shop group to be set up with current volunteers.
- Charities Commission: Katy to speak to Martyn (accountant) about access. The committee to confirm the current trustee list and check if Mr Baxter is going to be a trustee.

SharePoint (Hannah Chappell-Cary)

- Hannah has called and emailed the ICT department 3 times and included Webster on the 3rd occasion.
- There has been no response as yet this term. Next step: contact Webster directly.

Event Communications Coordination

- Event communications are uncoordinated and slow.
- Email requests via reception are not getting sent out when needed.
- Facebook, WhatsApp and Instagram avenues could be better utilised.

- Class reps need to be assigned at the upcoming Year 7 Skittles nights for future event promotions.
- Event Comms committee role is to be assigned to manage this.

Secretary Role / Minutes Secretary

- Hannah CC stated that in the lead up to the AGM, she would be prepared to continue as Minutes Secretary only next year but cannot take on any other duties.

9. Actions

- Webster to continue obtaining canopy quotes and confirm next steps – No rep. Hannah CC to ask Webster re. this and small funding requests.
- Mike to confirm when Tom can speak during the Incoming Year 7 event – Complete.
- Committee members to continue promoting Rain or Shine through available communications channels – Complete.
- Webster to confirm the Meet the Head date with the new Head and SLT – Complete.
- Bea to support arrangements for Meet the Head – Complete.
- Liz to confirm final-number deadlines, catering details, and dietary requirement arrangements for the Skittles event – In progress.
- Bea to follow up regarding prefect support for the Skittles event – Sent emails.
- Kirsten to arrange website ticketing for the Skittles event, with Katharine supporting if required – Complete.
- Katharine to update last year's Skittles poster – Complete.
- Katharine to obtain expected attendance numbers for the Animal Farm production – Complete.
- Liz and Bea to complete shopping for the upcoming events – On it. MTH food agreed. Liz doing.
- Hannah to ask Jen from catering about borrowing silver bowls and glasses – Complete.
- Katy to continue development of risk assessment templates – Complete.
- Webster to provide an out-of-school contact for facilities issues where required – Hannah CC to chase up.
- Katy to undertake a full audit of the account, website, and access arrangements – In progress.
- HCC to ask Dan about vault options for committee credentials storage – In progress.
- Bea to contact Kirsten regarding the future 1000 Club promoter role – Complete.

Additional Actions from This Meeting

- Bea to find out new PA details.
- Bea to promote Skittles event after Meet the Head.
- Liz to buy 5 boxes of chocolates and winning boy sweets.

- Bea to contact Mr Denham (for quiz) – EO Jan 2027.
- Tom to approve stall holders stuff for BWSPA.
- Kirsten to talk to Salisbury Experience – What's On to see if they'll advertise Rain or Shine 2027.
- Liz to collect beer tokens from reception for MTH event.
- Kirsten, once spoken to Onur, to do August and September 1000 Club draw.
- Kirsten to add Katy as signatory on 1000 Club then remove Onur.
- Tom to check with the school if Rain or Shine is OK and the date, with Sarah Hayward and Nicky Mesnard.

10. Next Meeting

Wednesday 11th November 2026 (AGM) at 6:30 pm, followed by a regular committee meeting at 7:00 pm.

The Chair thanked attendees for their contributions and closed the meeting.