



President: Mr I Cooksey (Headteacher)

**Minutes of FoWBGS Meeting:
Tuesday 18 May 2021 at 7.30pm
virtually via Googlemeet**

Attendance and Apologies

Chair – Amanda Rafferty*	P
Secretary – Joanne Hayden*	P
Treasurer – Phil Mullen*	P
Adam Marshall	P
Mrs Donna Connolly* – External Relations and Fundraising Coordinator – on behalf of school	A
Irena Voitevic*	P
Jayesh Dhanani	A
Jean Ryba*	P
Johanna Nieuwelink	P
Kathryn Bourke*	P
Marianne Nicholls	A
Neil Shah	P
Phanishree Marthy*	P
Rishi Jobanputra	P
Sam Hasan*	A
Sarah Marshall	P
Tapan Shill*	P
Key: P=Present/A=Apologies Executive Committee*	

1. Welcome

Amanda welcomed and thanked everyone for attending the meeting.

2. Minutes of the Previous Meeting and Any Matters Arising

Action 1 – Amanda has put Neil and Phil in contact with each other. They undertook to liaise about a handover. Neil undertook to ensure the accounts were up to date. Amanda asked to be kept informed when the handover had been formalised (including the bank account).

Action 2 – Amanda reported that Mrs Connolly has been given permission by Mr Cooksey to ask form tutors to put something on google classroom to all their students to encourage engagement in the raffle. An email went out last week and Amanda has issued whatsapp messages. Thus far 775 tickets at a value of £1,500 have been sold: the £239.99 cost of prizes will need to be deducted. Amanda will do a final push in the week and asked attendees to do the same. Neil has seen £1,533.40 as the net figure in the account. No deductions will show in the account yet: Amanda will submit those receipts soon.

Action 3 – no longer required. See below.

Action 4 – outstanding. Action rests with Amanda.

Action 5 – outstanding. Amanda is awaiting the school's confirmation about the times and structure of the events. Amanda hopes she has reinstated her contacts to all the relevant class groups but still needs to update the new year 7 parents' details to the CMS website for emailing. Amanda sent an email to all new year 7 parents and she got a lot of undeliverable messages because the details originated from handwritten forms. Amanda has passed those details to Mrs Connolly who undertook to provide the correct ones. From now on, the school will use a google form so the details will be captured automatically.

Action 6 – Amanda reported that Mrs Connolly has confirmed that the school will ask parents to RSVP for the Family Fun Day thus giving the FoS an idea of numbers.

Action 7 – see below.

Action 8 – Mr Cooksey has said that, subject to restrictions being lifted on 21 June, he's content for us to meet socially on the school site. We can revisit this if the expected restrictions are revised.

Action 9 – outstanding. We will need to consider if we want to go ahead with the wine tasting event and set a date.

3. Treasurer's Report for the AGM (Neil Shah)

Neil ran through the detailed accounts which he had submitted for the AGM (and were noted). There was a discussion about some of the points, which Neil accounted for, and it was agreed that Neil should submit the report to the Charities Commission to meet the June deadline.

Action 1: Neil undertook to submit the report ending 31 August 2020 in time for the June deadline in which he will state there was a detailed debate which satisfied the committee members.

Action 2: Amanda undertook to establish how much money is in the FoS safe.

Action 3: Amanda undertook to ask Mrs Connolly if she had contacted the sponsors about a refund for the £208 sponsorship for the cancelled Scalextric event.

There were some related discussions:

- Kathryn noted that there would be some purchasing costs to outlay given that we would need to start afresh with stores this year because the food and drink stored in the FoS cupboard had gone out of date.
- In response to an enquiry from Phil, Amanda said that she has a debit card for the FoS bank account which she has only used to pay money into the account, not to make purchases. Phil enquired whether it would be easier for everyone who purchases items on behalf of the FoS to have a debit card rather than submitting expense claims. However, debit cards are only for signatories on the account – currently the Chair, Treasurer and Jean for managing the Family Draw.
- The balance of the account of the day of the meeting was £13,307.80.

4. Upcoming Events

The Big Raffle to be drawn on Thursday 27 May at 11am

Amanda had spoken to Siva the day before about providing the link for the random number generator so the school IT department can set it up on an ipad for Mr Cooksey. COVID restrictions allowing, Amanda intended to watch Mr Cooksey draw the raffle in the school hall. Staff had been asked to attend so that people can see it's a public event. Mrs Connolly has been putting messages out on Facebook and Twitter every few days to generate interest. Mrs Connolly had undertaken to video the draw and put it on social media and the website.

Action 4: Mrs Connolly.

Family Summer Gala on Friday 2 July from 4.30-7pm

This school has cancelled the event to ensure the safety of all and will consider bringing parents back on site for usual events potentially from September.

Family Fun Day for students joining WBGS in September 2021 and their parents on transition day: Thursday 8 July from 3-6pm

This event is still going ahead. The Year 6 boys will be in school all day and won't be reunited with their parents until 5pm. Parents will be arriving from 3.45pm and will be free until 4.30pm to mingle with each other, and buy refreshments, kit bags, second hand uniform, and visit the FoS stall, hopefully to sign up to the family draw and buy raffle tickets. Amanda proposed that we have a table and someone there. Amanda asked Jean that if she's unable to attend the event: she let Amanda knows what's required.

Action 5: Jean.

Action 6: Amanda undertook to share a list of items to be brought for the event and Phanishree undertook to find out costings for some refreshments at Costco.

Action 7: Amanda undertook to ask Mrs Connolly where the FoS should situate themselves at the event, ideally close to where the parents arrive.

Quiz Night

The school has set the date of Saturday 13 November.

Design a Hoodie Competition

We agreed that we would set some guidelines for the students to follow, otherwise they will have carte blanche in their designs. We hoped the event could be launched before half term so the students had plenty of time.

Action 8: Amanda undertook to speak to Conrad at MAPAC about how the designs will be uploaded.

Date for Years 7/8 Welcome Social Event

The Year 7 welcome information evening organised by school will be held on Thursday 23 September at which the parents will meet form tutors. We agreed that if the school timings are 6-7pm then we could hold our event from 7pm in the Stem Centre. Amanda is awaiting information about whether there is to be a similar Year 8 event (so we can run a similar event for those parents who didn't get their event last year).

Action 9: Amanda undertook to check the timings of the Year 7 event and dates for the other years with the school.

5. Any Other Business

We discussed the two £100 MAPAC vouchers which expire in April 2022. One will be used in the raffle next week and the other will be spare. MAPAC had agreed to provide a raffle prize of another uniform voucher for the fun day as usual, but it was felt that the second £100 voucher would not have a use before November. It would be better to use the £100 voucher as a raffle prize for new parents at the Family Fun Day when it would be welcomed and an incentive to purchase raffle tickets. We will offer a year's free family draw entry as usual as an incentive to sign up to the Draw in September as people will have purchased all uniform by then.

Amanda has spoken to Siva and will connect him with Adam Marshall who has enquired about running an online raffle at his daughter's school, and how it works in practice.

Action 10: Amanda undertook to send out a rota for people to sign up to help at the Family Fun Day.

The meeting closed at 9.15pm.