

Minutes of the BGS PA AGM 7th November 2018

Present :

Jim Tullie, Claire Hanafin. Dannielle Armour, Andrew Radtke, Jean Pine, Sarah Bowmer, Kevin Huby, Julie Huby, Tony Pickles, Jo Jackson, Sofina Shaffi, Godwin Eton, Amjad Mohammed, Talath Biryabani, Vivienne Cogan, Dr Simon Hinchliffe

Apologies :

Tracy Lord, Jan Tullie, Liz Ford, Sarah Thomas, Poonam Basra, Ros Dawson, Jayne Barton, Tracey Deacon, Amanda Ashby, Helen Handy, Lesley Griffith, Oliver Rogers, Gail Monnickendam.

2017 AGM Minutes :

Proposed: - Andrew Radtke

Seconded: - Vivienne Cogan

Chair's Report for 2017/2018.

2017/2018 has been its usual busy year for the PA. We have supported Coffee Mornings, run the Spring Fair, Open Day, Induction Day, Second Hand Uniform sales and supported some bids.

One item – and it is an agenda item for tonight's meeting - is the PA's Constitution. It came to light early in the year that we did not have a current constitution. A constitution is the formal document that sets out our aims, rules we operate by – e.g. the numbers for a quorum etc. Claire and I have worked this year to rectify this and we have discussed this with the School to ensure that we have a solid governing document. It is on the agenda tonight as we will be formally proposing the document to the members for acceptance so that we can publish it and make it available for all our parents to read / refer to etc.

Included with the work behind the scenes on the constitution, we have reviewed our Bid & Grant Criteria and also started to record some Operating Principles in conjunction with the school – which we will add to as time goes by. These are designed to ensure that there is smooth running between the PA and the various school departments for the events we do. We will no doubt discuss this when we get to the agenda item in further detail.

Also behind the scenes we have worked to change some of the processes to be more streamlined and cost effective. For example, our second hand uniform service offers a sale price share with the parents. Initially this was a cheque to each parent after a sale for their share of the items sold... a significant number of cheques to be written and dual signed, regularly for small amounts ... and often late in being cashed (how many people make a special trip to the bank with a cheque for £5?). This was labour intensive for Tracy, involved AN Other PA member with a cheque-signing mandate to sign off the cheques and then the Treasurer had to manage the bank (and of course we would suffer any bank charges for each cheque processed). The solution has been an increase in the minimum level we will share to make it cost effective and working with the school we now credit the students school account twice a year. The effect has been to eradicate the cheque issue, any bank charges, and eradicate the un-cashed cheques problem. We pay the school the total and the parent gets the money as a credit against their school account. Initially this was a listing that the school key into their system – the next stage is have an electronic upload to remove the time involved in the keying task.

A huge big thank you to all those people who pulled the Spring Fair together. The theme, the trailer, the food, the stalls, the setting up and clearing away..... AND... for the end of April, what a fantastic weather day we had.

Second hand uniform, we know there is a current issue with Perry's but this report covers the year ending in July. We held several sales all of which were massively well attended by buying parents and I would like to say a huge thank you the regular members who gave up hours and hours of their time to help set up, clear away and staff the events. Second Hand Uniform requires a special mention and that is to Tracy Lord. Without Tracy's dedication and organisation I am truly unsure how we would operate the service. She receives the donations, checks them all, records them on the system we use, double checks when sold, manages the refunds to parents.. Tracy is Second Hand Uniform. Thank you so very much Tracy. The next sale is at the Christmas Fair on the 1st December – yes we need volunteers to staff the day.

Looking at the bids we received / supported, these are :

Guest Speaker at Year 12 intake Induction Day

Transport for PGL trip for Year 7s

Ceramic tile display for Kate Malone workshop tiles outside HM office

Subsidy for 2018 Leavers Book

Pass on Plastics Chilli Bottle Scheme

In terms of smaller gatherings / socials we had a number of Coffee Mornings :

Gemma Fieldsend from Charlie Waller Memorial Trust 13/10/17 & 8/3/18

Ollie Rogers Head of Sport BGS 18/1/18

Sarah Flaherty & Debbie Chalashika Careers 29/6/18

And we have another coffee morning / social next week on the 13th November at 9am in the Pavilion – starring Jo Rutter & Jane Chapman who are going to be talking to us about the Mentoring Program and counselling services.

Finally, I wish to record my appreciation to all of those parents who attend all or just about all of the events we support. You are fantastic. I could not sit here tonight without mentioning it and thanking you all. if it was not for the generosity of your time and labour you give to the school the PA would not be as effective as it is.

Claire Hanafin, our Vice Chair.... Claire is formally stepping down as Vice Chair tonight. Claire has been a fantastic supporter of the PA. From the days when her children were in Clock House she was active supporter and as the children moved up to senior school she maintained her support. Claire assures me she is here for a few more years to come to continue to support our on going events but she feels it is time to step away for the formal position of VC. Claire it has been a pleasure working so closely with you and thank you for all you have done to help the PA and me in this role.

As you will see on the agenda, we have an item for Officers. Claire and I have managed for a year without a secretary but tonight we need to bolster the main team and we need to elect a secretary and vice chair to support Kevin and myself. It is good to have a change and we need new ideas etc.

At this point Claire was presented with a thank you gift.

Treasurers Report

Kevin Huby presented the accounts for the last financial year and thanked Gail Monnickendam (School Bursar) for reviewing.

The accounts show the main categories of income / expenditure with the summary being that financially we have had another successful year. Uniform has been a significant contributor (and increase over last year) to the funds and that we have c£45,000 available to support bids etc.

This led to a discussion on ways we could spend the money for the benefit of the school. Can the pupils be encouraged to put forward ideas? Could we support a substantial project (similar to The Glade)? How might we encourage Teachers to come forward more often?

Kevin Huby put forward a suggestion that we support a meaningful enterprise involving the pupils, maybe based around Business Studies students – following on from the support we provided to the current 6th Formers with the Pass On Plastics Chilli Bottle initiative? There was round the table discussion regarding this suggestion and this is to be followed up as an opportunity with school with the consensus being to investigate social enterprise as well as profit based opportunities.

Accounts Summary – next page :

Bradford Grammar School Parents' Association
Accounts - Year ended 31 July 2018

<u>Income and Expenditure</u>	<u>Year ended 31 July 2018</u>	<u>Year ended 31 July 2017</u>	<u>Variance</u>
Income			
Subscriptions	£7,770	£8,020	↓ -£250.00
Spring Fair	£4,825	£4,920	↓ -£95.27
Uniform sales	£6,278	£4,669	↑ £1,609.27
Bank interest	£10	£10	↔ £0.00
	<u>£18,883</u>	<u>£17,619</u>	<u>£1,264</u>
Expenditure			
Grants (see below)	£11,666	£9,699	↓ -£1,967.20
Misc. Expenses	£47	£460	↑ £412.75
	<u>£11,713</u>	<u>£10,159</u>	<u>£1,554</u>
Surplus (deficit) for Period	<u>£7,169</u>	<u>£7,460</u>	<u>↓ -£290.45</u>
<u>Balance Sheet</u>	<u>31 July 2018</u>	<u>31 July 2017</u>	
Current Account	£22,942	£30,716	£7,774
Deposit Accounts	<u>£7,143</u>	<u>£7,133</u>	<u>£10</u>
	£30,084	£37,849	£7,764
Debtors	£23,099	£3,534	£19,566
Less: Creditors	<u>£7,370</u>	<u>£2,738</u>	<u>£4,632</u>
Net Assets	<u>£45,814</u>	<u>£38,645</u>	<u>£7,169</u>
Represented by:			
Reserves brought forward	£38,645	£31,185	
Surplus (Deficit) for the period	£7,169	£7,460	
Total Reserves	<u>£45,814</u>	<u>£38,645</u>	<u>£7,169</u>

The above summary has been prepared by the Treasurer of the Parents' Association from the books and records of the Parents' Association as maintained by the Treasurer and I confirm that this summary is in accordance with those books and records.


Treasurer
Bradford Grammar School

Grants 2017/18	
Pupil trip grant	£248
After care games	£45
Computer Science equip	£744
Orienteering kit	£2,689
Chilly bottles funding	£1,440
Less: amount due	£1,440
Clay tile frame	£2,669
2018 Speech Day prizes	£600
2018 Leavers Year Books	£791
Year 7 PGL trip	£2,525
Outside Speaker Yr 12 Positively Mad	£1,356
	<u>£11,666</u>

Headmasters Report

Co-Curricular activities

At the start of this term, the Headmaster paid equal attention to academic achievement and the wider exploits and achievements of our children. Assemblies, speeches, blogs etc. all mentioned co-curricular participation and successes before exam results were mentioned. At BGS we value the development of the whole person.

This summer holiday included sports tours to Australia and Canada, an expedition to Nepal, a CCF camp – less exotically perhaps, to Swaledale – all were very popular and went off terrifically well.

It's been a busy half term with a full programme of music, sports and trips, most visibly a Classics residential to Pompeii and Herculaneum, an English Literature week in New York, rowing regatta at Vecht, and, of course, the annual the battlefields trip to Belgium and France. Life at BGS is busy, rich and full.

Examination results

Our summer results far exceeded the national average. A record-breaking 76% of all GCSE exams taken in 2018 were awarded A/A* or 9-7 grades, well over three times higher than the national average of recent years. The A/A* / 9-7 cumulative pass rate is the highest ever at Bradford Grammar School and A*ABC is 99%.

Terrifically successful at A and AS Levels, BGS was recognised as having the highest average University admission points per student of any school in West Yorkshire.

Two thirds of Y13 students achieved their first choice university, two thirds got into a top Russell group university (many applied for a course elsewhere as the first choice). 7 medic; 5 Oxbridge. Work based apprenticeships coming through as an increasingly popular option.

Admissions

There has been a greater than 10% contraction in the number pupils in ISC schools in our region since 2009. Recruitment to BGS has however been more positive in the face of economic challenges. We are now growing despite ongoing pressures. We do not lower the level of selectivity nor discount fees to fill seats. Means tested fee assistance exists to support some families but there are strict conditions around this with welcome oversight from key Governors.

Interest in BGS is growing. We had 50 families more than last year at our Open Day 2018.

Headmasters Priorities

In answer the question: 'so, what exactly do you do?' not an exhaustive list!...

Academic Heads of Departments are currently updating their department action plans. Once submitted to Gary Woods (Assistant Head Academic) these will feed into the latest iteration of the whole school Strategic and Development Plans. That said, HM priorities for 2018/19 are as follows:

- Supporting Gail, the newly appointed Bursar and Clerk to the Governors and helping her to make improvements to the operational model at school, including getting the new uniform supplier on stream (grateful thanks to the PA and Tracy in particular for

helping us to fire fight the problems that have been visited upon us with the current supplier)

- Supporting Lindsey, the newly appointed Director of Development and External Relations, in a concerted push to increase the number of assisted places and recruit highly able pupils from all backgrounds
- Supporting Kerry, the Headmistress of the Junior School, with longer term strategic developments in teaching and learning and expansion of the profile of the Junior School to support sector wide educational leadership, public relations, marketing and recruitment activities
- Appointing and inducting an outstanding Deputy Head
- Supporting delivery of the new BGS sports offering and facilities and helping to mitigate against short term disruption
- Building partnerships locally and increasing our positive work and profile in the local area to improve the broader educational offering at BGS, expand the horizons / awareness of all BGS students and to foster compassion / connection within our wider community
- Fostering outreach in support of the above and to showcase BGS to potential applicants
- Continuing to develop teaching and learning through careful attention to and promotion of new research-led pedagogy, including using technology.
- Modelling and implementing initiatives to respond to external, sector wide challenges, economic, political, and capitalise upon opportunities for system leadership to try to get the winds to buffet the independent sector less aggressively.

Concluding remarks

We start the year as the Sunday Times Northern Independent School of Year 2018 and as a Daily Telegraph Top 10 Best Value Independent School 2018 (important in Yorkshire!). We offer an exceptional education and run a very effective business that controls costs, secures good value for money and is ever mindful of maintaining / widening access.

The school, Old Bradfordians, BGS friends and families –have been paid some rather nice, unexpected compliments. The Sunday Times, The Daily Telegraph, The Good Schools Guide and The Independent Schools Inspectorate all gave us glowing reports last year. We should continue to embrace what objective, outside experts recognize in us and which our recent activities and results (not just exams) have once again confirmed. BGS is in great shape for the future.

None of this would be possible without the backing of BGS families. Thank you for your honest feedback, patience and understanding when things go a bit wrong, and your support camaraderie and compliments too, all of which help to make BGS the exceptional school it is.

PA Constitution

Jim Tullie gave the background to this item :- A constitution is the document governing the way an organisation such as our PA is run. I said my Chairs report that it came to light we did not have a current one. What we had was one page of a two page document that had some rules that we followed. Clearly this was inadequate so with Claire's support we set about getting ourselves in a better position.

The document I have drafted before you is a document that Claire, Kevin and I have been through and Claire and I have had several meetings with the Head and both the old and new Bursars, Ian and Gail. The document before you is agreed between us and I formally propose, Claire formally seconds it to you, the members for acceptance.

The most significant change of PA Policy that is being incorporated into the proposed Constitution is the removal of the Grant facility. As background, the PA offered to support Bids and Grant requests. Bids are for funding for such as the Orienteering equipment, Grants were to support an individual who could not afford something – for example a trip.

When dealing with a Grant request we become involved in why are we (parents managing this fund of money) being asked to give an individual some money; Information about that individual's personal circumstances and the finances of the family situation are required, all of which is sensitive personal information. The school may well be aware of the financial information of the individual but they can't share it with the PA Representatives those of us who hold office do not want to know this type of information about another parent. Remember this is parent's making decisions affecting other parents. GDPR is also a new factor we must consider. Administratively, we believe it is fraught with difficulties.

The school are aware of the financial situation of their pupils, those who need or get financial support etc. and in coming to the proposal to cease Grants we have established that funds are available in school budgets to support those students who need assistance. Further conflict is possible because the school could have received a request as well as the PA and technically the school and the PA Representative's cannot talk to each other about it in case personal data is shared without permission.

Historically, we have received very few requests for Grant support and so the proposal is to constitutionally agree to limit our financial support to Bids where we support the school or a group or area or all our children irrespective of any personal circumstances - year 7's recent PGL Trip where we subsidised the transport for everyone as an example.

The Constitution is a document that is not anticipated to be reviewed or changed on a regular basis. The criteria utilised for Bids is however, seen as a live document and could be amended and as a consequence, the Chair is proposing that the Bid Criteria be regarded as a live document which can be adapted in a normal meeting rather than the AGM should circumstances require.

Jim formally proposed and Claire seconded the constitution as drafted be adopted.

Questions were raised and discussed : Why was 7 chosen as the quorum number? Jim replied that a number was chosen that reflected the lower of the normal attendance at a meeting as this would allow business and any bids to be carried out / agreed. We had to have a quorum number that allowed business to be done. Dannielle commented that the Bursary system includes for one trip per school year.

At a show of hands, the proposal was carried unanously. Jim will attend to the signing of the document and this will be available on the school website PA Section.

Election of Officers

For the last 12 months we have managed to operate without a formal secretary. However, with Claire stepping down as VC, it is essential that elect a Secretary and Vice Chair.

Godwin Eton asked how we inspire Parents to attend meetings and there was general discussion on this subject and in particular the differences between junior school where parents meet in the playground etc and senior school where pupils often make their way on public transport etc. Essentially less parental interaction at this age. Also, the PA have a large list of parents who volunteer to help at events but do not wish to commit time to the meetings / management aspect.

Sarah Bowmer volunteered for the position of Secretary and Vivienne Cogan volunteered for the position of Vice Chair. At a show of hands, each was unanimously appointed.

AOB

There was no other business raised and the next AGM was provisionally set for the 6th November 2019.