

Minutes of the PA Meeting 11 January 2022

Present

Wayne Shirt, Edel Christie, Vivienne Cogan, Jean Pine, Katie Stitson, Dan Scarbrough, Joshua Mitchell, Samm Thompson, Jill Swift, Kanchan Bahn-Mistry, Lucy Alderton, Julie Fikkert, Baljit Kaur, Andy Dawson, Rippon Ubhi, Homera, Najib, Razia Akhtar, Sania Khan, Uzma Atif, Saqib Mahmood, Joanne Burke, Zabeada Aslam, Gul Akbar, Sukhveer Kaur, Emma Cunliffe, Ros Denton, Noreen Khan

Apologies

Samm Thompson, Sarah Jones, Poonam Verma,

Welcome

Thank you to everyone who attended the meeting. We had a good turn out and some interesting discussions.

Last Meeting Minutes

Proposed – Jean Pine

Seconded – Katie Stitson

Floodlight proposal – Dan Scarbrough

Dan Scarbrough (DS) brought an initial proposal to the PA committee outlining the possibility of installing floodlights on the far rugby pitch, which is situated near the outdoor cricket nets and behind the sports barn. Floodlights on this one area would give rugby the opportunity to train and potentially host fixtures after school during the autumn and spring terms, something they are currently unable to do when it gets dark. It could also provide after school winter training opportunities to both athletics and cricket, giving benefit to multiple sports and therefore many children.

To complete the installation, groundworks, and all associated set up costs, would be looking for an investment of approximately £89k for 2 pitches and £73k for one.

This proposal, which has been presented to main school budgetary committee, is not part of the school's current capital expenditure plan, and therefore the sports department would be looking for the PA to fund this project 100%. Homera Najib (HN) mentioned that there are continued discussions between the sports department and school about potential investment, but there are no current plans to do a matched funding bid between school and the PA, and the earliest school funding cycle available would be 2022-2023, meaning work could not begin until summer 2023.

Many other questions were raised concerning the bid including:

1. Had the rugby PA been approached to help fundraise for the project?
2. What would be the running costs of the lights and what impact would using these lights have on school budgets?
3. Had any consideration been given to a business plan demonstrating how the lights could be “monetized” to encourage other external events to use the facility and therefore create a revenue stream?
4. What would the lead times of the project be and when would any potential money need to be available?
5. As a registered charity would the PA even be able to put money towards a project which essentially is a capital expenditure project for the school?
6. Would the school's upcoming installation of solar panels be able to offset the increased energy costs of running the new floodlights?

It was felt that at this stage there was not enough information for the PA to make a definitive decision. There appeared to be more questions than answers and so the following actions were noted:

Actions

1. Katie Stitson (KS) to go back to DS with a list of questions, for him to consider and respond to at the next committee meeting. These are:
 - a. Approaching the Rugby PA for funding, as well as Cricket and Athletics if the facility is to benefit all the sports
 - b. Putting together a business plan
 - c. Pull together a timing plan for how long each of the phases would take.
 - d. Updating on approaching other organisations such as the ECB or RFU for funding
 - e. Confirming the running costs
 - f. Confirming the lead times
 - g. Would the cost quoted now still be the same if the project cannot be started for another 2-3 years? Would costs inflate?
2. Wayne Shirt (WS) to confirm if there are any rules relating to charities funding capex bids.

Wacom Tablets proposal – Joshua Mitchell (JM)

Game Design Club is a new club at BGS in 2021-22 which has already got over 25 regular members. Mr. Mitchell applied for funding to buy 10 graphic tablets (costing £330 per unit) to allow the teams in attendance to create higher quality art, as well as attract pupils from more artistic disciplines.

Currently, the groups are heavily restricted due to using keyboard and mouse, which not designed for artistic usage. The drawing tablet allows for those used to traditional art (drawing, painting) to make the transition to digital almost seamlessly.

The Committee agreed to fund the 10 tablets as requested with the following conditions:

1. Confirm the warranty period (is it 3 years? JM to clarify)
2. Find ways to offer use of the tablets to years 7-9 and their computing clubs.
3. Find ways to offer use of the tablets to other departments such as the art department to ensure as many students as possible can use the new equipment.
4. Write a short article and supply images to include in the next available edition of the PA newsletter

Treasurer's Update

Secondhand Uniform (SHU)

In terms of income Samm Thompson (ST) has kindly provided the SHU spreadsheets and consolidated them so we can progress with the BGS Finance team a process for them to make direct payments where possible and then for Edel Christie (EC) to pay cheques to the residual.

EC has connected with Harry Whitaker (Maxine successor) so she can progress the payment of grants 2020/21 and align the ledger for 2021/22. Currently awaiting confirmation of when they can meet.

Final action is to get ST added to the mandate EC has collected the forms, which now need to be completed

Income from SHU

Date	Total amount sold	Donated	Due to seller
08/08/2021	£8,056.00	£5,349.50	£2,706.50
19/09/2021	£1,827.00	£1,226.50	£600.50
27/11/2021	£1,534.00	£1,099.50	£434.50
	£11,417.00	£7,675.50	£3,741.50

In terms of BGS PA commitments made so far this year, these are as follows:

Description 21/22	Amount
YR 9 HISTORY TRIP BUSES	£400
BOAT CLUB NEW	£3,225

BLADES #8	
Biology Gardening	£1,000
YR7 PGL Coaches	tbc

Future Events

Coffee Mornings

Jean Pine (JP) proposed holding 2 for this academic year, 1 in March and 1 in May. Jed Boardman (JB) would be happy to arrange speakers for forthcoming events or suggest potential options.

Potential topics suggested were:

- Revision techniques
- Duke of Edinburgh Award scheme
- Mental health
- Some general talks – not always educationally related

There was also a suggestion that coffee mornings should be aligned with future second hand uniform sales.

The committee discussed that it would be a good idea to email Year 7 and 8 parents to see what suggestions they had for items they would like to know about, and people they would like to hear from, and how they would like the PA to help them as new members of the BGS community.

Actions

JP to confirm speaker options

JP to put together an email for the Year 7/8 parents

Spring Summer Event

The committee agreed that they would like to run a fundraising event during the summer term. It was also agreed and encouraged to think about doing something slightly different from the previous spring fair.

To do this the following actions were agreed:

1. JP to confirm dates with Gary Woods (GW) and JB. Try to look for a date which also combines home sports fixtures so parents/students can move from one event to another.
2. KS to set up a subgroup of parents who are interested in helping with the event
3. KS to finalise date for the kickoff meeting and send an email to school confirming the meeting and ask for more parent volunteers.

PA Newsletter

Julie Fikkert (JF) presented her design for the new BGS PA newsletter. The committee feedback was overall very positive, and the following actions were taken:

- Check branding and identity is correct from a BGS perspective
- Keep it to two pages maximum
- Make sure there is a strong sense of how parents can get involved.
- Make sure the newsletter is regular (planned to be one every term.)

Actions

JF and KS to finalize the first newsletter and aim to email out by the end of January.

AOB

Kanchan Bahn-Mistry (KBM) suggested that for future meetings there is an agreed process for how bids are presented and then discussed. It was felt that going forward, bid proposers should be asked to leave the meeting once their presentations have been completed, so that the committee are then free to discuss their thoughts before coming to a final decision.

WS asked that we minute our thanks to AD for his help and support for setting up and running the google meet for the PA committee meeting.

Bird Box Bid

It was confirmed by Andy Dawson (AD) that the bird boxes have been installed but have yet to be connected to the wi-fi due to birds being in the boxes! A further update to be supplied at the next meeting.

Sports Bid for Spinning Bikes

KS asked if the PA should still be holding money for Ollie Rogers (OR) for spin bikes.

Action

KS to email OR for an update on the bikes and whether they have been purchased, or if he is still intending to do so.

Junior School Uniform

Sarah Jones (SJ) asked if trousers could be part of the girls' Junior School uniform, rather than just have a skirt as the only option. HN confirmed that this query should be sent to the Junior Leadership Team or Mr. Ribeiro and Mrs. Robertshaw Hughes.

Action

KS to respond to SJ with this response

Date of Next Meeting – 4th May 2022