# BSA MEETING MINUTES

Bridgewater School, Bridle Way, Berkhamsted, Hertfordshire, HP4 1ES
Registered Charity Number 1092178

| AGM MEETING MINUTES | | | |
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| **Date & time:** | 8th November 2022 | **Location:** | School Staff Room |
| **Chaired by:** | Hayley Holden | **Minutes prepared by:** | Sarah Langridge |
| **Attendees** | | **Office/Trustee** | |
| Mrs Bettridge<br>Mrs Alexander<br>Zoe Marrs<br>Carolyn Hendry<br>Angharad Harrison | | Chair (Trustee): Hayley Holden<br>Deputy Chair (Trustee): Hayley Flockhart<br>Treasurer (Trustee): Ben Holden<br>Secretary (Trustee): Sarah Langridge<br>Communications Lead: Lisa Hardy Wilson | |
| Apologies:<br>Alison Lee | | | |
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| Item | Description | Actions |
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| **Welcome and apologies** | | |
| **Confirmation of Committee** | All current committee members stood for re-election with unanimous vote for each. | |
| **Treasurers update 2021/2022** | - Profit from events £21,103<br>- Other fundraising activity £3,124*<br>- Running costs ££875<br>- Donations to school – library books, coaches for panto and Young Voices £3,585<br>- Surplus £19,766<br>* NB Supermarket vouchers – appears to be a loss in current year due to timing issue from previous year and manging stock. Corrected profit is £1,183<br><br>Accounts approved by vote.<br><br>As income is above £20k, external review needed before submission to The Charity Commission. | Ben confirming process for accounts review |
| **Fundraising goals** | - **Treehouse and refurb of the Stables for sensory pod still proposed** – Mrs Bettridge working with governors on due diligence before confirmation<br>- **Young Voices coaches and contribution for coaches Year 6 residential trip** - agreed as previous meeting<br>- **Relief Fund** – the school is creating a fund to support families in current economic client with school related activities eg trips, including residential, school meals. Agreed BSA will give an initial £500 initial donation with a view to annual donation of the same amount, with reviewed once fund is operating – agreed with unanimous vote. | |

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| The fund will be managed by the school and the BSA will have no involvement in managing it or information about any support given. To note, could not be used for funding of BSA events as would be self-funding.<br>- **Library display equipment** – agreed by vote.<br><br>**Christmas activities**<br>- **Wreaths** – sold almost 100 across the event and at home kits. Event Friday 2nd December. Volunteers will be needed for event and collection.<br>- **Hampers** – as per feedback, the size reduced slightly but still very generous. Drop off at school w/c 21st November<br>- **Jazzy Jars and books donations –** storage tbc. Drop off at school w/c 21st November<br>- **Christmas parties -** volunteers have come forwards - thank you! Mrs Alexander to check with staff before BSA communicates dates. Range of activities for example face painting, temporary tattoos, Year 6 running stalls, choosing jazzy jars and books.<br>- **Rotary Santa Sleigh –** Sunday 4th December. Have some volunteers but more needed.<br>- **Rex takeover** – Wednesday 4th January. Film to be confirmed.<br>- **Christmas cards** – orders placed.<br>- **Nursery bedtime story** 9th December<br><br>Christmas comms to include reminder of Amazon Smile, Easy Fundraising, Supermarket vouchers, Debbie Shrimpton school picture and Bridgewater birds<br><br>**2023 Plans**<br>- Rolldisco - February<br>- Quiz night - March (Not March 10th due to cross country the following day)<br>- Cross country March 11th – BSA to run refreshments<br>- Run Fun – April<br>- Bridgefest – 8th / 9th July<br>- Reception event eg mini-film night will be run<br>- Promote Debbie Shrimpton school picture and Bridgewater birds end of academic year<br><br>**Future ideas**<br>- Would be good to broaden non-event fundraising. Further thought to be given. Ideas include name labels, cookery book.<br><br>**2nd hand uniform**<br>- Big Dig very successful to reduce the stock however not currently able to accept more donations<br>- Volunteers still needed to manage on ongoing basis.<br><br>**Next meeting Tuesday 17th January 2023 8pm - location tbc** | Mrs Bettridge confirming storage of jars and books<br><br>Hayley H confirming nursery stories details<br><br>Hayley H add to comms |