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

MEETING MINUTES

Date & time:	6th July 2022	**Location:**	Zoom
Chaired by:	Hayley Holden	**Minutes prepared by:**	Sarah Langridge

Attendees	**Office/Trustee**
Mrs Doodson Carolyn Hendry Alison Lee Nicola Bissenden Jane Crowe Hayley Flockhart Ben Holden Sarah Langridge	Chair (Trustee): Hayley Holden Deputy Chair (Trustee): Hayley Flockhart Treasurer (Trustee): Ben Holder Secretary (Trustee): Sarah Langridge
Apologies: Mrs Bettridge	

Item	Description	Actions
	1. Events **2. Volunteers** **3. Financial update** **4. Fundraising ambitions**	
	1. Event / activity plans – Autumn Term • *School picnic on the field* – agreed no charge but will run a bar and potentially ice cream – Saturday 17th September • *Film nights* – Year 1-6 Oct /Nov • *Quiz night* – potentially Autumn /March • ***Christmas*** Discussion on merits of each of Christmas Fair and 'package' of other activities. Agreed 'package' would be better this year - consistency and potential risk of cancellation. Would be good to include Year 6 / older children somehow eg invent games (as they would for the Christmas Fair) - *Christmas parties* for classes - *Hampers* (agreed tickets to be sold online) – Ali L to lead - *Christmas cards* – Sorrel to co-ordinate. Discussion on whether option to create a Bridgewater card via a competition (+/- personalised cards) - *Wreaths* – propose @Home and an event. Hayley F and Nicola to lead initially. Will need 2 groups to manage wreaths and plan event - *Potentially mince pies and mulled wine* pre-collection - *Rex Takeover* during Christmas holidays – Devika to lead **Event / activity plans – Spring / Summer Terms; considering:** • Roller Disco @ Everyone Active	Hayley H to discuss parties with Helen Kennedy Discuss Christmas card competition with Sorrel Meeting with Mrs Bettridge early Sept to confirm plans and dates – Hayley H Plan to be published (Lisa H to design)

• School discos • Run fun (potentially including raffle) • Camping Circus has been booked for May 2024	
2. Volunteers • It has been very hard to recruit volunteers for recent events particularly the Circus, and getting support needed for Quiz Night and people not turning up for shifts at Camping. Good response for help for Reception Disco. • Agreed to refresh BSA rep role description and try to engage more reps • Need to emphasise that events cannot run without necessary support, and link to wider engagement message with school next year • Will need teams / leads for Film Night and Quiz Night. Film Night is 'light touch' to organise • For events will try using shared spreadsheets for sign up, giving visibility of what is needed (and if others are helping)	Refresh BSA rep role description and create and share a list of reps and where there are gaps (Sarah) Update leaflet and send to all parents early Sept (Lisa to update)
3. Financial update • Jan-Jul 22 raised approx. £14k with around £4k expenditure • Available cash currently approx. £29k • Ben looking for best route for payment for second hand uniform • PTA Events platform costs are increasingly slightly, but option for purchaser to cover fees when purchasing tickets	
4. Fundraising ambitions • Continue to support library • Refurb of The Stable (in courtyard by the school reception area) to be a sensory space • Jointly fund the development of a new space in school (partly to replace Stable space and to create and engaging and multipurpose space that is future proofed especially for accessibility)	Hayley H discuss sensory space requirements with SenCo
Date of next meeting proposed Wednesday 21st September	