



**President: Mr I Cooksey (Headteacher)**

**Minutes of FoWBGS Meeting:  
Tuesday 23 March 2021 at 7.30pm  
Virtually via Googlemeet**

**Attendance and Apologies**

Chair – Amanda Rafferty*	P
Secretary – Joanne Hayden*	P
Treasurer – Neil Shah* (standing down)	A
Adam Marshall	P
Cate Sims	P
Mrs Donna Connolly – External Relations and Fundraising Coordinator – on behalf of school	P
Emma Bunn	A
Irena Voitevic	P
Isabel Laracca	P
Jayesh Dhanani	P
Jean Ryba*	P
Johanna Nieuwelink	P
Kathryn Bourke*	P
Phanishree Marthy*	P
Phil Mullen (nominated Treasurer)	P
Rishi Jobanputra	P
Sachin Kadam	P
Sam Hasan*	P
Sarah Marshall	P
Sima Makwana	P
Tapan Shill	P
Key: P=Present/A=Apologies      Executive Committee*	

**1. Welcome and Apologies for Absence**

Amanda welcomed and thanked everyone for attending the meeting. Attendance/apologies are recorded above.

**2. AGM**

The Minutes of the AGM are recorded separately. Neil has prepared the Treasurer's report and accounts which would normally have been shared at the AGM in November 2020.

**Action 1: Amanda undertook to put Phil (elected as Treasurer at the AGM on 20 April 2021), in touch with Neil to discuss the handover of the role and to ask if he would attend the next meeting so that questions about the Treasurer's report could be discussed.**

The Scalextric event planned for last year was cancelled because of COVID: the company running the event is no longer able to provide mobile tracks and so we will be unable to run the event at school. A refund of our money was made in full and is recorded in the accounts for 2020/21.

### **3. Upcoming Events**

**The Big Raffle** – [tickets on sale now](#) - to be drawn on Thursday 27 May at 11am

The raffle is an annual event, usually run in-person. This has historically been a long and arduous task requiring many hours of work from a small team of people but usually raises good sums of money. (The FoS ran the raffle online for the first time two years' ago to try to reduce the burden of workload: this was easier in that respect, but we considered the amount raised then of £1,800 to be low (less than previously), perhaps as it was harder to get engagement.) The tickets went on sale last Monday and thus far £500 worth of tickets have been sold.

We discussed the pricing of the tickets (currently £2 each, sold in books of either five or ten tickets), and whether we should consider selling tickets individually given the financial impact of COVID. We pay 3% in fees no matter the amount raised. Concerns were raised that we have considered this before, and that people will then go for the lowest cost option, and so we will raise hardly any money. Physical tickets have always been sold in books of five and only a very tiny number of people have ever bought less than one book, so it was agreed to leave it as is. We briefly discussed the lack of engagement from boys – which is much harder with an online raffle than physical tickets, although physical tickets also didn't get anywhere near as good a response as at WGGS. This is because of a lack of support within school from form tutors promoting it and enabling, eg an inter-form or inter-house competition re who sells the most tickets.

**Action 2: Mrs Connolly undertook to email the form tutors to encourage engagement in FoS-run events.**

**Family Summer Gala** – Friday 2 July from 4.30-7pm

This is a new whole-school event that the FoS will be supporting. It will be organised by the school at the end of enrichment week which celebrates all the things the boys have been doing. It is planned to be a ticketed event and so we will know in advance how many people will be attending. The fee will not include food, but those attending will know that food will be available to purchase. Mrs Connolly confirmed that there would be a nominal fee for the tickets, with an option to give an extra amount as a donation to the school.

Due to the timings of the event, most of the FoS Committee will be at work and a BBQ as previously offered on Saturday fun days is a huge undertaking, so Amanda suggested we find an external caterer and enlist some helpers. Kathryn mentioned that a parent runs a catering company.

**Action 3: Amanda undertook to put out a request to the school community for anyone offering mobile catering and to ask Amrita if it's her friend who provided Indian street food via a pop-up tent at the 2019 Fun Day.**

**Action 4: Mrs Connolly undertook to apply for the TENS licence so that alcoholic drinks could be offered at the event.**

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

Boys currently in Year 6 will meet their new form tutors and fellow form students. Parents will be invited to the school at the end of the day to hear some talks, including a welcome talk from Mr Cooksey. Whilst this is happening, the boys will be doing team-building activities including drama

workshops, sports, etc, all with their fellow form students. Parents will be put into the boys' form groups to meet the form tutors, staff and other parents.

The FoS-run second-hand uniform shop will be open for items to be purchased, and manned by a small group of volunteers. (The shop generates a lot of money in our fundraising and is a valuable resource for parents.) The FoS also sells light refreshments. Amanda stated that any help would be greatly appreciated.

**Action 5: Amanda undertook to send an email asking for volunteers.**

**Action 6: Mrs Connolly undertook to establish from Mr Wallis if he intends to ask parents to fill out reply slips.** This will enable the FoS to plan for refreshments. We are awaiting confirmation of timings and how the event will run.

**Quiz Night** – proposed date to be set in the Autumn Term

This is one of the most popular and well-attended events, usually held in March each year, although the FoS agreed at the last meeting it would be held in the Autumn term to kick-start fundraising. Mr Cooksey writes the questions and is Quiz Master at the event. We agreed to set the date soon to begin planning for the event.

### ***Design a Hoodie Competition***

MAPAC have offered to help us run this event whereby students design their own hoodie design and MAPAC will print the winning design onto a hoodie (colour of the winner's own choice). We agreed to prepare our launch campaign as soon as possible, once the entry fee and requirements have been confirmed. We considered that the closing date might be the first week after half term. We considered options about asking the students to follow a theme, to make their design with the school in mind, to create a motivational message, or to give them carte blanche with their designs. We agreed that we would need to share guidelines and a list of criteria/rules with the students.

**Action 7: All to share ideas so that we can guide the students about whether we intend for them to follow a theme or similar.**

We discussed how we would take payment for low denominations of money. Amanda had established that we can send out payment requests via the SumUp machine. Phil suggested that we could ask parents to pay money directly into the FoS bank account which would be the simplest method. This method was used successfully for the Christmas pudding stir-up in November 2019. In the same way as then, we could ask for entry via a Google form to enable us to match boys' names and entries with payment into the account.

**Action 8: Amanda undertook to speak to Conrad about uploading the design of the hoodie.**

**Year 7 Welcome Social Event** – date to be set for September – held in the STEM Centre.

This event was run very successfully in 2019 enabling new Year 7 parents to meet each other and socialise. The FoS will provide refreshments whilst parents join tables for their child's form groups or mingle. We agreed to do this not only for the new 2021 Year 7 intake but also an event for Year 8 parents (current Year 7) because we were unable to hold the event for them at the beginning of the current academic year.

## **4. Any Other Business**

Phanishree suggested that, government restrictions allowing, the Committee might try to organise a casual get-together to so that we can all get to know each other, particularly given new members joined at the AGM (preferably before 17 July).

**Action 8: Mrs Connolly undertook to check for permissions about the FoS coming onto site.** We agreed we could meet elsewhere, such as at the Cha Cha Café.

Kathryn raised that, if the government's COVID-related restrictions relax and the school decides to revert to holding parent-teacher meetings in school, we might need to consider providing refreshments (in which case the FoS usually keeps a list of parents who help). Mrs Connolly confirmed that the plan is ultimately to revert to in-school meetings once restrictions allow. Sarah asked if consideration could be given to the benefits in holding virtual meetings to some parents because of their work commitments.

Amanda had received an email from the parent who was due to organise the planned wine-tasting event (cancelled because of COVID-related restrictions). The parent had indicated that they would still be keen to organise an event once restrictions allow. We agreed that it was unlikely we could hold the event this term and so we would discuss it in the new academic year.

**Action 9: Amanda undertook to reply to the parent and advise we are still interested in holding this next term.**

Mrs Connolly thanked everyone on behalf of the school for being so dedicated in raising funds for the school. She noted that £9K had just been sent to the school's IT dept. Amanda thanked Mrs Connolly for her comments.

We agreed that we should issue publicity about the monopoly sets to the Year 7 and 8 Whatsapp groups to encourage people to buy them.

Amanda asked if all new parents at the meeting would like to receive further emails about events and/or to be added to the year group Class Rep Whatsapp groups/to write our email addresses at the end of the meeting in the chat and she would get in touch and add them to groups accordingly.

The meeting closed at 9.10pm.

**Date of next Executive Committee Meeting: Tuesday 18 May**