

## **Bishopswood School Association (BSA)**

### **Annual General Meeting (AGM) Minutes**

**Date:** 25 March 2026

**Time:** 7:30pm

**Location:** Virtual (MS Teams)

#### **Attendees**

- Petra Shuttlewood (Co-Chair)
  - Ruth Potter (Co-Chair & Treasurer)
  - Kayleigh Simmons (Committee member)
  - Kalpana Thapaliya (Parent)
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#### **1. Matters Arising from 2025 AGM**

- **Bank signatories:** Confirmed as resolved.
    - There are now sufficient active signatories in place.
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#### **2. Chair's Report**

Petra presented the Chair's Report.

##### **Overview**

- The BSA continues to operate as a parent-led charity supporting the school through fundraising.
- Primary focus remains funding enrichment activities for pupils.

##### **2025 Fundraising Focus**

- Agreed with the Headteacher (Priya):
  - Enrichment activities (e.g. theatre trips, celebration days, animal therapy).
- Positive impact noted on pupils' communication, independence, and wellbeing.

##### **Key Activities**

- Christmas fundraising (primary income source):
  - Online auction

- Raffle
- Participation in:
  - Hedley Living Advent Calendar
  - Woodcote Rally Steam Fair
  - Rising Sun pub quiz

### **Successes**

- £32,500 secured in grants (across financial periods)
- £8,000 contribution to new school minibus
- £2,000 for school equipment
- £2,400+ raised from Christmas activities
- Funded secondary school theatre trip to London

### **Challenges**

- Unable to attend Sonning Common Primary School Christmas Fair due to space limitations
- Reduced donation from Woodcote Rally
- Ongoing challenge: limited volunteer capacity

### **Forward Look**

- Meeting scheduled with Headteacher (13 April 2026) to agree 2026/27 fundraising priorities
  - Current available funds:
    - £3,000 initially reported
    - Updated to ~£8,000 following receipt of additional £5,000
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## **3. Treasurer's Report**

Ruth presented the Treasurer's Report.

### **Year-to-Date Summary**

- Income: ~£19,500
- Expenditure: ~£17,500
- Cash balance: ~£4,000 (with £1,000 retained reserve)

## **Income Sources**

- Grants (majority):
  - £15,000 (minibus)
  - £2,000 (PI Foundation – equipment)
- Christmas fundraising: ~£2,400
- Other:
  - Woodcote Rally: £150
  - Collection tins: £115
  - Quiz winnings: £62

## **Expenditure**

- Primarily transfer of grant funds to school
- £325 contribution to secondary trip
- No overhead costs incurred

## **Note**

- Full-year financial report (Charity Commission submission) to be circulated with the minutes
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## **4. Nominations / Appointments for Officer Roles**

### **Appointments (Approved)**

- **Co-Chairs:**
  - Petra Shuttlewood (re-elected)
  - Ruth Potter (re-elected)
- **Treasurer:**
  - Ruth (re-appointed, interim basis)
- **Secretary:**
  - Kayleigh Simmons (newly appointed)

All roles were proposed, seconded, and approved by those present.

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## 5. Registered Charity Trustees

- Confirmed trustees:
    - Petra Shuttlewood
    - Ruth Potter
    - Kayleigh Simmons (to be added)
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## 6. Any Other Business

### Committee Membership

- Ongoing recruitment encouraged for additional committee members.
- Kalpana attending for information; may consider involvement in future.

### Existing Members

- Joley stepping down from committee.
- Andrea and Sally confirmed they would like to remain on the committee.
- No response from Steph or Gemma.

### Next Steps / Planning

- Next committee meeting to be scheduled after meeting with Headteacher.
  - Agreed need for structured agenda for Headteacher meeting, including:
    - Fundraising priorities
    - Increased staff involvement
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### Actions & Owners

Action	Owner	Deadline
Add Kayleigh as registered charity trustee	Ruth	ASAP
Arrange meeting with Headteacher (Priya)	Petra / Ruth	13 April 2026