



**Minutes of the OWBA Committee Meeting
Friday 30th August at 4pm**

Downward Room, West Buckland School

Present

Andrew Broggio (President)
John Vick (Headmaster)
Lucy Lancaster (ARO)
Ian Blewett

Neil Kingdon (Vice-President)
Valerie Bishop (Foundation Manager)
Jamie Conchie

1. Apologies

David Cummins
David Walker
Kirsti Ryall

John Light
Adam Crispin

2. Matters arising from the last meeting

Apologies

Adam Crispin (AC) and Kirsti Ryall (KR) had sent their apologies at the last meeting but they did not appear in the minutes.

Smith & Williamson

Smith & Williamson Investment Management were asked to set up an account for the OWBA. Andrew Broggio (AB) asked whether Smith & Williamson were happy with the responses to their queries regarding OWBA's charitable status and the documentation sent. Valerie Bishop (VB) said they had not sent further queries.

AB explained the background of Smith & Williamson (S & W). Currently the OWBA holds approximately £35,000 in the Natwest Account. There has been concern as to what is happening with this money. It was decided to invest it using Smith & Williamson. The OWBA has applied for a separate account to the Foundation Bursary accounts. JC wanted to know what S & W will do. John Vick (JFV) explained that S&W are doing a good job and were recommended by Paul Orchard-Lisle. They have a genuine interest in West Buckland and its pupils. Pupils have had work experience at their offices.

Action: VB to follow up on application.

3. AGM – Content of Agenda

Reports

AB will be away for the AGM but will write the Chairman's and Treasurer's reports.

Election of Officers

There have currently been no other nominations for the Executive Committee, other than Stuart Smith, Ian Blewett (IB) and Jamie Conchie (JC). Adam Crispin (AC) is keen to remain on the committee for a further 2 years; he has been a worthy contributor to the school. AB will remain as a co-opted member. Neil Kingdon (NK) will be nominated as President. NK explained that although nominees may be elected there is not necessarily a role attached to their names but there is a need for new faces to take on the role of Vice President (VP) and Treasurer. Neither JC nor IB are keen to take on the role of VP, but might be interested if the post were just for one year with the option of

stepping down. NK agreed that this might work, although AB said that in the past no one else had stepped forward.

Changes to the Constitution

NK explained that the changes apply to minor wording, mainly the meanings of the "Committee" where two other OWBA members had been omitted. It was agreed that the 'marked up' version of the Constitution should be available at the AGM.

Action: LCL to ensure that Constitution is available at AGM

Honorary Members

The election of Honorary Members is a constitutional agenda item at the AGM.

It was then discussed whether there are other individuals who have been involved with the school, e.g. former staff who could be potential Honorary Members. Various people were discussed, some of whom are already Honorary Members: John and Angela Avens, Mike Tucker, Tony Evans, Chris Ponder, Bob Clarke, David Clark, Lady Arran. In addition, JC asked whether Roger Jackson should be an Honorary Member. NK will look at current list before AGM.

Action: NK to look at list of current Honorary OWBA Members prior to AGM

4. Communications Strategy

NK said that he had had a very productive meeting with VB, Lucy Lancaster (LCL) and Andrew Conibear (Marketing and Communications manager) recently regarding the Communications Briefing Paper. NK didn't feel qualified to comment on the social media issues but had a lot of input regarding the Buckland Brief and Website.

Buckland Brief (BB)

There has been a significant decrease in costs 2010 due to limiting the number of publications per year. The largest cost concerning the BB is postage. It is suggested that it should be included with the In Form mail out. AB said that the OWBA wanted to see a printed version although JFV feels that an email version might be more appropriate. AB asked whether the mailing list of the BB was the same as In Form, which it is. All agreed that there should be one printed version a year of the Buckland Brief and one electronic version.

JFV agreed that both publications could be sent out together, as long as there is a distinct rationale. He is concerned as to the editorial policy of the BB and that the two magazines should be quite separate in their content. In Form is primarily focussing on school news which should be distinctive from what goes in the BB, which is about life beyond West Buckland. AB asked whether the BB should contain advertising as in the past it had. VB and IB agreed this should be considered. IB said that there should be a dialogue between the OWBA and school to avoid any de-confliction. He stressed that it would be silly to have two publications producing the same information.

JFV is concerned about the time allocated to producing the BB, which in the past has been considerable. He stressed that LCL's time is limited and perhaps a more basic publication should be considered. He feels that as In Form is the flagship document, the BB should be a much humbler publication. VB questioned whether this would be appropriate, as the OWBA audience, although interested in In Form are primarily focussed on the BB as the main provider of news which is specific to them as alumni. IB said that the publications had to be fit for purpose. AB said that while In Form was a marketing tool for the school, a good quality Buckland Brief could reap more benefits in the long run for the Foundation which, of course will be beneficial to the school.

VB agreed that time might be an issue and IB said that this needed to be thought about properly. VB suggested that the office needs to go through the process of putting together the BB in order to understand how much time it will take. At the next meeting, VB will bring examples of other schools publications.

Action: VB to bring examples of other school's publications to next meeting

Website

All present agreed that VB should begin to re-develop the OWBA website using wordpress as outlined in the Communications Strategy Briefing.

Action: VB to begin redevelopment of website

VB explained that she had discovered three folders of survey results in the Foundation Office which had been conducted 2 years ago. AB told the meeting that the Foundation had put together the form. VB stressed that it was a huge job to put this information onto the database. IB was keen to see an example of this document.

Action: VB to scan form and send to committee

5. Speech Day

NK and LCL explained that preparations are going well. NK asked how many would attend the buffet lunch after the AGM. In the past, Lynne Vick has hosted a coffee morning for spouses at the Headmaster's House. JFV agreed that she would be happy to do so again and they should be encouraged to attend. She would like an estimate of numbers.

Action: LCL to canvas numbers for coffee morning and buffet lunch

NK stated a need for volunteers willing to help out on the BBQ and Bar. AB said that Angela Avens was normally happy to help.

As AB was not able to attend Speech Day, he asked whether NK was willing to go on the stage as President Elect of the OWBA. NK agreed.

AB asked about whether the Shooters were having tea in the Karslake or would join the BBQ. All agreed that it would be preferable if they could join the BBQ.

Action: LCL to check with David Price

6. Confirmation of November Events

LCL and VB explained that they felt out of control as to the Chartered Surveyors' Dinner and Plymouth Lunch as both events were being organised by others. NK stressed that they should not worry as these events would happen. IB said that neither LCL nor VB should be put under unnecessary stress.

NK mentioned the Remembrance Service. It has been the President's role to read out the names. AB was happy to continue with this. NK said that this service should be advertised to the alumni. The school provides refreshments in the Karslake following the service and that this is perfectly adequate. IB asked who attended this service. JFV clarified that all are welcome. It was agreed that an invitation should be sent to all staff concerning present and future OWBA events. All agreed.

Action: LCL to email all staff concerning current events

7. Resources & Financial Management

AB asked whether the school would be doing the accounts for the AGM. NK has spoken to Roger Jackson who then discussed it with VB and LCL. The Bursar is not happy for the school to do the accounts as they are busy with their own audit at the same time. NK thought the school had agreed

to take over all the administration for the OWBA, including the accounts as they had been done by the Bursary last year. JFV said it was the Bursar's responsibility for the deployment of his staff. He asked why the Treasurer was not doing the accounts. VB suggested that she would be happy to do the accounts, but stressed that she was not an accountant. She will pass the accounts to the Bursary for them to audit which they were happy with. It was decided that AB should discuss the matter with Roger Jackson privately before the next committee meeting. This would then appear as the first item on the agenda of that meeting.

Action: AB to discuss matter with ARJ

8. AOB

Banner

LCL has been in contact with Bigbanners.co.uk and a sample of a vertical banner to be used at events was shown to the committee. The cost of this was £145. IB asked whether there should be another one making a mirror image. This was agreed. It was suggested that Brushwood Designs, a local firm should also be contacted to compare prices. LCL stressed that this should be done quickly so as to have them ready for Speech Day.

Action: IB/NK to contact Brushwood Designs

OWBA v Old Shebbeans

NK announced that the OWBA has been invited to play the Old Shebbeans on the morning of October 19th with a lunch following the match at Shebbear and then the school 1st XV would play in the afternoon. NK said that if there is a problem with getting a team together, there may be a chance of getting South Molton to fill the void.

Action: LCL to check with Mike Tucker

London Dinner

NK requested names for a guest speaker at the London Dinner.

Action: All committee members to consider a guest speaker

3 Rs

The 3Rs deadline is looming. VB explained that Kilmeny MacBride (editor of the 3Rs) wanted the articles completed by the end of August. NK said that photos could be taken on Speech Day.

OWBA/6th Form Relations

IB asked how the school would be introduced to the OWBA. NK advised that there was to be an assembly on September 18th where he would introduce himself to the current 6th form and talk about the OWBA. LCL explained that at another school they had recently visited, the leavers were introduced to their alumni society by hosting a wine tasting with fish and chips.

Date of the next meeting

8th November 2013, 4pm in the Downward Room

Meeting ended at 5.50pm