



Minutes of the OWBA Committee Meeting
Friday 5th June 2015
4pm, Downward Room, West Buckland School

Present

David Cummins (Patron)	Mark Baglow
Neil Kingdon (President)	Lesley Banbury
Jamie Conchie (Vice President)	Ian Blewett
Bill Geen (Chair – WBS Foundation)	Andrew Broggio
John Vick (Headmaster)	Stuart Smith
	Valerie Bishop (Foundation Manager)
	Monica Carter-Burns (Events & Communications Officer – Minutes)

1. Apologies

Apologies were received from Adam Crispin, David Walker and Peter Williams.

2. Minutes of the Last Meeting

The minutes of the last meeting were agreed and signed by Neil Kingdon (NK).

3. Matters Arising:

Regalia

Valerie Bishop (VB) confirmed that the office is now in possession of the Patron's Chain & Medal, the President's Chain and the Vice President's Medal. All of which have been photographed. Richard Statton has recommended the regalia be insured for no less than £3k.

The regalia is traditionally worn on formal occasions including the AGM, Speech day and the Chartered Surveyors Dinner.

ACTION: VB- to confirm that the Patron's regalia is included in the insurance quote

4. Finance and Events

VB highlighted the key elements of the report. She reported that regular giving is building slowly. Andrew Broggio (AB) enquired about the £6,000 in reserves. VB advised that the allocation of the funds are awaiting the committee's instruction. AB suggested that these could go towards an OWBA bursary. NK said that the hope was the £30,000 invested with Smith & Williamson would facilitate this in the future.

Events

- Surveyors' Dinner

VB confirmed that the Chartered Surveyors' Dinner will take place at The Oriental Club on Thursday 21st April 2016.

- Tom Hitchins' Lunch

VB confirmed that the Tom Hitchins' Lunch will take place at The Dartmoor Lodge Hotel on Saturday 21st November 2015. Mike Cornish and Jack Harding have been extremely helpful in sourcing a venue for this year.

IB advised that he is currently liaising with The Rifles Club in Davis St with a view to using the venue for the next London reunion. The members' fee for hire is £200 and as a member, IB would be happy to act as the central point of contact. It was agreed to make this event an informal drinks reception, provisionally looking at 2nd, 3rd, 9th or 10th of March 2016 for possible dates.

ACTION – IB to confirm a date for the London Reunion in March

At the last meeting Castle Hill was suggested as a possible venue for a summer ball in 2016 but due to this coinciding with the wedding season it was agreed that it would not be feasible on this occasion.

VB shared details of Speech Day which will take place on Saturday 12th September and will coincide with the opening ceremony of the new library. Old Boys from the 1940's will be invited to attend a special presentation of Fortescue medals to Gerald Matthews (42-49G), Alvin Mason (40-45C) & Colin Blackwell (38-45B) who missed out on receiving their medals due to WWII. VB confirmed that OWBA Rugby, Netball, Shooting and Girls Hockey will also take place in the afternoon alongside the traditional OWBA BBQ (location to be confirmed)

DC thought ABode was an excellent venue for the Exeter Reunion in May. Having a quality venue can help to raise the profile of the OWBA and encourage more attendees. VB was happy to report that the numbers are building.

The Exmoor Run in March attracted over 40 runners and 25 passenger boarded vintage bus for the Exmoor Experience. It was agreed that it was a thoroughly enjoyable day. VB advised that due to costs and being mindful of repeating the same formula, there will not be a vintage bus tour in 2016.

VB reported that the preparations for 70's & 80's weekend (20th June) are well and truly underway. We now have 140 guests for the reunion dinner.

ACTION – NK to invite Susie Conchie to speak at dinner, representing Alumni from the 1980's

ACTION – MCB to publish full programme of events with times on the OWBA website

Careers Lunches

Neil Kingdon (NK) shared with the committee the details of a combined meeting with Matt Brimson (Head of Careers), Ian Blewett (IB) and himself. Expanding on the current lunch format, the OWBA alongside the school will launch a Careers Support Group through Linked In, encouraging networking between Alumni and Students from Yr10 upwards.

Additionally, an Alumni mentoring scheme will be developed offering advice on a variety of career options.

NK distributed a list of Alumni happy to offer their time for careers lunches for next term.

Stuart Smith (SS) enquired as to whether Old Boys could offer work experience for current pupils. John Vick (JFV) responded that the school is currently using an external company which matches students to companies. The school is mindful of potential safeguarding challenges.

ACTION - NK to attend one of the upcoming Careers lunches to see how they run.

ACTION - MCB to include a piece about careers in the next edition of the Buckland Brief.

The Buckland Brief

The printed edition of The Buckland Brief will be sent out with the Events Calendar and In Form (the school magazine) to all alumni and parents over the summer. This year it will be a 24 page A4 publication as we have a lot of information we would like to include and it is the main information many people receive about the OWBA as we do not have email addresses for all. The cost of this will be £1,467.

5. Ceremonies for Honorary Members

NK clarified that honorary members of the OWBA are suggested at regular meetings and are announced and ratified at the AGM. Honorary membership is awarded to people who have made an outstanding contributions to the OWBA usually over a 15 year period. When staff have been at WBS for a year they are automatically given Associate Member status. Honorary members are allowed to vote, whereas associate members are not afforded a vote.

There was a discussion as to whether the gift of ties for (for gentlemen) & brooches (for ladies) be made in a formal presentation for Honorary Members. DC suggested there was no need to make a formal presentation to which JFV agreed.

Bill Geen (BG) suggested that as there is currently no old member of staff association, the OWBA is invaluable to keeping links between the school and ex-staff. When they leave a letter thanking them for their service should be sent and encourage them to keep the link going.

AB suggested that there is a need to inform staff, governors and trustees that they are all associate members of the OWBA.

It was agreed to raise awareness in the community through emailing current staff, a letter sent to new staff who join the school and the President attending the New Staff social event in September.

ACTION – NK to review the current list of honorary members.

ACTION – The office to draft and send letters to Staff, Governors and Trustees in September.

6. Constitutional Changes

The proposed amendments to the current constitution were agreed to be put forward for ratification at the AGM (13th September 2015)

Altered Definitions

'Events and Communications Officer' and 'Administration and Finance Officer'
means the person(s) employed by the School who work in the OWBA Office as Secretary. This (These) person's (people's) role, objectives and tasks are determined by the Committee and monitored by their line manager. Their schedule of work is reviewed as and when deemed necessary by the committee.

Altered Membership definition 5c

Honorary Membership may be conferred by the OWBA to any person in recognition of their support for the OWBA which will normally have been over a period of at least fifteen years. The committee may nominate such people for Honorary Membership subject to election by a simple majority at the Annual General Meeting. Honorary Members may vote but may not hold executive office.

Additional Definition

'Patron'
means the Patron of the OWBA. The person who may be nominated by the committee and confirmed by a simple majority at a General meeting.

7. Campaign Update (VB)

The total income raised to date is £450, 436. We have also received a pledge of £200,000 which if we achieve the £500,000 target can be allocated to bursaries or other projects in the future.

16 rooms have been sponsored along. VB is also in contact with a potential donor who is looking to sponsor 5 rooms or their equivalent.

Telephone Campaign

The telephone campaign will launch on 27th June and will run for 3 weeks, reaching approximately 2,000 Alumni, parents and ex-parents.

Mindful that some people would prefer not to be contacted, a pre-call letter will be sent out along with the brochure explaining the premise of the campaign and inviting them to opt out easily, if they so wish.

The 10 callers are young Alumni who have been successful in the interview process. The callers will be matched by a shared interest with the recipient. They will share memories of their time at West Buckland, information about upcoming events, the Buckland brief, careers involvement and if appropriate ask for a gift.

Not all calls will end with an request for money, many will be Affinity calls thanking people for their support of the school.

The caller will write a personalised postcard thanking them for their time or gift.

Campaign Board

VB reported that Campaign Board have been incredibly supportive. They recommended sending an additional mail out highlighting the Sponsor a Room initiative which resulted in the sponsorship of six more rooms and a £1,000 pledge.

BG said that the West Buckland community has been very generous.

8. OWBA Room in Boarding House

It was unanimously agreed that the OWBA would support the campaign by sponsoring a room in the new 6th Form Boarding House. A donation of £2,000 over a three year period was agreed.

9. AOB

NK welcomed co-opted members, Lesley Banbury and Mark Baglow to the committee.

DC highlighted that with due to retirements, the school governing body may be short on OWBA representatives. JFV said that there is a requirement for at least two former pupils to sit as governors. NK advised that this matter is in hand.

NK expressed a vote of thanks to VB for building and nurturing relations between the OWBA and the Foundation over the past two years.

10. Date of Next Meeting

It was agreed that the next meeting will take place on Monday 24th August at 5.30pm.

The meeting ended at 6pm.