

Minutes – Draft until agreed at next meeting

Minutes of the Old Bordenian Association Annual General Meeting held via Zoom on Friday 23 September 2022

Members present: Mark Bailey (chair), David Bowra, Peter Dyson, Tom Frewin, Mick Pack, David Palmer, Mark Sayer, Keith Shea, Chris Terry, Ashley Tomlin

1. Apologies for absence: Alan Eyles, Neil Hancock, Doug Littlejohns, Donal Watkin, Toby Young

2. Minutes of Committee Meeting of 2 December 2021 and matters arising:

The minutes of the meeting were agreed.

The Action Log circulated prior to the meeting documented the matters arising from previous meetings and was reviewed.

Action 4: Chris Terry would aim to complete the questions for a membership survey by the end of October 2022. To include a question about dinner attendance (see 5f below).

Action 5: Steve Dale will have a mock-up website available to demo in 2 weeks – the school website is already in operation.

Action 12: Captain Robert Haig Kitson is happy for us to reproduce his military service memoirs from Facebook to our website. **Action closed**

Action 15: Mark Bailey reported that the Trust Fund is being set up as a separate entity to the school Trust, with the process currently going through the solicitors.

Action 17: Chris Terry to forward the instructions to use the standard OBA letterhead / email signature.

Action 21: Keith Shea, Chris Terry and Mark Sayer to meet on 13/10/22 at 7:30 to agree the most appropriate way to welcome those donating to the Association.

Action 26: A committee meeting will be convened in a couple of months to discuss a revised OBA constitution to enable the Association to qualify for Gift Aid.

Action 27: Tim Hewitt has carried out some work to organise the school archives.

Mark Bailey to raise this at the next Trustees meeting.

All other actions had been cleared on the updated Action Log circulated prior to the AGM.

3. Election of Officers and Committee: The following Officers were elected for the next 12 months. Mark Bailey gave notice of his intention to stand down as Chair at the 2023 AGM.

There are no Remembrance or Hockey representatives elected as they are no longer required.

The OBA Remembrance service is now incorporated into the school's own service and managed by the school.

As the original Old Bordenian Hockey Club was renamed Sittingbourne Hockey Club at the beginning of the 2021-22 season, the formal links between the OBA and Hockey club are no longer relevant. This was agreed between Mark Bailey (OBA Chair), David Palmer (OBA Hockey representative) and Alan Wilson (Sittingbourne Hockey Club president). A website link to the Hockey Club will remain on our website.

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Role	Elected Officer
President	A Tomlin
Chair	M Bailey
Hon. Secretary	To be appointed
Hon. Treasurer	D Watkin
Membership secretary	K Shea
Dinner Secretary	M Bailey
Communications / Digital / Publicity representative	C Terry
OBA Trustees	M Bailey
Football representative	K Shea
Committee	P Dyson, A Eyles, T Frewin, N Hancock, D Palmer, M Sayer
Accounts examiner	P Taylor

4. School Update: Ashley Tomlin provided the school update:

- Mark Sayer had donated two World War One bugles to the school – one from 1914, the other 1918. Ashley is intending to use these for future Remembrance Services. Music has also been provided by Mark Sayer.
- Over the summer, new windows have been installed in the S Block (Short Block). The next step will be to install solar panels on the roof. Spotlights have been installed in the quad. Ashley wants to light the fountains in the Quad, to make them a key feature.
- With the increase in student numbers, the school have been clearing out as much unnecessary clutter as possible, to make more space. This includes the lockers in Y7 rooms.
- The new building extension for the school is going ahead, with a planned January 2023 start. The cost has increased from £4.5m to £5.5m, although this is funded by KCC, not the school's budget. The students have been involved in providing ideas for the wall of the building facing the Avenue of Remembrance, with a depiction of a wreath of poppies the favourite option.
- The school roll will be over 1,000 in next 4 years.
- A Borden test has been introduced in line with the Highsted test to supplement the Kent test (previously the 11+), to ensure Year 6 students have every opportunity to enter Borden.
- Ashley reported record GCSE results this year.
- There are 175 6th form students this year, compared to 96 two years ago and 106 last year.
- Ashley reported difficulty getting permanent staff and supply teachers.
- School budgets were doing well initially but have been hit by fuel increases and unfunded pay increases.
- The Education Bill on the horizon may cause issues in the future, as all schools are to be required to be part of a multi-academy trust in the next 5-6 years.

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- Two long-term staff retired recently.
- On the school well-being activities, the school is open longer in the evening and has a breakfast club for students.
- An Ofsted report in January (2022) was very positive.
- Junior and senior prizegivings have been held.
- An open evening will be held next week (w/c 26/9/22).
- Parent evenings will be a mix this year of in-person and virtual meetings.
- Chris Terry thanked Ashley for his speech at this year's Annual dinner, which was very well received.
- Neil Hancock had raised the condition of the clock tower. Ashley took this on board and would include in his redecoration activities. It was stated that the OBA had historically committed to fund the upkeep of the clock – installed in memory of Old Boys that had fallen in the 2nd World War.
- Peter Dyson to exchange contact details with Ashley, with a view to offering advice to students interested in a career in music production, etc.
- In response to a query from Mick Pack, Ashley said that some students go into apprenticeships rather than university, but very few.

5. Reports from Officers

a. Treasurer's Report: Donal Watkin was unavailable for the meeting and it was agreed to reconvene on 14 October to review and approve the accounts. An initial draft of the accounts was circulated prior to the meeting. The following comments were made:

- There has been a delay in receiving a donation from Jeremy Hipkins due to admin issues related to the gift aid process.
- We had not paid the school £4,000 for the final annual payment. This may be due to not receiving an invoice but will need to be clarified at the reconvened meeting.
- Mark Sayer reported that the exceptionally dry summer had resulted in ancillary growth (e.g. hanging baskets) had died over the summer and may require additional funding to replace.

b. Communications Report: Chris Terry presented his report (attached to these minutes). Chris and David Bowra would attend the virtual website demo to be set up by Steve Dale (see Action 5 above).

c. Membership secretary's report: Keith Shea presented his report (attached to these minutes). There was a discussion on how we can increase the number of former students' details that we hold. One option would be to gather details via the leavers pack. Whilst the school carry out a 'destination survey' (i.e. are students going to university, into full time work, etc.), Mark Bailey wasn't sure this included gathering their contact details.

d. Football Report: Keith Shea presented his report (attached to these minutes).

e. Hockey Report: It was agreed that no report would be required for this or future meetings. See details at Paragraph 3 above.

f. Dinner Report: Mark Bailey reported that the dinner made a small profit of £446. He said that Ashley Tomlin's speech at the dinner was well received. The honesty bar continues to work well. The school now don't charge us to hire the hall and have agreed that their insurance covers the event. Mark gave advance warning that he expected the catering cost to increase next year. Mark proposed a date of 1 April 2023 for next year's dinner, which should avoid any major sporting fixtures in the

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evening. If anyone has any reasons why we should not use this date, they should let Mark know. There was a discussion around how to get more attendees at the dinner. One option was to make it a curry night rather than the traditional 3 course meal. It was also suggested that we should allow 'smart, casual' dress rather than expecting lounge suits. Mark Sayer said that we should include a question in the survey (Action 4 above) asking what would encourage Old Boys to attend the dinner.

6. Meeting / dinner dates for the forthcoming year

Next committee meeting, to discuss and agree Accounts, to be held Friday 14 October 2022 at 19:00.

The Annual Dinner to be held on Saturday 1st April 2023.

7. Any Other Business

Peter Taylor had sent a Centenary first day cover from 1978, with potential for auctioning to raise money for the Association. It was suggested that this be held over until the centenary of the building in 2028 or the centenary of the school moving to the present site in 2029.

There being no further business, the AGM closed at 21:10.

David Palmer
Secretary

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Old Bordenian Association Action Log

No	Date	Action (and resolution/ update)	Action by	Date Closed
4	24/09/20	Ashley Tomlin asked if we had surveyed the membership to identify what they want from the Association. He said that a Google Forms survey might prove useful. Chris Terry said that he would look into it. <i>Chris Terry would aim to complete the questions for a membership survey by the end of October 2022. To include a question about dinner attendance (23/9/22)</i>	Chris Terry	c/f
5	12/05/21	Chris Terry will contact Steve Dale to explore the options available to us regarding our website. It was also suggested that a message be sent out to all members, via Mailchimp, to ask for suitably qualified / experienced volunteers to develop a new website. <i>Steve Dale will have a mock-up website available to demo in 2 weeks. Demo to be attended by Chris Terry and David Bowra (23/9/22)</i>	Chris Terry	c/f
12	14/07/21	Mark Sayer would approach Captain Robert Haig Kitson to ask whether we could serialise his military service memoir on our website. <i>Captain Robert Haig Kitson is happy for us to reproduce his military service memoirs from Facebook to our website. Action closed (23/9/22)</i>	Mark Sayer	23/9/22
15	14/07/21	Mark Bailey offered to get more information on the current position of the Trust Fund. <i>Mark Bailey reported that the Trust Fund is being set up as a separate entity to the school Trust, with the process currently going through the solicitors. (23/9/22)</i>	Mark Bailey	c/f
17	24/09/21	Donal Watkin asked that we have a standard OBA letterhead and email signature for replying to emails. <i>Chris Terry to forward the instructions to use the standard OBA letterhead / email signature (23/9/22)</i>	Chris Terry	c/f
21	02/12/21	Keith Shea to get together with Chris Terry and Mark Sayer to identify a suitable way of adding a personal touch to those wanting to donate to the Association. <i>Keith Shea, Chris Terry and Mark Sayer to meet on 13/10/22 at 7:30 to agree the most appropriate way to welcome those donating to the Association (23/9/22)</i>	Keith Shea Chris Terry Mark Sayer	c/f
25	02/12/21	Donal Watkin would reach out to Ian Hazell's grandson who had said that he was hoping to arrange a reunion of his year at the 2022 dinner.	Donal Watkin	c/f
26	02/12/21	Donal Watkin to revise the OBA Constitution in line with HMRC suggestions to enable the Association to qualify for Gift Aid. <i>A committee meeting will be convened in a couple of months to discuss a revised OBA constitution to enable the Association to qualify for Gift Aid. (23/9/22)</i>	Donal Watkin	c/f
27	02/12/21	School archives to be organised into a usable state, in conjunction with the School. <i>Tim Hewitt has carried out some work to organise the school archives. Mark Bailey to raise this at the next Trustees meeting. (23/9/22)</i>	Mark Bailey	c/f
28	23/09/22	A replacement OBA Secretary to be appointed.	Mark Bailey	
29	23/09/22	Identify why this year's contribution to the school bus was not paid in 2021/22 financial year.	Donal Watkin	

OBA AGM 2022 - Communications update

Our communications with the membership since the last AGM are summarised in this Paper.

Website

The OBA Website continues to be our primary method for posting notices of events, Association news and other articles. It also acts as a repository for some archive materials as well, including some scanned back issues of the Maroon and other Association publications.

We have been in conversation with the School about a change of hosting arrangement for some time now. This should allow for a refresh of the website and involve archiving some of the older material and I await to discuss the details with the School IT manager.

During the year we posted around 21 articles and notices on the website. The most actively 'hit' articles are listed below:

OBA Veterans Football team – 522 hits

OBA Recognition of School staff – 498

Reg Robson Obit – 450

Peter Highton Obit – 369

OBA Dinner Report - 302

Contacting OBs

We have been using the Mailchimp mailing system since 2021 to contact OBs with notices and direct them to articles on the website. This application also facilitates members to update details and new members to register. The Mailchimp system has 327 contacts – up from 301 last year.

Social Media

There are Old Bordenian sites on Facebook (319 members – although not necessarily OBs) and LinkedIn (160 members).

Chris Terry

OBA AGM 2022 - Membership Report

As stated in last year's report I will no longer issue a table as I have in the past showing the number of members, but not names, and the subscription values. This is because everyone who has ever attended the School whether that is as a pupil or staff is now a member of the Association.

I continue to update the database to record those Old Bordenians making a donation whether that is by an annual donation or a one-off payment. I also update the contact details and record any deaths notified to the Association.

I haven't yet updated the donations received through our account at Barclays nor via PayPal but I received that information with the Treasurer's Report a couple of days ago and I will update the database over the next few days. The Treasurer's Report will have the sum of the donations received by the Association since the 2021 AGM.

The Association has also generated interest via its internet based Mailchimp tool which has been set up to help locate lapsed and new donors via the email addresses that we already have in our database or from other sources including Facebook and Instagram. Nine new members have been added to the database from this source since the last AGM and we have also had some entries on the database that have updated their email addresses.

We have 474 Old Bordenians on the database and we have email addresses for 293 of them.

Since the last AGM I have been notified of death of the following Old Bordenians.

Robert Field (at Borden between 1968 and 1975)

Stephen Bedelle (1969 – 1974)

Richard Evans (1954-1962)

Admiral Sir Kenneth Eaton (1945 – 1952)

Bill Usher (1939 – 1944)

Peter Highton (1939 – 1947)

Reg Robson (1945 – 1952)

Last year I referred to subscriptions being received from David John Nicholls who died in 2011. Having reviewed the bank statements issued with the Treasurer's Report it is no longer being paid.

Keith Shea

Membership Secretary

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Football report.

Last year I reported that the Covid pandemic had prevented the start of the 21/22 season in the Sittingbourne Indoor 5-a-side league.

The Kent County Football Association (KCFA) was still not sanctioning indoor football and consequently the season did not start at all, and for the second year the whole season was abandoned.

As far as we are aware the KCFA has lifted its sanctions however we have a different issue for the 22/23 season. We cannot find a venue because there are no suitably large sports halls available for hire in Sittingbourne.

We had played at the New House Youth Centre until Covid struck and since then the hall has been closed due to structural issues. The Sittingbourne School, Westlands and Fulston Manor do not hire out their halls and both Borden and Highsted are building new sports halls which are not yet ready.

We tried our luck in Faversham too as a temporary measure, but Queen Elizabeth's is also building a new hall and the Abbey School could only accommodate us for a one hour slot on a Friday evening rather than the 2 or 3 hour slot that we need.

Our situation should improve for the 23/24 season but for now we will have to content ourselves with polishing our boots to an even shinier shine.

Does anyone have a Subbuteo set?

Keith Shea
Football Secretary