

The RGSW and AOS Foundation Meeting Minutes
4pm – 6pm Thursday 16 November 2017
The Anthony Wheeler Boardroom

Attendees:

Foundation Trustees - Andrew Greenway, Richard Sutcliffe, Annie Fitch

RGS staff: John Pitt, Scott MacDonald, Ian Roberts

Minute Secretary: Joanna Weaver

1 Welcome, Apologies and Declaration of Interest

1.1 Apologies: Laura Brown, Nick Fairlie, Rosemary Ham, Annabelle Hancock, Gareth Hughes, Mike Ridout

1.2 Declarations of Interest: None

2 Acceptance of Previous Minutes

2.1 The draft minutes from the previous meeting had been circulated prior to the meeting and following unanimous agreement of all Trustees their accuracy. **AG** signed the minutes as an accurate record of proceedings.

3 Administration Actions / Matters Arising from Previous Minutes / Updates

3.1 Transfer of School Bursary Funds to the Foundation is imminent. The solicitors requested minuted confirmation that **AG** and **NF** are to be signatories on the COIF accounts as was previously agreed by Trustees. **Therefore, choice of Andrew Greenway (AG) and Nick Fairlie (NF) as signatories was endorsed by Trustees present while those unable to attend had previously indicated their agreement to this arrangement.** **NF** to provide proof of identity to solicitors to close out the transfer process.

3.2 Trustees are obliged to endorse the policies and procedures each year that the Trustees adopted at the creation of the Foundation subject to any changes that they wish to make or that are required to implement by regulators. For 2018 documentation remains the same although references have updated from 'Development Office' to 'Foundation Office'. **AG / RS / AF** signed and agreed updates. Copies to be forwarded to **AH / RH / NF / MR** to agree and sign.

3.3 John Ralph had requested the School's auditors provide the accounts they have audited for the Foundation ahead of the Board meeting so they can be endorsed. Unfortunately, these were not available by 16 November. Trustees requested **SCM** circulate audited accounts once received for approval examination and approval.

3.4 **SCM** forwarded list to **JDP** of parents who are also alumni as possible Trustees. The Strategy Group will consider this at its meeting on 17.11.17. Ideally, the Foundation would

like two potential Trustees with a connection with the three schools. Strategy Group will pass recommendations to **MR** who will then liaise with **AG** before sharing details to Trustees for discussion. Separately, an alumnus has volunteered his services and then referred to **MR** for consideration.

4 Communications –Foundation

4.1 **SCM** confirmed that all donors are thanked personally by the Foundation Office via a phone call within 24 hours of a gift being received by the Office. A thank you letter from the most relevant Trustee is then sent at a later date. **JDP** suggested that he also writes promptly to thank donors to ensure donors know that the Headmaster is fully aware of all donations to the Foundation that will support the School and its pupils.

4.2 The Alumni Annual Report is currently in production with **JOW** taking the lead in formatting the publication. Content is being collated from existing sources (Excel / RGS Times / Facebook/ direct copy) to cover all readership groups and to market the School while also promoting the Foundation. A separate Annual Giving Report will be produced and included in the mailing. **JDP** requested obtaining reports from other similar schools and glean ideas from their publications for future formats. It was agreed that The Foundation Annual report will evolve over time, possibly becoming biannual and with a greater emphasis on e-communications.

SCM advised that because of new Fundraising Regulator guidelines and forthcoming GDPR legislation, the Foundation would produce a separate Annual Giving Report alongside the Foundation Alumni Annual Review thereby enabling the Review publication to be sent to ‘newly re-found’ alumni in 2018 without including a specific fundraising request. This should enable engagement with the recipient without breaching fundraising guidelines before the necessary consent has been obtained to send fundraising literature.

ITR suggested providing an electronic version of the report to appeal to the younger demographic profile of the readership.

SCM will provide draft copy of the review via Firefly for Trustees to view before final sign-off and printing. The distribution date is scheduled for the beginning of February 2018.

4.3 The Foundation website is still ‘work in progress’. Previous direction from the School suggested that Alumni section should be limited to keep the RGS website ‘clean’ and relevant to prospective parents as a recruiting tool. However, **JDP** suggested that the Alumni section can be expanded provided it is relevant and up-to-date. In principal **JDP** confirmed, there is a possibility of adding payment buttons to ease donations, especially overseas payments.

SCM and **AG** to discuss and come up with proposal for the Trustees.

During the discussion of fundraising ITR commented:

ITR feels the need to start approaching specific alumni for donations based upon their ability to make major donations. JDP believed the time is right as the School has a lot of good news stories and the need to move from a passive to a more pro-active fundraising approach. As a

first step a shortlist of candidates needs to be agreed upon for approaching in 2018 in a planned manner.

*Action: **SCM / ITR / JDP** to agree the list of potential donors to be approached and in conjunction with **AG** to formulate a strategy for these approaches identifying the best person to lead the contact (could be **SCM** or a Trustee or a senior member of the School staff).*

5 Finance – Fundraising and Disbursement of Funds

5.1 Foundation Finance Committee (FFC) recommendations for transfer of funds to the School in relation to bursaries:

- Income generated from the ARW fund be released as required to the School to continue funding the existing bursary recipient and the surplus funds be allocated by the School to another pupil either to supplement a School bursary or as a new ARW recipient. School to determine based upon circumstances following February admissions programme.
- Income from the AOS fund to be released as required to the School to support School bursaries. If possible the award should be identified with an individual pupil to enable the Foundation to advise donors that there is now a second AO Bursary pupil (the first one having completed her education).

Trustees present agreed recommendation subject to the School providing an auditable trail for requests to support Trustee decisions.

5.2 Performing Arts Centre - Further fundraising will be undertaken to promote the naming of seats in the theatre with the Alumni Review mailing which will also be sent to parents for the first time. Sixteen seats have been sold to date with a further four pledges made.

The recommendations from the FFC are:

- To release funds received for this purpose (acknowledging there will be small cost associated with producing the name plaques) when requested by the School. Foundation Office to manage the plaque process in conjunction with the Estates team.
- Any additional gifts towards the PAC to be transferred to the School as requested.

Trustees present agreed recommendation subject to the School providing an auditable trail for requests to support Trustee decisions.

5.3 Archives – to digitise the archive material held by the School will cost £6,000. Currently £1,900 has been donated by year 13 leavers’ deposits. FFC recommended that the funds will remain with the Foundation until clarification has been given regarding GDPR and further funds are available.

Trustees present agreed with recommendation.

5.4 David Packman has donated £10,000 and following a discussion with the **JDP** and **SCM**, David has expressed his pleasure that this sum be used towards the purchase of two boats.

Recommendation by the FFC – pending confirmation from the Bursary that this gift will fit with the planned boat purchase scheme the Trustees release the full £10,000 for the purchase of boats identified by RGS Rowing coach. School will recognise David and Ann Packman through names on boats.

Trustees present agreed recommendation subject to the School providing an auditable trail for requests to support Trustee decisions.

5.5 **SCM** sought confirmation that the Alumni Annual Review should be sent to current and recent past parents. Agreed by **JDP** and Trustees present.

6 Managing the Changes coming in the Charity Sector

6.1 GDPR – currently awaiting guidance regarding consents. **ITR** confirmed the School is hoping to complete the process before Christmas. Implications for the Foundation will be forwarded to Trustees for information by **SCM** as soon as they are known.

7 Any Other Business

The Trustee Indemnity Insurance policy taken out when the Foundation was formed is shortly up for annual renewal.

Trustees present asked **SCM** to renew policy and that he could request a quote from Sutcliffe and Co on the basis that **RS** would exclude himself from the process.

8 Future Meeting Dates, Venue and Agenda Items

Proposed meeting dates 2018 are:

- Lent – w/c 12 February
- Trinity – w/c 7 May
- Michaelmas – tba

Trustees to confirm if proposal dates are okay. Calendar Committee meeting w/c 20 November. Once dates agreed, they will be circulated amongst Trustees.