

# **The RGSW and AOS Foundation Meeting Agenda**

**4pm – 6pm Thursday 16 November 2017**

**Anthony Wheeler Board Room  
Whiteladies**

## **Invited to attend:**

**Foundation Trustees** - Andrew Greenway, Rosemary Ham, Nick Fairlie, Richard Sutcliffe, Mike Ridout, Annie Fitch, Annabelle Hancock

**RGS staff:** John Pitt, Laura Brown, Gareth Hughes, Ian Roberts, Scott MacDonald

**Minute Secretary:** Joanna Weaver

1 Welcome, Apologies and Declarations of Interest

2 Acceptance of Previous Minutes

3 Administration Actions / Matters Arising from Previous Minutes / Updates

- Transferring the School's Bursary Funds to the Foundation, update following Charity Commission guidance and legal advice.
- Annual review and approval of the Foundation's Policy and Process documents
- Annual Accounts and Audit
- Recruitment of additional trustees

4 Communications –Foundation

- Trustee thank you letters to donors
- Annual Report production and distribution
- Website update and online giving facility update

5 Finance – Fundraising and Disbursement of Funds

- Finance Committee recommendations for transfer of funds to the School (see minutes of meeting on 18/10/17).
- Performing Arts Centre Development Update and fund-raising request
- Archives update.

6 Managing the Changes coming in the Charity Sector

- Note any updates from the Fundraising Regulator and GDPR

7 Any Other Business

8 Future Meeting Dates, Venue and Agenda Items

- Proposed Meeting Dates 2018 are:
- Lent – w/c 12<sup>th</sup> February
- Trinity – w/c 7<sup>th</sup> May
- Michaelmas – tba