

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

**4pm – 6pm Tuesday 28 February**

**The Spurling Room  
Whiteladies Building**

## **Attendees:**

**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

- Liability Insurance for Trustees
- DBS checks for Trustees
- Working Group (WG) Meeting Recommendations (cover under Finance)
- HMRC tax status for the Foundation and Gift Aid
- Transferring the School's Bursary Funds to the Foundation
- Nominations Committee for new Trustees

4 Communications – Launching the Foundation

- Launch Date
- Communications Plan
- Fundraising objectives for 2017
- Godfrey Brown Theatre Refurbishment
- Alignment of Development Office name and job titles

5 Finance – Fundraising and Disbursement of Funds

- WG proposals for accepting gifts and for disbursing funds to the School
- Development Office fundraising in 2016
- Pullinger Legacy

6 Managing the Changes coming in the Charity Sector

- Note any outcomes from the Fundraising Regulator meeting on 23 February
- Consider paying the new optional Fundraising Regulator annual levy

7 Any Other Business

8 Future Meeting Dates, Venue and Agenda Items

- Confirm Trinity Term Meeting 6 June, agree Michaelmas Term meeting date