

The RGSW and AOS Foundation Meeting Minutes
4pm – 6pm Tuesday 6 June 2017
The Spurling Room

Attendees:

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

RGS staff: John Pitt, Scott MacDonald

Minute Secretary: Joanna Weaver

1 Welcome, Apologies and Declaration of Interest

1.1 Apologies: Ian Roberts, Gareth Hughes

1.2 Declarations of Interest: None

1.3 Launch Event - positive feedback regarding the Foundation Launch event. It was well received by attendees. Framed Foundation charter shown to Trustees. A copy of the Charter will be displayed in each of the Schools.

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

3.1 Following guidance and legal advice from the Charity Commission, the Foundation is content to proceed with the transfer of the AR Wheeler Bursary Fund from the School to the Foundation. However, it has encountered an obstacle with the transfer of the Alice Ottley Bursary fund because this is set up as an endowment and cannot be transferred to a limited company. SME Solicitors provided guidance and the most practical solution is for the original endowment fund to remain in the School Charity to the value of the COIF units that it comprised in 2013 when it was renamed the Alice Ottley Bursary Fund. Donations to the fund since then can be moved to the Foundation so the Bursary will determine the correct number of COIF units that can be transferred. The transferred amount will retain the name of The Alice Ottley Bursary Fund and continue to be managed for the purpose of bursaries. The original endowment fund will revert in name to the Endowment Fund and the income generated from it will be transferred to the Alice Ottley Bursary Fund until further notice. All trustees acknowledged that they were content with this arrangement.

3.2 The Foundation Office has identified approximately 1600 'missing' alumni and is validating details before making contact.

3.3 Firefly access has been problematic for **RS, MR, AH**. **SCM** to follow up with IT department.

3.4 Annual Accounts and Audit will take place with School's audit.

4 Communications –Foundation

4.1 A copy of the draft Foundation brochure circulated amongst the Trustees for approval. Positive feedback regarding look of the brochure and use of images. Su Savage instrumental in creating the clean, fresh image for the Foundation. The brochure is 'timeproof' and therefore should be suitable for distribution over the next year or so. **MR** suggested an image of an RGS building should be included on the rear of the brochure so that RGS alumni can identify with the Foundation. **JW** to update draft copy with image and update biography for **AF** and **AH**.

4.2 A Performing Arts Centre (PAC) leaflet, donor form and pre-paid envelope to be included in the mailing of the Foundation. Draft copy of leaflet circulated amongst Trustees. Personalised letter from relevant Trustee (ie. **AF**, **RH** and **AH** for AOS alumnae, **RS** and **MR** for RGSW alumni, **NF** to recent past parents and **SCM** to current parents) to be included with the Foundation information. **SCM** to draft letter and **AG** to approve.

Discussion regarding timing of the mailing. All agreed that mailing should be undertaken in June, with a follow-up communication via email in September. Once the contractor is appointed, plans and images can be displayed via the School website and Facebook pages. This should create excitement for the project and help drive donations.

SCM met with the PAC project team (**ITR**, **JDP**, and Susannah Ronan-Hill) and it was identified that a sum of £104,000 would purchase Audio Visual upgrades for the PAC redevelopment along with the completion of an extra teaching studio upstairs. Donation requests could include:

£360 to name a theatre chair (monthly payments of £30)

£1K+ to become a patron

Donations greater than £5k should be referred to the Foundation Chairman for approval as per the Ethical Fundraising Policy

4.3 Website update and online giving facility – to be progressed during the summer and in the Michaelmas Term.

5 Finance – Fundraising and Disbursement of Funds

5.1 Pullinger Legacy update – nothing further to report

5.2 Upper Sixth Leavers' Deposit Donation Request – eighteen families have donated to the Digital Archive fund and ARW Bursary fund. A follow-up email will be sent to those who have not yet donated.

5.3 Finance Sub-committee meeting Wednesday 18 October 4pm Spurling Room to determine funding available for 2018 bursaries.

6 Managing the Changes coming in the Charity Sector

6.1 **SCM** to attend the IDPE Conference on Monday 12 June and should be informed of any relevant updates.

7 Any Other Business

7.1 **AH** suggested Foundation meetings coincide with other School events. All agreed this would be beneficial. **SCM** to investigate future events and meeting dates.

7.2 **MR**, as Chair of the Nominations Committee, requested the timeframe for nominations for the additional Trustees. It was agreed the process could start in September 2017 and Heads of both Prep schools to forward suggestions. It was felt that Prep school parents would be appropriate, preferably former pupils of the either AOS or RGSW. **AG** suggested two or three more Trustees needed, with a three year tenure. **LB, GH** and **JDP** to discuss possible candidates.

8 Future Meeting Dates, Venue and Agenda Items

8.1 Michaelmas Term and Lent Term meeting dates to be confirmed- **SCM** to investigate suitable dates.

Next Trustee Board Meeting to be held on Thursday 16 November (previously agreed to be 23 November). This will enable Trustees to attend the Concert in Perrins Hall at 7pm that evening, should they wish to do so. Trustees who wish to reserve seats (partners are most welcome) should inform Jo Weaver.