

## The RGSW and AOS Foundation Meeting Agenda

4pm – 6pm Thursday 10 May 2018

Venue: Foundation Office, Spurling Room

### Attendees:

**Foundation Trustees** - Andrew Greenway, Annie Fitch, Rosemary Ham , Mike Ridout, Jonny Arr, Emma Bentley-Hughes, Gary Rouse

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

**Minute Secretary:** Joanna Weaver

### 1 Welcome, Apologies and Declarations of Interest

1.1 Apologies: Nick Fairlie, Annabelle Hancock, Ian Roberts, Tim Curtis

1.2 Declarations of Interest: None

1.3 **AG** welcomed the three new Trustees, **JA, EBH and GR** and thanked them for accepting their new roles.

### 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 Chris Dyer and US based alumni - **CD** had previously discussed becoming a Trustee but felt that he would prefer to act a Foundation representative for North America. He lives in the US but regularly returns to the UK. His role would be to make contact with alumni based in the USA and Canada (currently there are around 75 alumni based in North America who are in touch with the Foundation Office).

Initially, **CD** will make contact with around 40 potential donors to explore who may wish to make donations to the Foundation. Leads will then be passed to the Foundation Office for action.

Application to BSUF (British Schools and Universities Foundation) made by **SCM** will be considered at its June Board meeting. If the RGSW and AOS Foundation is accepted as a legitimate recipient charity it will enable US citizens to make tax-efficient donations. **CD** will act as the Foundation's US representative for the BSUF.

3.2 Annual Accounts and Audit - little to report this year which is why they were completed as unaudited. The next set of accounts will be more comprehensive. Trustees accepted the accounts and instructed **SCM** to submit them to Companies House.

Prior to submitting accounts to the Charity Commission **SCM** to circulate the accompanying Annual Return for approval by the Trustees.

### 3.3 Fundraising Regulator Levy

The £50 levy has been paid and awaiting receipt.

3.4 Website update and online giving facility update - Intouch (our current database provider) has the specification for the new website and is adding to it on a weekly basis. The aim is for it to be in place during Michaelmas Term – this work is being done at no additional cost to the School. It will have a variety of features including an online giving facility and a section to advertise alumni businesses. It will be an ongoing process and new features will be added in time. Aim is to facilitate alumni online regular giving and to appeal to younger alumni.

3.5 AOOE Association – Following AH's request at the previous meeting, **AG, JDP** and **SCM** met to assess the relationship between the alumni association and the Foundation Office and this was fed back to the Trustees. All agreed it was imperative that to maintain a good relationship and both parties could help each other eg. collaboration for social events.

It was recognised there was some confusion amongst alumni and current parents as to the roles of each organisation and this must be remedied with better communication.

## 4 **Communications –Foundation**

4.1 GDPR update – the School is on target to be GDPR compliant, with the Foundation Office fulfilling the necessary requirements. The alumni database (InTouch) is separate to the School database (ISAMS) and all hard copy former pupils records are stored securely. If anyone requests no further contact, an audit trail can be provided to demonstrate the action taken in case this is ever called into question.

## 5 **Finance – Fundraising and Disbursement of Funds**

5.1 Funds held, balance update - **ARW Bursary Fund £343,354, AO Bursary Fund £24,414 (General Endowment Fund £180,302** – this was the historic School element separated out from the AO Fund to facilitate the transfer to the Foundation), **Foundation Bank Balance £29,440** (transfers will be carried out once the auditors give the green light to John Ralph, the School's Accountant).

5.2 Seat sponsorship – currently 34 seats sponsored. The Foundation Office will revisit the parent community for sponsorship in the Michaelmas Term.

5.3 Archives update – the parents of the Class of 2018 were approached to donate the leavers deposit. So far, £550 has been raised (with a further £750 for the ARW Bursary Fund and the Performing Arts Centre) and there will be a follow up to those who have not donated. This compares to £3.2k (in total) donated deposits in 2017 in the Trinity Term. **GR**

suggested this particular project may not excite and therefore not entice parents to donate. It was suggested that it needs to be made clear that it will be of benefit in years to come and accessibility to photographs etc will be made easier (currently, access to Archives is not easy). **SCM** to incorporate this into reminder message.

5.4 Finance Committee overview – Currently, **AG, MR, JR, IR** sit on the committee and as Richard Sutcliffe is sadly no longer with us, there is a need for another member. **GR** agreed to join. **SCM** to confirm meeting date for October 2018.

5.5 Fundraising Objectives for 2018 and 2019 and Trustee representation – there are a number of exciting opportunities for fundraising for the School:

- Dining Hall extension – to refurbish / extend the current dining facilities, projected cost £3 million.
- New Hockey facility, projected cost £2.5 million.
- New Tennis facility in collaboration with the Lawn Tennis Association, projected cost £1 million.
- New boathouse in collaboration with Arena, projected cost £1.1 million

***nb. currently these projects are confidential and must not be shared to respect partnership privacy***

£7.6 million needed. Approaches have been made to potential major donors. A meeting is scheduled in June between **JDP** and Howard Kimberley/Quentin Poole with a former pupil to explore options for a significant gift/loan.

There is also a need to fundraise for the 20/20 Bursary Campaign – twenty bursaries by 2020.

**AG** invited ideas for fundraising opportunities:

**RH** suggested stand-alone events such as an ‘Auction of Promises’ evening. **AG** suggested that a Social Committee could work with the Foundation Office to organise such events and possibly collaborate with the AOOEs. **SCM** confirmed that the Foundation is constrained by budget and staffing. **JA** and **AF** agreed to review possible social events that could form donor engagement opportunities and present suggestions at the next meeting. **SCM** to co-ordinate meeting with Foundation Office.

**SCM** made the point that the Foundation is appealing across the School community – alumni and current and past parents. Trustees need to consider carefully how this will affect the three PTAs and the AOOEs.

**GR** questioned timescale for fundraising and also the message to be conveyed. Potential donors could benefit from understanding the ‘bigger picture’ and also need to see ‘the journey’.

Legacies – 35 alumni have pledged support in their wills, estimated to be around £4.5 million. Suggested a lunch for legacy givers. **SCM** informed that message is to be refreshed with a new mailing in the Michaelmas Term.

**AG** highlighted that in the USA, it is normal practice (and expected) to donate to school / college on a monthly basis. Therefore there is a need to look at forming a working committee to look at communication – **GR** and **EBH** volunteered as working committee.

Discussion regarding launch - how and when will the projects be launched? Need to be launched together. **RH** suggested that the School needs to highlight its successes ie. the breakthrough in Hockey makes the Hockey project more appealing.

**GR** suggested compiling a list of smaller items that donors can then choose to suit their giving budget. However, it was discussed that these smaller item requests would normally be funded by the PTAs or the AOOE Association. This is something, however, that could be explored when the website is live.

It was recognised that it is vital to ensure clarity of purpose when communicating the range of fundraising objectives and priorities to alumni, parents, staff and pupils. Prospective donors need to understand how the different elements (bursaries, capital projects, smaller items of equipment) fit together to enhance the School for short, medium and long term. The Trustees and the Foundation Office need to be able to apply an overarching strategic message across Foundation publications, the website, at events and during individual donor discussions. **JDP** to provide guidance for this message ahead of the next meeting.

## **6 Managing the Changes coming in the Charity Sector**

6.1 No new information to report.

## **7 Any Other Business**

7.1 PAC Opening – the Gala evening date to be finalised and ‘Save the Date’ mailing to be completed this term.

7.2 150 Years on the Tything – various themed activities in School on Friday 12 October with a dinner in Eld Hall in the evening. Currently looking to invite former Head Boys and Girls and possibly Sports Captains. Not a fundraising event but will be an opportunity to engage with a number of current and potential donors.

7.3 AOS Summer Gathering on 30 June. **AH, AF** and **EBH** to attend.

## **8 Future Meeting Dates, Venue and Agenda Items**

Future Foundation Trustee meeting dates agreed to take place ahead of the RGS F&GP meetings. Meeting dates are proposed below at the Senior School with rooms advised closer to the meeting to facilitate School needs:

- 2018 Trinity Board: **Thursday 10 May 4pm** (ahead of F&GP 23 May)
- 2018 Michaelmas Finance Committee: **w/c 8 October** (tbc with committee members)
- 2018 Michaelmas Board – **Thursday 25 October 4pm** (ahead of F&GP 14 Nov)
- 2019 Lent Board: **Wednesday 13 Feb 4pm** (ahead of F&GP 7 March)
- 2019 Trinity Board – **Thursday 16 May 4pm** (ahead of F&GP 29 May)