

The RGSW and AOS Foundation Meeting Agenda

4pm – 6pm Thursday 15 February 2018

Venue: Foundation Office, Britannia House

Invited to attend:

Foundation Trustees - Andrew Greenway, Rosemary Ham, Nick Fairlie, 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

- Nomination of prospective new Trustees (MJR to lead).
- On-boarding process for new Trustees.
- Annual Accounts and Audit.

4 Communications –Foundation

- Annual Report production and distribution.
- Website update and online giving facility update.

5 Finance – Fundraising and Disbursement of Funds

- Performing Arts Centre Development update and fundraising request.
- Archives update.
- Request to parents of Class of 2018 to donate deposit to Foundation.
- Finance Committee membership review.
- Fundraising objectives for 2018 and 2019 and Trustee Representation.

6 Managing the Changes coming in the Charity Sector

- Note any updates from the Fundraising Regulator and GDPR impact.

7 Any Other Business

8 Future Meeting Dates, Venue and Agenda Items

Future Foundation Trustee meeting dates are to be 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: **Thursday 14 Feb 4pm** (ahead of F&GP 7 March)
- 2019 Trinity Board – **Thursday 16 May 4pm** (ahead of F&GP 29 May)