

**The RGSW and AOS Foundation Meeting Minutes**  
**4pm – 6pm Thursday 15 February 2018**  
**Britannia House**

**Attendees:**

**Foundation Trustees** - Andrew Greenway, Nick Fairlie, Mike Ridout, Annabelle Hancock, Annie Fitch

**RGS staff:** Ian Roberts, Scott MacDonald

**Minute Secretary:** Joanna Weaver

**1 Welcome, Apologies and Declarations of Interest**

1.1 Apologies: Rosemary Ham, John Pitt, Gareth Hughes, Laura Brown

1.2 Declarations of Interest: None

**AG** paid tribute to Richard Sutcliffe and at his Thanksgiving Service it was clear that Richard was greatly respected by the whole community. He was considered a true gent. Thank you to Richard for his contribution to the Foundation and the School. He will be sorely missed.

**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.

**JW** to liaise with IT department to reset the login details for AH and AF.

**3 Administration Actions / Matters Arising from Previous Minutes / Updates**

3.1 Nomination of prospective new Trustees.

Five trustees have been suggested and **MR** provided details for each:

**Jonny Arr** (RGS 2000-7) scrum half for Worcester Warriors, member of the AOOE Association and current supporter of the School (speaker at Prize Giving, Modus Cup Guest of Honour). Mother taught at Springfield and sisters attended AOS. Should appeal to younger alumni.

**MR** has spoken to Jonny and he would be delighted to be considered as a Trustee.

Proposer: **NF**

Seconded: **AF**

No objections

**Tim Curtis** (RGS 1970-78) former pupil, Head Boy and RGS Director of Sport. Attended Durham University, followed by Cambridge University. Returned to Worcester to play cricket for the County and England, then taking up teaching at RGS initially part time, becoming full time. All three children attended AOS or RGS and wife Pippa also taught at RGS.

Following his retirement in 2016, Tim took a step back from the School but is now ready to return and once again become actively involved.

Proposer: **AG**  
Seconded: **AH**  
No objections

**Chris Dyer** (RGS 1956-62) was the first major legacy pledge to the School through the Development Office. Married with no children and he and his wife both believe in the power of a good education. Left RGS to study at Sheffield University, then onto Cambridge University. His profession took him to the USA and he lives between New Jersey and Malvern. Having lived in the USA, Chris fully embraces the proactive fundraising approach used by American institutions.

Proposer: **AG**  
Seconded: **MR**  
No objections

Two current parent candidates have been recommended by **JP, GH** and **LB**:

**Emma Bentley-Hughes** (AOS 1981-86) former pupil and current parent, with one daughter at RGS and one at RGS The Grange. Both daughters attended Springfield, where Emma was Chair of the PTA. The family finance business has also sponsored sports team kits for RGS The Grange. **MR** has spoken to Emma and she was very enthusiastic about the role.

Proposer: **AF**  
Seconded: **NF**  
No objections

**Gary Rouse** (RGS 1981-88) former pupil and current parent, with one daughter at RGS and one at RGS The Grange. He works for BDO UK, an Accountancy and Business Services firm and has excellent business connections within Worcestershire. Gary requires confirmation from his employers that he can become a Trustee.

Proposer: **AG**  
Seconded: **MR**  
No objections

**MR** observed that the process had worked well despite the loss of Richard and the need to work flexibly without formal committee meetings. It was agreed for **MR** to remain a Head of Nominations but to handle each application with the most appropriate Trustees.

### 3.2 On boarding process for new Trustees

**AG** will write to formally invite each nominee to accept the position. Once acceptance has been received, **MR** and **SCM** will meet with nominees to take them through the administrative process and familiarisation of policies.

**SCM** requested guidance should a person volunteer themselves as a Trustee. It was recommended that they are referred to **MR** as Head of the Nominations Process.

### 3.3 Annual Accounts and Audit

**SCM** still awaiting final accounts from the auditors. However, **SCM** has drafted the Trustee Report for circulation by **AG** for approval from all Trustees.

## 4 Communications –Foundation

4.1 Annual Report – with the formation of the Foundation, the Annual Report is now produced in a different format to the one previously produced by the Development Office. The Alumni Annual Review, incorporating both RGS and AOS, reports on news from the School, together with alumni and event news. A separate Annual Giving Report provides information on donations, legacies and other gifts to the School. Also included in the mailing are a seat sponsorship form, a bursary support request and an address update form (this form also includes an option to cease contact with the School, ahead of any changes regarding GDPR). These will be mailed out during half term.

Going forward, it is recognised that the Foundation needs to make use of testimonials from past recipients of bursaries, together with a section listing peer news (this can be captured via the website).

4.2 The Foundation website is imminent, providing basic data and with the ability for online giving. It is based on the Millfield website and would become a ‘meeting place’ for alumni, to reconnect, view job opportunities etc. **SCM** will provide a link to the Trustees as soon as it is available.

## 5 Finance – Fundraising and Disbursement of Funds

5.1 Performing Arts Centre Development update – 20 seats have been sold to date.

The Design Technology department has approval for purchase of equipment that can be used to produce the name plaques in house. **JW** to coordinate production of plaques in the Trinity Term.

5.2 In total £19.1k has been raised since Foundation Launch. Request for the Foundation to release the funds to the School for the purchase of two boats – £10K funds secured from David Packman.

All trustees present agreed to release these funds.

5.3 Nine pupils currently receiving sponsorship through the Foundation with a further 61 pupils receiving sponsorship through the School.

5.4 Archives update – the archives are vitally important for engagement purposes. The plan would be to digitise items enabling them to be viewed online on the Foundation website. The AOOE Association were approached by **SCM** to fund the project but declined. Therefore, the parents of the Class of 2017 were approached to donate the leavers deposit. £2000 of funds were raised to finance the digitisation.

5.5 Request to the parents of Class of 2018 – Approval has been given to approach these parents and a letter will be going out after half term. The date has been brought forward following feedback from several parents (the request coincided with exam fees, Leavers Ball etc so proved an expensive time of year for parents). **SCM** to also approach PTA for further funding.

5.6 Finance Committee membership – because of the sad situation with Richard Sutcliffe, the review will be postponed, awaiting the arrival of new Trustees.

5.7 Fundraising objectives for 2018 and 2019 and Trustee Representation:

- PAC will continue with fundraising requests with seat sponsorship.
- 20/20 Bursary Campaign.
- Refresh the request for legacies
- Online giving
- More engagement through Trustees

It was suggested that Trustees identify individuals and tactically engage with them for specific projects. However, no information regarding capital projects at the School can be shared with the Foundation until after the next School budget is approved. There are potentially three projects that could form part of a fundraising initiative – these are currently working in partnership with third parties.

It is hoped clarity can be given to the Foundation by the next meeting on 10 May 2018 to coincide with the new Trustees coming on board.

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

6.1 **SCM** advised that any charity spending £100k on fundraising need to pay a levy to be registered with the Fundraising Regulator. The Foundation is currently at £97K and can pay a voluntary subsidy of £50 per annum to be registered. Trustees present agreed to pay levy. **SCM** to action.

## **7 Any Other Business**

None

## **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)

**SCM** to ensure meeting dates into School Staff diaries via Jill Gaynor-Smith.