

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

**4pm – 6pm Thursday 25 October 2018**

**Venue: Foundation Office, Spurling Room**

### **Invited to attend:**

**Foundation Trustees** - Andrew Greenway, Rosemary Ham, Nick Fairlie, Mike Ridout, Annie Fitch, Annabelle Hancock, Emma Bentley-Hughes, Gary Rouse, Jonny Arr, Tim Curtis.

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

**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**

1. Annual Accounts and Audit Endorsement
2. New Policy Endorsement
3. Insurance Renewal
4. Website update and online giving facility update.

### **4 Communications – Foundation**

1. GDPR compliance update.

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

1. Funds held update.
2. Seat sponsorship update.
3. Capital Project update
4. Working Group Output - Fundraising and Events - next steps

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

1. Note any updates from the Fundraising Regulator.

### **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 date to facilitate School needs:

- 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)
- **2019 Michaelmas Board: Thursday 24 October 4pm** (ahead of F&GP 13 Nov)

See notes overleaf

## **Agenda Notes and Endorsements sought**

**3.1** Draft Unaudited accounts created and posted on Firefly. John Ralph, RGS Accountant, will be present for the start of the meeting to talk Trustees through the accounts because there are a few unusual entries related to the transfer of the two Bursary funds from RGS to the Foundation.

**Endorsement is sought** for the accounts to be accepted subject to the auditors making no material changes and to agree for Chairman to sign final audited accounts on behalf of the Board when they are made available in November.

**3.2** The submission of the Annual Report in June highlighted that there are four policies not currently in endorsed by Trustees for the charity. Therefore, draft policies have been created and posted on Firefly. They are: a Risk Management Policy; an Investment Policy; a Safeguarding Policy; and a Complaints Policy. Trustees are requested to review these drafts and advise of any amendments they would like to be incorporated.

**Endorsement is sought** from the Trustees for these policies subject to the aforementioned amendments.

**3.3** The renewal date for the Professional Indemnity Insurance policy that protects Trustees falls in November. Sutcliffe's & Co has had the best price for the past two years for a market leading product.

**Endorsement is sought** from the Trustees for this policy to be renewed.

**3.4** Foundation Director will provide an update in the meeting.

**4.1** The School is undergoing a GDPR Audit in November and the Foundation Director has recently submitted answers to a number of questions posed by the auditors in advance of the site visit. The DFO (Director of Finance and Operations) can provide any further details requested by Trustees.

**5.1** The Annual Accounts contain a record of the Foundations funding position on 31 August 2018. There have not been significant changes and current fund valuations will be provided to the meeting.

**5.2** Seats sponsorship - 36 paid & partially paid. A further 22 have been pledged – 21 by Fasha Mahjoor and this gift is to be donated via the new BSUF channel. Next BSUF Board meeting to allocate gifts is in December 2018. The actual seats are due to be installed w/c 12 November and from that point Jo Weaver can finalise the design and wording on the seat plaques. (FYI the seat backs are curved and we wish to test several plaque options when the seats are in situ so we can select the most durable material and design. DT Department to use new CNC machines to create the engraved plaques.

**5.3** Capital Project Update:

### **Tennis / Netball Dome:**

- Tennis Dome decision by LTA on 12 December 2018.
- If LTA grants £250k and lends £250k then RGS needs £600k.
- Fasha Mahjoor has pledged £300k to the Foundation as a gift for this project
- Fasha will also lend £300k to the School with the expectation that the Foundation raises this amount to repay the loan.
- Fasha has granted freedom of operation for the Foundation Office to use the £300k gift to effectively match fund donations from alumni and parents.

### **Hockey Pitches:**

- City Council is purchasing/has purchased the ransom strip needed to make the plot workable.
- Best estimate is that commitment will be required from RGS by Spring 2019
- Cost is £2.5m and Fasha has offered £500k loan to the School on the basis that the School raises £500k in gifts from other donors. Howard Kimberley confirmed to Fasha that in this scenario RGS could proceed by financing the remaining £1.5m.

- An approach in September to a potential major backer through a meeting with the Headmaster and Foundation Director has not secured any support at this time.
- DFO can provide an update to the meeting to the School's position and next steps/timeframe

#### **Rowing and Dining Hall**

- No progress to report

**5.4** The working group that met to review fundraising and events produced valuable output that is on Firefly. Headline recommendation is that the Foundation focuses on one of the four Capital Projects and Tennis/Netball represents the best chance for the Foundation's first big win utilising Fasha's loan and gift.

**Endorsement is sought** for the Foundation Office to prepare for a fundraising initiative in 2019 for the Tennis/Netball Dome.

6.1 No updates to report

7.1 No AOB at this time

8 – A meeting date has been proposed for October 2019 for agreement.