

**The RGSW and AOS Foundation Meeting Minutes
Incorporating AGM**

4pm – 6pm Thursday 25 October 2018

Venue: Foundation Office, Spurling Room

Attendees:

Foundation Trustees - Andrew Greenway, Rosemary Ham, Nick Fairlie, Mike Ridout, Annie Fitch, Annabelle Hancock, Emma Bentley-Hughes, Gary Rouse, 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

Apologies from Jonny Arr.

2 Acceptance of Previous Minutes

ALL AGREED, minutes accepted.

3 Administration Actions / Matters Arising from Previous Minutes / Updates

1. Annual Accounts and Audit Endorsement.

These are only draft accounts and cannot be approved at this time. **JR** gave an explanation of restricted and unrestricted funds and the COIF Charities Investment Fund (further details attached). **JR** also explained the 'sponsorship' of pupils.

When the final Accounts document is received, this will be circulated amongst the Trustees for approval and **AG** will sign on behalf of all Trustees, ALL AGREED.

2. Existing and New Policy Endorsement

Existing policies re-endorsed – ALL AGREED

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. Endorsement - ALL AGREED.

nb. The GDPR Audit will be completed on 12/11/18 so the endorsement of the Data Protection policy will be deferred. This will be recirculated during the next meeting for endorsement. ALL AGREED.

3. Insurance Renewal

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.

Policy to be renewed. ALL AGREED

4. Website update and online giving facility update

Sole focus in November ahead of LTA decision.

4 Communications – Foundation

1. Annual Review will be started before Christmas, with mailing in the New Year.
2. All communications to alumni have an opt out option – since the GDPR Policy update.
3. SCM explained the ‘right to be forgotten’. However, there is still a need to keep records.

5 Finance – Fundraising and Disbursement of Funds

1. Funds held update and new pledges made since last meeting.
(AO £26,797. ARW £376,871. Bank £33,466)

2. **Seat sponsorship update**

36 fully/partially paid, 21 in progress, 1 more pledged. Funds to be drawn when seats are installed - ALL AGREED. 21 seats sponsored 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 **JW** 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).

3. Refer endorsement of COIF Fund until more information received – where are these funds invested? Information to be provided to the group regarding type of investments made **JR**.

4. **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
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Rowing and Dining Hall

- No progress to report

5. **Working Group Output - Fundraising and Events**

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.

GR explained that the Working Group felt that the Foundation should be clear and focus on one particular project. However, until the extra funding has been agreed and planning permission

granted, then no fundraising message can be communicated. However, preliminary work can be completed in preparation for the launch.

It was agreed that bursary fundraising should still be supported. Online giving should be explored as a priority. It was suggested the amount should be pitched quite low eg. £10 per month.

To summarise, bursaries should be promoted in the New Year together with a celebration of the PAC project sponsorship and again, promote further sponsorship of the seats.

6 Managing the Changes in the Charity Sector

1. Updates from the Fundraising Regulator. *SCM - none*

7 Any Other Business

Trustee recruitment and completion of three year terms. *AH* will stand down at the end of the 3 years.

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