

The RGSW and AOS Foundation Meeting Agenda

4pm – 6pm Thursday 16 May 2019

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,

Minute Secretary: Joanna Weaver

1 Welcome, Apologies and Declarations of Interest

(not available: Mike Ridout, Laura Brown)

2 Acceptance of Previous Minutes

3 Administration Actions / Matters Arising from Previous Minutes / Updates

3.1 Annual Accounts & Audit Report – circulated prior to meeting (*AG to sign accounts & letter*)

3.2 Website launch date including online giving facility update (*SCM*)

3.3 Annual Report Mailing schedule (*SCM*)

4 Finance – Fundraising and Disbursement of Funds

4.1 Update – Bursary Funds, Bank account, seat sponsorship and (known) legacy pledges. (*SCM*)

4.2 Update - Capital Projects status (*ITR/AG*)

4.3 Requesting Deposit Donations from parents of Class of 2019. (*SCM*)

4.4 COIF investments – use of these from September onwards and placing of funds currently on the money markets with Lloyds Bank until mid-August (GR)

5 Communications

5.1 GDPR update – new Privacy Notice, Leavers’ consent process, website consent capture (*SCM*)

5.2 Fundraising for Capital Projects – Dedicated material is required to explain why we need support and how it will benefit the School, children and the local community. This will be hard and soft copy to complement online message and giving facility and underpin the fundraising message for the duration of both projects. **Endorsement sought from Trustees to create and publish a Foundation document for soft and hard circulation. (SCM)**

6 Managing the Changes in the Charity Sector

- Note any updates from the Fundraising Regulator. (*none to report*)

7 Any Other Business

- Trustee recruitment for AGM and Chairmanship of Board from October.

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 Legacy Lunch: **Saturday 14 September 12 noon**
- 2019 Finance Working Group: **Tuesday 15 October 4pm**
- 2019 Michaelmas Board: **Thursday 24 October 4pm**
- 2020 Lent Board Board: **Thursday 27 February 4pm**

See notes overleaf

Additional information and documents for Trustees to review ahead of meeting

3 Administration Actions / Matters Arising from Previous Minutes / Updates

- 3.1 Auditor has now provided final accounts and report which will be circulated to Trustees ahead of meeting. Chairman to sign Accounts and Cover Letter. SCM has copies printed for AG – as soon as done they will be sent to auditors who will file them with Companies House. SCM will file with the Charity Commission.
For information, King's Worcester has just published its Annual Accounts and reports that it spent £180k on Fundraising/Development during 2017-18 (RGS will be £82k for the same period).
- 3.2 Delay in data migration from InTouch to the new ToucanTech (TT) database that will sit behind the website has hindered the website completion and testing process – majority of data is now mapped but some errors and anomalies are still being worked through by TT and SCM.
- Database mapping activity is expected to be completed by 23rd May which is a 5 week over-run that reflects the additional time taken at our end in January and early February to fulfil the requirements of the GDPR Healthcheck findings and new IT procurement procedure.
 - On 23rd May TT will receive a copy of the existing InTouch database at that point and load it into TT. This will be the start point for the new database and TT have advised to allow a week for further validation so we have opted to do this over half term when SCM and JOW are both on long planned leave over the holiday week.
 - Assuming all has gone to plan then on Tuesday 4 June we will start to email alumni year groups to invite them to register with the website in a managed process to manage workload.
 - The existing database provider, InTouch, has been retained on a short-term temporary basis to cover this delay.
 - Accounts set up with Stripe (payment provider similar to paypal) to process online gifts (single and regular) and ticket/merchandise sales through the website. Technical glitch as the final step of the payment is being resolved and should be possible to make online donations by Board meeting.
 - Link to the website to be circulated to Trustees ahead of the meeting so they can get a feel for it (while recognising it remains a work in progress).
- 3.3 Plan is for Annual Review to arrive with alumni in early June to coincide with website launch. Draft copies to be circulated at Board Meeting. Focus is on bursaries and legacies as per previous agreement. To reduce costs in line with overall RGS policy and to reflect wider environmental concerns, households with more than one sibling listed will only receive a single copy. It is hoped this will prompt alumni who have since left the family home to update their details when registering on the website. Overseas alumni who have not had any engagement over the past five years will not receive a copy automatically but can request one from a small stock of spares that will be held in the Foundation Office. The website will offer the ability to have publications online for those who only wish to receive a soft copy for environmental reasons (this is a small but growing number of alumni).

4 Finance: Fundraising and Disbursements

- 4.1 ARW Fund: **£378,610**, AO Fund **£26,921**; Current Account: **£18,802**; Money Markets: **£50,000**. PAC has **66 seats** sponsored; **32 Legacy** known pledges, no further legacy notifications received since last meeting.
- 4.2 **Tennis Dome** verbal approval from LTA on 12 December 2018, still awaiting written confirmation with terms and conditions due to ongoing discussions between the LTA and Worcester City Council in relation to the Council element of the package. ITR can provide further update
Hockey project financing model to be determined by Worcester City Council was put back from March until June earliest to reflect 'purdah' period ahead of local council elections and to enable changes in elected personnel to take effect. ITR can provide further update.
- 4.3 Deposit donation request to the parents of Upper Sixth leavers to give their £100 joining deposit to the Foundation. The Headmaster has agreed wording of letter to parents asking their support for the commission of artwork of School buildings that will be sold to alumni and parents to generate income for bursaries. Donors will receive a copy of one of the pictures (trailing the idea of giving something small back for a donation – we cannot claim Gift Aid on the deposits so it does not affect those HMRC regulations). Parents can also donate the deposit to the AR Wheeler Bursary Fund or towards the Digital Archives project.
- 4.4 **COIF Investments**
Use of COIF Funds from September to be considered by the Trustees. The decision to defer any change was predicated on Brexit having taken place in March and allowing a period for markets to settle down. At time

of writing Brexit could be as late as 31 October. Recommend this is picked up by the finance group in October but Trustees will need to advise what they wish done with funds currently on the money market with Lloyds as per the instruction given to John Ralph at the last meeting. ITR to advise the School's position in relation to the usage of COIF.

5, Communications

5.1 GDPR compliance update following ISBA Healthcheck (November 2018) – SCM to explain impact on Trustees and Foundation Office operations.

- Privacy Notice has now been updated to cover Alumni and Fundraising and will be included in the Annual Review.
- Data Sharing Agreement to be put in place with AOOEs – ITR has written to the Committee and awaits a response.
- Consent has been obtained from 99% of Class of 2019 Upper Sixth Leavers to remain in contact with the School through the Foundation Office and to receive fundraising information.
- Consent for all communications to be recorded for easy auditing – this has been incorporated into the new website and hard copies can be sent to those who are not online.
- Donor forms now changed to ask donors to 'opt in' to being named in the Annual Giving Report.

5.2 Fundraising for Capital Projects

Recommendation is for a separate Foundation fundraising document to be created that can be hard and soft copy.

Website copy can be built and hidden until time to go live.

Hard copy can be mailed to selected audience. It needs to address the School's strategic vision around both projects, the public benefit and the impact on pupils – as well as the donor channels and matched funding mechanism.

7 Any Other Business

Trustee recruitment for AGM – Annabelle is retiring and Andrew is stepping down as Chairman in October.