

## The RGSW and AOS Foundation Meeting Minutes

5.30pm – 7pm Thursday 24 October 2019

Venue: Spurling Room

**Foundation Trustees** - Andrew Greenway, Rosemary Ham, Nick Fairlie, Annie Fitch, Emma Bentley-Hughes, Gary Rouse, Jonny Arr, Tim Curtis, John Gibson, Katie Wormington.

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

**Minute Secretary:** Joanna Weaver

### 1 Welcome, Apologies and Declarations of Interest

Apologies were received from Nick Fairlie, Gareth Hughes, Jonny Arr, Sarah Atkinson, Annie Fitch, Gary Rouse and Laura Brown.

The Foundation welcomed Katie Wormington (**KW**), RGSW Governor and Dodderhill representative and John Gibson (**JG**), past parent and active member of various charities, including Wooden Spoon, Rotary Club and St Richard's Hospice both of whom had agreed to become Trustees. Their proposal by **AG** had been unanimously endorsed by the Trustees via email ahead of the meeting. They signed the required declarations at the start of the meeting and **AG** formally welcomed them to the Board.

Declarations of Interest, NONE.

**AG** paid tribute to Mike Ridout who sadly died in August. Mike was a committed Trustee and firm believer in an RGS education who was passionate about the value and importance of bursaries. **AG** advised that the Foundation Office has been assisting Mike's family with a Memorial Service to be held on Saturday 26 October in Perrins Hall.

### 2 Acceptance of Previous Minutes

ALL AGREED, minutes accepted and signed.

### 3a AGM Actions

**AG** stepped down as Chair of the Trustees after serving three years. Tim Curtis was unanimously voted by all Trustees present to take over the role of Chair. **TC** thanked Andrew for his leadership of the Foundation and for agreeing to continue as a Trustee subject to his re-election. **AG** suggested the role of Deputy Chair to help facilitate the smooth running of the Foundation, all agreed to the proposal. The role is to be defined and **TC** will discuss this before the next meeting.

Those trustees (**AG, RH, NF, AF**), who had completed three years' service stepped down and all put themselves forward for re-election. Reappointment of each of the four Trustees proposed by **EBH**, seconded by **KW**. ALL AGREED.

Annual review and endorsement of Foundation Policies – ALL AGREED

### 3b Administration Actions / Matters Arising from Previous Minutes / Updates

Endorsements Sought from Trustees under 3b of meeting agenda

- 1 Approval for **SCM** to purchase annual indemnity insurance to cover trustees when it comes up for renewal in December 2019. ALL AGREED
- 2 Approval for **SCM** to transfer sponsorship gifts from Foundation Bank Account to RGS for the following two pupils:  
**Pupil A** whose 80% sponsorship for the current year was secured in August 2019 and who joined RGS Year Nine in September 2019  
**Pupil B** whose 100% sponsorship for two years was secured in February 2019 and who started in Lower Sixth in September 2019. ALL AGREED
- 3 Approval to continue to seek potential Trustees to assist with the forthcoming fundraising activities. To be done with referral and liaison with Foundation Chair. ALL AGREED.

**RH** and **AG** to approach Rachel Wyatt as possible future Trustee. *Nb. Foundation Policy does not specify a maximum number of Trustees on the Board but there is a maximum of nine years' service before a Trustee must retire from the Board.*

**SCM** met with Pete Breakwell to explore his availability but regrettably with a very young son and his existing commitments to the AOOEs and his local cricket club he felt unable to volunteer his services at this time but will do whatever he can to assist informally.

- 4 Trustees noted that the Finance Committee meeting previously planned for 15 October had been cancelled pending the expected Brexit decision on 31 October. Following Mike's death there was a need to recruit a replacement Trustee on the Finance Committee, **JG** was nominated by **AG** and had the support of all Trustees present.  
 It was felt any significant investment decisions for the Foundation's funds in the current account and COIF units should be deferred until the February Board meeting to allow Brexit to take place. However, Trustees unanimously agreed the short term investing of £50,000 on the money markets via Lloyds bank as had been done earlier in 2019. This investment can be reviewed at the February 2020 Board meeting. **GR** has advised **SCM** that he will review the current COIF investments in greater detail and report back to Trustees ahead of the February Board meeting with any recommendations.  
**JG** suggested the board complete a 'Skills Matrix' to identify skills gaps and this was agreed to be a very useful tool to help enhance the Board .  
**JG** agreed to forward an example of a 'skills matrix' to **SCM** to provide a template for the Trustees.  
**TC** to allocate time during the next meeting to discuss skills set. **SCM** to request Trustees to provide resume of skills.

Updates:

***Bursary Funds, Bank account, seat sponsorship and (known) legacy pledges.***

- ARW Fund: **£393,838** (May meeting valuation £378,610);
- AO Fund **£28,003** (May meeting valuation £26,921);
- Hardship Fund **£3,215** (not reported at May meeting);
- Current Account: **£81,827**
- PAC has **68 seats** sponsored;
- Legacy pledges **34** (May meeting 32 pledges).

***Bursaries – 20/20 update***

- An alumnus sponsor was identified at short notice in August and **SCM** successfully approached to fund an 80% bursary for a Year Nine entrant in September 2019 for up to five years.
- **SCM** currently in discussion with an overseas based former pupil who after reading the Alumni Annual Review has expressed a wish to support 100% bursaries. The donor has stipulated certain restrictions so **ITR** is seeking legal advice to find a path that works for the School to be

able to accept such a gift from the Foundation with the restrictions stipulated. The donation for the first bursary will be lodged with the Foundation ahead of January 2020 and is anticipated to be worth circa £120k. If this works well the sponsor has said similar gifts will likely be made in future with possibly 3 pupils being funded at any one time. **SCM** to report back to Trustees when the position has been clarified. Trustees will need to determine the best investment vehicle for this donation and any such similar gifts, Finance Committee will need to make recommendations.

- Another alumnus has expressed an interest in sponsoring a pupil in response to the Annual Review mailing. **SCM** is to contact the former pupil when he returns from holiday in late November. **SCM** will update Trustees accordingly.
- There are currently **16** pupils (was 15 at May Board meeting) who have been, are currently being or will be helped by bursary support. With the above potential sponsors funding two places it means funds for just two more are required to deliver the original target of 20 pupils assisted by September 2020.

#### **Actions from Previous Minutes - *completed***

- Annual Accounts submitted to Charity Commission - ***completed***
- Data transfer from InTouch database to new database, ToucanTech – ***completed***
- Online payments via provider ‘Stripe’ tested on new ToucanTech website and available for receiving gifts – ***completed***.
- New website soft launched in July following testing- ***completed***
- Link circulated to Trustees – ***completed***
- 2019 Alumni Annual Review completed and mailed out to alumni and parents – ***completed***
- Parents of Class of 2019 leavers asked to donate their £100 refundable joining deposit to the Foundation to support bursaries, digital archives and/or new artist commission. – ***completed***
- Data Sharing Agreement with AOOEs created by **SCM** and agreed by AOOE Committee to guide all future data movements – ***completed***

#### **Actions from Previous Minutes – *to be carried forward for completion this term***

- Post digital copy of Annual Review on website – ***action carried forward***
- Parents of 21 Sixth Form Leavers donated their £100 refundable joining deposit: gifts split £1,650 art work commission, £750 ARW Bursary Fund. Additional print copies recently obtained for selling to parents and alumni – ***action carried forward***
- CCLA to provide COIF investment reports for ARW Fund and AOS Fund to be considered by Finance Committee. **Incorrect reports sent out by CCLA and currently awaiting correct version – *action carried forward***
- An action was taken from the May meeting to update the October meeting regarding contact with recent past parents who may be well disposed to RGS. Trustees observed that these parents may be in a position to donate to forthcoming projects and may feel gratitude for how RGS has prepared their children. The new website presents a reason to contact parents to inform them of a communications channel to which they may wish to subscribe and via which their consent can be easily captured. Further work required to determine most effective way forward that meets GDPR requirements and the needs of the School and Foundation. ***Action carried forward***
- Foundation Office to work with Sarah Atkinson to identify opportunities within the Dodderhill alumnae and parent community. ***Action carried forward, KW has offered to help facilitate this meeting in November***

#### **4.1 Communication Plan for the two forthcoming Capital Projects**

Hockey – planning permission has been submitted and moves into the public consultation period until early December. The expected planning committee meeting date is 23 January and the outcome of that is required before a construction company is appointed through a tendering process. Expected opening date for new pitches of September 2020. **SCM** will update Trustees as to the planning decision.

**Tennis and Netball** – images circulated of proposed designs. The LTA are impressed by the premium scheme proposed and may possibly release further funds if available. A meeting is scheduled for mid-November. **SCM** will update Trustees as news becomes available.

**SCM** to create a communications and fundraising plan for both projects based on known and estimated timelines to engage parents, alumni, staff and friends of the School.

#### ***4.2 Fundraising from the Parent community for the Capital Projects***

Hockey - Discussions regarding how to present the sponsorship and donation options. For example, Gold, Silver and Bronze levels of donation could be offered. It was felt by offering something tangible ie. a named brick, this may increase donations. **ITR** commented that a sub-committee with members from Worcester Hockey Club and RGSW regarding fundraising and sponsorship has been created.

A list of fundraising grant applications and sponsorship opportunities will be drawn up and action apportioned in conjunction with Worcester Hockey Club to ensure joined up thinking and no duplication of effort. **SCM** to report back to Trustees after agreeing objectives with the subcommittee in November.

A decision on whether the School will request the £500k loan that Fasha Mahjoor has offered to the Hockey project is on hold pending the outcome of the LTA discussions and the School's commitment to that project.

**Tennis and Netball** - Fasha Mahjoor has pledged a gift of £300K as a means of promoting match-funding. Discussion ongoing regarding the offer to have part of the project named after his family. Trustees recognised that RGSW needs to demonstrate to Fasha that the Foundation is working hard to fundraise.

It was felt that the Foundation could reconnect with past parents who may wish to support both projects. This could be marketed as 'Friends of RGSW'.

Possible fundraising opportunities discussed include an 'Annual Foundation Ball', possibly at Worcester Cathedral, or a firewalk. **JG** commented, that from his experience at St Richard's Hospice, high profile events in themselves are not the best means of fundraising, but should be deployed as a means of raising awareness for a cause and engaging with prospective donors. **SCM** to investigate an event at the Cathedral.

#### ***4.3 Asking identified potential donors to support Bursaries***

**SCM** to circulate a list of suitable donors to Trustees. If any are known to Trustees, then that Trustee to liaise directly with Scott to set up an introduction to explain the role of the Foundation Office and to explore their willingness to support its work. List to be treated as highly confidential and not disclosed to any other persons or parties. ALL AGREED

## **5 Any Other Business**

**AG** suggested a review of the Foundation, benchmarking – looking at the best use of resources in the Foundation Office and to identify areas of untapped growth in donations. **SCM** to seek options for a consultancy to advise and to report back to Trustees.

On behalf of all those present, **ITR** thanked **AG** for his hard work over the past three years as Foundation Chair.

**KW** commented that Dodderhill alumnae relations are still in their infancy. Hopefully with a further Dodderhill representative, both can feedback the positive nature of joining ‘the family’.

### **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 below, venue is at the Senior School with rooms advised closer to the date to facilitate School needs:

- 2020 Lent Board: **Thursday 27 February 4pm**
- 2020 Trinity Board: **Thursday 21 May 4pm**
- 2020 Michaelmas Board **Thursday 22 October 4pm**