

Friends of Radnor House
Meeting 8 May 2017

Attendees: Becky Watson (BW - Chair), David Paton (DP), Patrick Crossely, David Paton, Angela Downing (AD), Kristina Redhouse, Haley Lindsay, Dawn Francis, Vicky Johnson, Helen Beckerson (HB) and Melissa Edwards (ME), Helen Adams (HA)

Apologies: Lisa Conway, Sarah Luckham-Down

Welcome and intros	Actions	Owner
<p>BW welcomed all to the meeting.</p>		
<p>Charities Commission Registration</p> <p>HB provided the Committee with an update on registering FoRH7 as charity with the Charities Commission.</p> <p>It was agreed that we would not be voting in new members today as priority is to get our application in.</p> <p>HB advised that the Charity Commission requires the following from the Committee members before they can fully assess our application.</p> <ol style="list-style-type: none">1 We need to formally agree that using the school premises as our organisation's base is in the best interest of FoRH7. This is because there is a potential conflict of interest between David as Trustee of the charity and as proprietor of the school.2 We need to formally agree the grant making policy. <p>HB presented the proposed Grant Making Policy (copy attached) with the main purpose to 'advance such charitable purposes as the trustees see fit from time to time'. It was agreed that the principles of warding grants are those charities selected and voted for by the pupils of Radnor House and it was noted that this was undertaken earlier in the year. It was agreed that Trustees will make grant decisions in September/October of each year.</p> <p>All Committee members present agreed that the school premises was the best base for FoRH7. Grant Making Policy was formally agreed.</p>	<p>HB to send minutes of meeting to Charity Commission</p>	
<p>Finance Update</p> <p>HB advised the Committee that the bank balance currently stands at £8,011.92, and that £1.6k was due to be paid over by the School for ticket sales.</p> <p>The Quiz Night proved to be another successful event and made a profit of £1,331.29.</p>	<p>DP to request Finance team to action</p>	

Charities / Fund Raising

HA presented Radnor La Monde to the Committee.

Project La Monde is a charity which builds schools in Uganda for underprivileged children. It was established by a parent at Radnor Twickenham.

To date three schools have been set up, all funded by donations. One of the schools has been named after Radnor House. DP advised that he is due to visit the school later in the year and his long term ambition is for pupils to also have the opportunity to visit.

HA advised that the Radnor La Monde has put forward several projects which require financing including a teacher accommodation block, sanitation block and a medical centre. The accommodation block has been costed approx £11k (at current exchange rate) and will provide twelve double rooms, to be used by teaching staff. A separate charity has already committed to funding the toilet block.

The Committee discussed whether fund-raising events could be targeted to a specific charity. HB explained all money must go through FoRH7 bank account, though funds can be ring-fenced and this would apply to monies raised for the Macmillan coffee morning. Also, it was agreed that the School would still support national fund-raising events such as Jeans for Genes and Save the Children Christmas Jumper Day.

It was agreed that all fund raising money should go through the FoRH7 bank account. DP agreed to see if mini-marathon money had been paid to Macmillan, and if this was still with the School, then it would be transferred to FoRH7.

HB asked how the children generated ideas for fund raising initiatives. PC explained that pupils present ideas to the School Council and that all pupils would be involved with charity week. DP suggested that it would be beneficial for some pupils to attend a FoRH7 meeting in order to get an insight into the Committee's work.

DP to speak with Finance to ascertain the status of the mini-Marathon monies.

DP to invite pupils to a FoR meeting

DP

DP

<p>Summer festival</p> <p>AD provided the Committee with an update on the Summer Festival and agreed that it would be superb event to mark the first anniversary of Radnor House Sevenoaks.</p> <p>Bookings for the marquee hire, entertainment and food had all been secured and included Westerham Scouts providing burgers and sausages. It was agreed that toilets would need to be hired. In addition, the drinks would be purchased nearer the date of the event.</p> <p>BW informed the committee that three RH7 Pupils have also kindly agreed to perform at the Festival.</p> <p>The Bulletin would be used to advertise the event and payments are to be made direct to FoRH7. All RH7 staff will be offered two complimentary tickets. The aim is that at least 200 tickets would be sold and this would cover the cost of the event.</p> <p>AD advised that parent help would be needed on the night to cover the Bar, Gate and Raffle and a request for help would be made via the Class Reps.</p> <p>To date, FoRH7 has received parent sponsorship totalling £1k and £1k donation from RH7. FoRH7 have also received a number of donations for the 'Beach Ball Raffle'. Further prizes were still needed for the raffle. Again, Class Reps would be asked to kindly email their Parent's to request donations.</p> <p>DP asked if it would be possible for pupils to run their own stalls at the Festival and this would be linked to the 'Fiver' Business initiative to be launched shortly. BW confirmed that this would be most welcome.</p> <p>In order to comply with the school insurance policy, it was noted a risk assessment would need to be produced.</p>	<p>Toilets to be booked</p> <p>DP to identify pupils to run stalls at event</p> <p>Email to Class Reps</p> <p>Risk assessment to be produced</p>	<p>AD/BW</p> <p>DP</p> <p>BW</p> <p>BW/ME</p>
<p>AoB</p> <p>Dragoon Boat festival</p> <p>Entry for the Dragon Race has been booked and at least 21 adults will be needed for a team to compete over three races. This will be marketed later in the school year.</p>		
<p>Next meeting: 5th June 2017</p>		