

**Friends of Radnor House  
Meeting September 2017**

**Attendees:** Becky Watson (BW - Chair), David Paton, Angela Downing, Kristina Redhouse, Haley Lindsay, Dawn Francis, Vicky Johnson, Helen Beckerson (HB), Melissa Edwards, Penny Jackson , Karon Daniel , Eeflie Scholtein, Kara Dellow, Caroline Proctor, Cheryl Freeman Phillips, Helen Adams, Melanie Goldsmith

**Apologies:** Patrick Crossley

Welcome and intros	Actions	Owner
<p>BW welcomed all to the meeting.</p>		
<p><b>Finance Update</b></p> <p>HB presented a paper detailing the current financial position of the Charity. HB advised the Committee that the process for registering the Charity was complete along with setting up the bank account. Also, a BT fund raising web page had been created and the Charity is registered for gift aid. The Charity now holds a Gambling Licence, allowing the pre-sale of raffle tickets.</p> <p>Over the last period, five fund raising events had been held, raising over £5k.</p> <p>It was recommended and agreed that the first charitable donations will be made in October with monies going to:</p> <ul style="list-style-type: none"> <li>• Radnor Uganda £3k</li> <li>• Macmillan £1.63k</li> <li>• West Kent Mind £1.63k</li> <li>• Foal Farm £1.63k</li> <li>• Leonard Cheshire £1.63k</li> <li>• Hospice in the Weald £1.63k</li> </ul> <p>Following the donations, a bank balance of £5k would be maintained.</p> <p>All the charities had been nominated by the pupils and a special assembly has been planned, whereby representatives from each of the charities will be presented with their cheques.</p> <p>As agreed at an earlier meeting, the charities nominated for 2017/8 are to be rolled over into 2017/19, on the basis they were selected mid-way through the last school year.</p>	<p>Action charity payments</p>	<p>HB</p>
<p><b>Election of Trustees</b></p> <p>BW advised that Penny would be joining the Committee at School and had taken on the responsibility for second hand uniform.</p> <p>HB advised the Committee, that at the end of May, she would need to stand down as Treasurer (the post can only be held for 2 years). BW advised that she will send out a note asking for volunteers for the treasurer/secretary role</p>	<p>Send out a note advising Treasurer/Secretary vacancy</p>	<p>BW</p>

<p><b>Events</b></p> <p><b>Fireworks</b> Fireworks night will be held Friday 3<sup>rd</sup> November and tickets will go on sale after the half term; sold in car-park. Prices have been set at £25 for family ticket £10 adult and child £5 – with cash payments being preferred. On the night there will be merchandise, along with a bar and BBQ. A request for a St Johns Ambulance has been made.</p> <p>Parent help will be needed and this will be requested after the half term. DP agreed to promote the event with the older pupils at the school assembly.</p> <p><b>Xmas Fair</b> In hand and plans are progressing well</p> <p><b>Burns Night</b> The School has organised a Burns Night for the 20 January and ticket sales will be launched next term.</p> <p><b>Quiz Night</b> Date for the quiz night needs to be confirmed.</p> <p><b>2018 Summer Event</b> There was some discussion as to type of summer ball event to be held on 2018 including a Ball, 'Glastonbury' musical festival, circus for Schools or 'It's a Knock Out' family event.</p> <p>It was decided to assess based on the take up of tickets for the Burns night along with running a short survey.</p> <p><b>AoB</b> DP requested support for clothing donations for him to take out to Uganda during the half term.</p> <p>It was agreed that to promote the children's understanding of the nature of charities and giving and that representatives from each of the school Houses should be invited to attend a Committee meeting to present their fund-raising plans.</p> <p>Noted that the Dragon Boat event was good fun with lots of team spirit! Agreed it would be helpful to provide feedback from events to the wider school community.</p> <p>DP advised that a '2018 Challenge' would be launched after the half term and would be involve a mountain or two!!</p> <p><b>Next Meeting on 7 November 2017</b></p>	<p>Toilets to be booked</p> <p>Promote the event with the older pupils at the school assembly.</p> <p>Check with Rose Weavers date of quiz night (24 Feb).</p> <p>To explore option for running a short 'events' survey</p> <p>Publicize Uganda clothing donations to Year Groups</p> <p>To invite House representatives to Committee meeting</p>	<p>DP</p> <p>BW</p> <p>BW</p> <p>All</p> <p>DP</p>
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	<p>DP to speak with Finance to ascertain the status of the mini-Marathon monies.</p> <p>DP to invite pupils to a FoR meeting</p>	<p>DP</p> <p>DP</p>
<p>Caroline asked whether more work was needed to promote FoRH7 to new parents and suggested a coffee morning to introduce the Committee. Action BW.</p>	<p>Loos to be booked</p>	<p>AD/BW</p>

	<p>DP to identify pupils to run stalls at event</p> <p>Risk assessment to be produced</p> <p>Look at options for a Friends welcome</p>	<p>DP</p> <p>BW/ME</p> <p>BW</p>
AoB		
<b>Next meeting: 5<sup>th</sup> June 2017</b>		