

## Friends of Radnor House - AGM

**Date:** Tuesday 18<sup>th</sup> September 2018

**Attendees:** Sue Barenberg (SB), Dawn Francis (DF), Eefke Jansen (EJ), Caroline Proctor (CP), Helen Beckerson (HB - treasurer), Becky Watson (BW - Chair), Liz Baker (LB), Hayley Lindsay (HL), Helen Adams (HA), Wiebeke Vuuksteen (WV), Kara Dellow (KD), Lisa Conway (LC), Terry Smith (TS), Deborah Spencer (DS), Cathy Corke (CC), David Paton (DP) and Gemma Wood (GW – secretary)

**Apologies:**, Angela Downing, Angela Downing, Vicky Johnson, Cheryl Freeman Phillips, Penny Jackson and Andy McCay.

Welcome and intros	Actions	Owner
<p>BW welcomed all to the meeting.</p>		
<p><b>Finance Update</b></p> <p>HB gave a detailed presentation of our current financial position. Excluding the ball we are on par with last year's fundraising activities. We successfully hosted 5 fundraising activities, including the ball where the auction raised a huge amount for Hospice in the Weald.</p> <p><b>Charitable donations</b> will be made in October 2018 (as per attached finance update prepared by HB). Was suggested that all charities received a cheque for £900, with Hospice in the Weald receiving an additional cheque for the monies raised from the ball. This in everyone's opinion would be a fairer on the children and their houses efforts to raise funds.</p> <p><b>Secondhand uniform shop</b> run by Penny Jackson has raised £450, with a relatively low stock and only open for less than half a year. Currently people are to email Penny with uniform requirements. Check with Penny with regards to notices on the bulletin.</p> <p><b>Public Raffle</b>, we are able to sell 'in advance' ticket raffles. This needs to be organized with our treasurer as we will need to obtain a licence through the council.</p> <p>HB advised that we should also have access to online banking in a few weeks. It was discussed as to whether we should move our ticket sales to an Eventbrite or similar system. BW advised that we were already set up on this system but further investigation as to how we could make it work going forward would be needed.</p> <p>BW advised that we were in need of 2 new gazebos. Discuss where funds should come from.</p>	<p>HB</p> <p>HB / PJ</p> <p>HB / BW</p> <p>BW/HB/DP/AM</p>	<p>HB</p>
<p><b>MADD</b></p> <p>KD explained a little of what MADD is. Staff, pupils and parents give up their day/time to help various chosen charitable organisations, with an idea to create a bigger community awareness. It was noted on previous years that it</p>	<p>KD / DP / HA / DS / GW</p>	<p>KD</p>

<p>had been a huge success.  EYFS – remain in school  Yr1 – Y4, visit different sites as a year group (organized by their teachers)  Yr5 &amp; Yr6, are allowed to select 3 options of which they will be assigned one location (where possible we try to give them their first choice, we try to discourage them for choosing year on year the same site)  The date has been confirmed for 3<sup>rd</sup> October 2018. With 23 sites and approximately 400 students, parent volunteers are essential, with regards to lift shares and on the sites themselves. This information should be made clearer in the bulletin and/or letters home, with the parents contacting either teachers, or class reps and KD.  Prep MADD assembly is to take place this week with the seniors already done.  MADD to be decided and advised (KD / Children).</p>		
<p><b>Quiz Night</b></p> <p>LC updated us on the success of last years quiz night. Always a well attended event, should/could we move to a different location in order to sell more tickets as the school is growing in numbers.  Agreed to keep to same format as last year – Curry and Quiz night.  Date to be confirmed (DP to advise).</p>	LC / DP	LC
<p><b>Christmas Fair</b></p> <p>DF advised of the success of last year’s event. Favourite areas, Book time with Santa, the ‘gift’ room for kids only, adult only area and the kids activities in the dining room.</p> <p>This year’s fair will take place on Saturday 1<sup>st</sup> December. So far we have 17 confirmed stalls out of a possible 22 (we had 26 last year and this was too many with cramped conditions). Theme this year will be Snow Queen, will continue on with the above mentioned activities from last year but also adding a rocking reindeer and spooky Christmas themed basement walk.  Each class will again be asked to supply a ‘luxury’ hamper for the raffle.</p> <p>DF advised HB that we would require a licence to sell ‘in advance’ raffle tickets.</p> <p>Each year will be assigned a stall to organise the running of.</p>	DF	
<p><b>Fireworks Night</b></p> <p>CC updated us on the current situation for the fireworks night on Friday 9<sup>th</sup> November. All plans are in hand and as yet no real ‘organisational’ problems.</p> <p>Risk assessments have been carried out by all relevant parties. Questions were raised with regards to insurance. CC to follow this up with AM.</p> <p>Discussions on best way to sell tickets. Tickets will go on sale next week in the Café (HB to organise float). Advance prices are £5pc, £10pa and £25pf, which will increase to £7pc, £12pa and £30pf on the door. Posters will be displayed throughout. Agreement was made that staff plus one guest would receive free entrance.</p>	<p>CC/AM</p> <p>CC/HB</p>	CC

<p>Parent and teacher volunteers will be required as always, a note was made that we would need at least 6 volunteers to run the food stall! Stalls will include; merchandise, candy floss and popcorn, Bar, Donuts and the Hotdog/Burger stall.</p>	<p>CC</p>	
<p><b>International Group</b></p> <p>EJ advised on the growing members for the group and hosting many successful events. In total they are around 35 members now. They are a mix of families from international countries and also British nationals who have moved back from overseas and new to the area. To help ease Wendy Owens with her job they are now also offering a buddy system. Where new parents / students will be introduced via Wendy to other members of the group.</p> <p>They have many events planned for the upcoming term.</p>	<p>EJ</p>	
<p><b>Summer Ball</b></p> <p>BW advised that the Summer Ball was a huge success but it took an enormous amount of effort from the committee. With approximately 200 tickets sold, the ball itself made a loss (covering the cost of the marquee being the biggest expense), and we were advised that all proceeds for the charity was made entirely from the auction sales.</p> <p>Auction was clearly a huge success and also a very easy way to do that part.</p> <p>Hospice in the Weald were very pleased with the event and congratulated all parties involved in the organising and running of the event.</p> <p>Discussed as to whether this would be an annual event or whether we should alternate with a family event. To be discussed further and agreement made by half term.</p>	<p>BW</p> <p>BW / DP</p>	<p>BW/AD</p>
<p><b>Radnor Charities</b></p> <p>Questions were raised as to why Hospice in the Weald was chosen specifically for the school ball charity. HA advised of the process that was undertaken, where they met and spoke to all 4 of our local charities and asked them about specific projects etc that they needed money for. It was agreed by all parties involved in the discussions that the Hospice in the Weald project was the one that the majority of people would be able to relate to.</p> <p>Discussion had on changing charities. Local and National charities are to be changed this year. National charities will be put to the children to vote on and the MADD committee will discuss further the idea of changing to new local charities. Once decisions have been made, each house will be assigned their charity in a 'Big Reveal' assembly.</p> <p>Leonard Cheshire are a local charity in desperate need of funds. Could we do something for them separately? They do a lot of sport disability focused activities... could we perhaps do a sports day or similar related event raising funds for them? To be discussed further.</p> <p>The need to actively encourage fundraising through the individual houses for their charities.. bake sales / dress up days / mufty days etc. A meeting will be</p>	<p>HA</p> <p>HA/KD/BW/DP/DS</p> <p>HA/KD/BW/DP/DS</p> <p>HA/BW/DP/DS</p>	<p>HA</p>

<p>set up with the heads of houses to discuss.</p> <p>Discussed whether the international group could help in the charitable fundraising; international days food sales / international dress etc.</p>	EJ/HA/BW/DP	
<p><b>AOB</b></p> <p>Need to advertise / find new Chairperson</p> <p>Need to find and finalise treasurer position (2 possibilities at present)</p>	All	