

Friends of Radnor House

Date: Tuesday 16th January, 7.30pm

Attendees: Liz Baker (Chair, LB), David Paton (DP), Helen Beckerson (HB), Helen Adams (HA), Penny Jackson (PJ), Hayley Lindsay (HL), Liz Baker (LB), Cathy Corke (CC), Angela Downing (AD), Bernadette Van Niekerk (BVN), Lisa Conway (LC), Cheryl Freeman Phillips (CFP), Terry Smith (TS – treasurer), Deborah Spencer (DS), Becky Watson (BW) and Gemma Wood (GW – Secretary).

Apologies:, Andy McKay (AM), Kara Dellow (KD), Eefke Scholten (ES) and Vickey Johnson (VJ)

<p>Welcome and intros</p> <p>LB welcomed all to the meeting and introduced herself as the new Chair and also Terry Smith the new Treasurer.</p> <p>LB reminded all members of the thank you drinks reception for all FORH7 members and other parent representatives, hosted by the school on Friday 25th January.</p> <p>LB informed all members of the new FORH7 email address which is friends@radnor-sevenoaks.org.</p>	<p>Actions</p> <p>LB</p>	<p>Owner</p> <p>LB</p>
<p>Actions from last meeting</p> <p>GW advised that the website had been updated, noticeboard had been moved to the Prep area and a new treasurer had been found.</p> <p>GW advised that the International committee's events last year were a great success and are currently working on events for this year.</p>		<p>GW</p>
<p>Trustee Handover</p> <p>HB officially resigned as Treasurer and the official handover of roles followed:</p> <p>DP proposed LB as Chair, seconded by LC, all in agreement. LB proposed GW as Secretary, seconded by HB, all in agreement. CC proposed TS as Treasurer, seconded by HA, all in agreement</p>	<p>DP, LB, CC</p>	<p>All</p>
<p>Finance Update</p> <p>Official handover has now taken place, HB gave her final finance presentation as treasurer.</p> <p>HB informed us all that we would now need to do the official trustee handover with the bank accounts etc.</p> <p>Full detailed update is attached below.</p> <p>Current balance is £13,284</p> <p>Christmas Fair was a huge success with over £4000 raised for our charities. A huge thank you to Dawn and Vickey who organized and ran the event.</p> <p>HB noted, that have a large cash amount from events such as the Christmas fair posed a problem for the treasurer and that a solution would need to be found.</p> <p>LB/TS to discuss solutions further.</p>	<p>HB/IS/LB/GW</p> <p>LB/TS</p> <p>LB/TS</p>	<p>HB</p>

<p>LB proposed to buy 2 large heavy duty Gazebos at a cost of £625ea to replace the damaged/broken ones. All agreed.</p> <p>Discussed whether a new Candyfloss machine was to be bought, it was all decided that we would try to fix the current one and hire in an additional one where events required the use of 2 (fireworks night).</p> <p>LB proposed to purchase storage boxes to aid in the organization of the Friends Storage area at a cost of £6ea. All agreed.</p> <p>LB proposed to purchase banners to bring awareness to the school and parents of our charities. Cost of which are thought to be around £30ea. HA/AD/LB/TS to follow up and discuss with Wendy Owens (school registrar)</p>	<p>LB/TS</p> <p>LB/HA/AD/TS</p>	
<p>Charity Update</p> <p>HA confirmed that Macmillan had received their cheque and presented the thank you certificate from them. This will be displayed on the Friends noticeboard.</p> <p>HA made contact with our 2 new charities Bradbourne Riding School (local) and RSPCA (national). Further update to follow latterly.</p> <p>DS advised that the Prep house charity assembly had been a huge success. Discussions have been taking place in the individual house assemblies as to how the children could keep in touch with their house charity by way of pictures, letters etc and also discussed various fundraising ideas.</p> <p>DS advised that the Christmas ball ball idea had raised a total of £98.</p> <p>DS advised that they will also be discussing similar with the Senior school.</p> <p>Competition between houses. Further discuss the way in which we can keep a tally of the individual houses running total. Thought to present the winning house with a 'Friends Charity Shield' at prize giving.</p> <p>RSPCA have confirmed that they would happily come along to do an assembly with both Prep and Senior to discuss what they do and how we can help. HA/DS will organise for this with RSPCA to be on the same day.</p> <p>TS suggested contacting the charities to see if they would be willing to donate posters etc to us. HA to follow up.</p> <p>Discussed other ideas to bring awareness of our charities. LB suggested electronic screen, DP advised this was something they were discussing to bring in to the school in the future but not immediately. Further discussed to utilise 'parent waiting' areas for example Sports Hall Reception.</p> <p>DS advised that one of the children's ideas was an Easter fair for which they will make posters, could we use these?</p> <p>DP advised that Mr Woodward in conjunction with Sara Henderson would be organising another golf day. Last year's event raised approximately £2500.</p>	<p>HA</p> <p>DS/HA</p> <p>DS/HA</p> <p>DS/HA/DP/TS</p> <p>HA/DS</p> <p>HA</p> <p>HA/DS/DP/LB</p> <p>DS/DP/HA</p>	<p>HA / DS</p>
<p>Project Le Monde (PL)</p> <p>LB advised that she had since met with Anne and they need help with the following:</p>		<p>LB/HA</p>

<p>- child sponsorship. £300 would fund 1 child for a year, with a goal to sponsoring 10 children each year. Unfortunately you cannot pick/guarantee what child you will sponsor, however, the child chosen will keep in touch with their sponsors.</p> <p>Discussion on whether we should do an annual event specifically for this charity to help raise money towards the projects currently being worked on for example SOS children's village</p> <p>DP advised that a school trip had been put in place for years 10-13.</p> <p>Parent trips would be welcomed.</p> <p>Could we sell friendship bracelets made by those in Uganda at school events such as the summer fair, all agreed this shouldn't be a problem.</p> <p>GW – suggested some form of communion with our sister school between schools – art exchange? DP advised that it was lack of materials on their part that would pose a problem to this.</p> <p>AD advised that she had been in contact with a Freight company who she knows and they are in discussions as to costs/timelines to get essentials to them - craft items, sports equipment, pens, pencils etc. LC/CC/AD/DP to follow up.</p>	DP/AD/LC/CC	
<p>Christmas Fair</p> <p>HB: Vickey and Dawn want to express their thanks to all who helped with the running and organising of this event. It was a huge success with lots of money being raised.</p> <p>LB advised that Dawn would no longer be able to continue running the event, however, Vickey has agreed to continue in her role. However, we will need to find more sponsors. Advertise on weekly bulletin.</p>	VJ/LB	DF/VJ
<p>Quiz Night</p> <p>LC confirmed that the date was Saturday 23rd March and that organisation of this was under way. Notice will go out on the bulletin this week, with individual contact also made via parent representatives to incentivise and organise a table for their year group.</p> <p>Confirmed cost of this would be £15 per entry and the format would follow similar to last year. Andy McKay has agreed to be quiz master. The school have agreed once again to make a curry (chicken and vegetarian). Parents to bring their own drinks and glasses and we can only accommodate 12 tables of 10 (due to H&S).</p>	LC	LC
<p>Summer Event</p> <p>Summer committee has now been formed. They will meet to discuss further. GW to organise meeting. Speak to Louise Lay for possible dates.</p>	AD/LB/BVN/LC/TS/GW	AD
<p>Fireworks Night</p> <p>CC that she would no longer be able to run the event. New volunteer needs to be found.</p> <p>GW to discuss the event on Friday 8th November with her firework contact for costings and will discuss with existing contractor.</p>	<p>LB</p> <p>GW</p>	CC
Second Hand Uniform Shop		PJ

<p>PJ advised of a discrepancy in the amount noted for the shop to be discussed and changed. LB suggested moving the shop to a more prominent location. To be discussed further</p>	<p>PJ/HB/TS PJ/LB/DP</p>	
<p>AOB</p> <p>Lanyards To be organised for key members of the Friends Committee</p> <p>Storage LB requires help to organise the Friends storage cupboard. BW/GW offered.</p> <p>3 Peaks Challenge BW advised that discussions and plans were underway for the next instalment with Twickenham for the 3 peaks challenge. Likely to take place again in early October 2019.</p> <p>Fashion Event AD advised that she had been in discussion with a few parents and local shops about hosting a fashion event at the school. Would need volunteers in the way of hair and make up artists, models, stylists. Thoughts to run a competition for the kids to design and make an outfit out of recyclable material. Discussed ways in which to make this appeal to the boys... thoughts to bring in a male fashion shop etc. All thought this a great idea, but needs to be discussed further.</p> <p>NEXT MEETING: TUESDAY 26th FEBRUARY (GW to organise room)</p>	<p>LB/GW/TS</p> <p>LB/BW/GW</p> <p>BW</p> <p>AD</p>	

ForH7 Treasurers Report: 15/1/19

This report is my final as Treasurer. I have now completed a handover with Terry, however I will continue to support him when needed over the coming period.

The current balance in the account is £13,283.74. An additional £2,960.00 is due from the school in payment of membership subs. This is an excellent financial position at this point in the year, putting us on course for over £11,000 for charity donations already.

Year ended 31/08/2019			
	Receipts	Payments	Profit
Fireworks night 2018	£9,024.00	£5,836.13	£3,187.87
Christmas Fair 2018	£10,392.62	£5,964.02	£4,428.60
Quiz Night 2019	£0.00	£0.00	£0.00
Summer Ball 2018	£540.00	£0.00	£540.00
School Shop	£1,084.00	£0.00	£1,084.00
Xmas Fair 2019	£0.00	£0.00	£0.00
Membership Subs	£0.00	£0.00	£0.00
Total	£21,040.62	£11,800.15	£9,240.47

An enormous congratulations and thank you to Penny for raising over £1000.00 in the secondhand uniform shop in the first term of the year. There is obvious potential for this to be a valuable income stream for ForH7, and there may be scope to discuss how best to share our thanks to everyone donating uniform and how to support the shop in future.

The main fundraising event since our last meeting has been the Christmas Fair. The Fair was bigger than ever, and a fantastic success – both in terms of the fun had by all and in the fundraising outcome. An enormous thank you to Dawn, Vickey and Emma for all their hardwork, and to everyone who donated items in advance and volunteered on the day.

It should be noted that with such a large event, there are some logistical issues for the Treasurer which will need to be thought through for next year. I felt very uncomfortable holding over £5000 in float change in my home overnight prior to the event and over £10,000 in change after the event that needed counting before it could be banked on Monday morning. It was also a two-person job to carry that much in coins!

It has not been possible to do a breakdown for profit of each stall, as the majority of expenses were for prizes which were spread across multiple stalls. Consequently, this is the best I can do:

Christmas Fair Comparison		
	2018	2017
Income	£10,592.62	£6,578.20
Float	£5,030.00	£2,090.00
Expenses	£1,134.02	£1,258.43
Total Profit	£4,428.60	£3,229.77