Minutes

MCS Friends Meeting
Monday 2nd March 2026

Present
Mark Rampton- Carter (Treasurer), Emily Ryder (Vice Chair), Leanne Wakerley (Secretary), Mr Hampshire, Tess Deighton, Su Madurasinghe, Becky Stoddard, Helen Warburg, Will Warburg

Apologies
Sally Chilton, Noni North, , Hari Fell, Allison Warburg, Ruth Brown

Sign off previous minutes – 20th January 2026 - Approved. Matters arising -

- Friends agreed to review the request from AP for gardening equipment once the raised beds have been completed or to look for a grant from RHS or Keep Wales Tidy. **Leanne** to contact Hayley Downing to get information for a grant application.

Treasurer's Report

Current balance	**£13, 350.33**
Petty cash	£110
Allocated Funds	**£6,081.56**
Lottery grant	£174.56
Summer Learning	£1500
Staff Requests Autumn 25	£2,982
PE Football kit	£550
Alternative provision tools	£225.00
SRB Outdoor equipment	£500
Food Tech ingredients	£150
Pending deductions	**£4,221**
Twynpath Event Notice	£21.00
Town Council grant	£4,200
Available funds	**£3,157.77**

- **Charity Commission submission** is nearly complete; more complex than usual due to Lottery grant. **Mark** to send Trustee statement to **Leanne** for input.
- **Donations on Parent Pay** – Friends agreed to launch donations campaign on Parent Pay straight after Easter for parents who would like to make donations either to whole school projects or specific departments especially as children come to the end of their time at MCS. **Leanne** to review copy and circulate for final approval.
- **Accounts audit** by Dawn Cater ongoing.

Funding Plans

- **Staff Request Autumn 2025 Round** plus look back at things not able to fund and review
  - Thank you and a great picture received from Pete Jenkins and the students in the **Bike Shed project** for funding.
  - Thank you for the **book sets** that Friends funded for the guided reading project to support reading for pleasure, which are being well and regularly used.

- Friends would like to produce an article about the projects funded over the last couple of years. **Mr Hampshire** to organise collecting pictures that we can use and any information about the contribution made.
- **RE** – looking for durable alternatives for artefacts.
- **School of sanctuary** invoice will be received soon.
- Friends agreed a further £165 for **Saddle cloths** for MCS equestrian team to ensure they have a full set.
- **Girls Football kit** – Mr Hampshire to chase PE team to organise expenditure of this grant.
- **Summer Learning** – £1500 allocated from Friends funds. Mr Hampshire confirmed that £590 of Friends funding had been allocated to transport costs for Summer Learning. He is meeting the PE faculty about organising expanded sports days and it is likely that Friends will be asked to support the purchase of medals and trophies. Mr Hampshire to bring cost breakdown to the next meeting. Friends noted that the use of PA equipment would count towards evidence for our National Lottery grant so photographs of the equipment in use with the bunting and banner would be useful. Friends suggested that organising a **colour run** as a closing event for sports day or summer learning might be well received by students. Friends to supply costs and logistic considerations to MR Hampshire and Mr Hutchison for consideration. **Action Leanne**

- **Next Staff request round** – Friends agreed that the next staff requests round applications should open after Easter and run for 3-4 weeks, with a meeting to approve fund distribution before half term, which gives staff time to purchase resources to be in place for the start of the new school year. We have funds in place £2,500 plus whatever is raised from the Curry and Quiz night, Summer Raffle and parent pay donations. **Mr Hampshire** to arrange to put the questionnaire out to staff.

Fundraising activities

March event (Curry and Quiz night) – Friday 20th March

- Tickets sales launched Friday 27th March in Newsletter and on parent pay with flyer.
- See attached event plan for status and agreed actions

Summer Raffle

- Potential Launch date 8th or 15th June, Draw date 13th July.
- Prizes Ipad, Vouchers from local businesses and Summer hamper
- **Leanne** agreed to put a message on the WhatsApp group asking for members to suggest local businesses to approach for vouchers for Raffle prizes.
  - **Su** – Pig and Apple, Usk Show
  - **Leanne** - Monmouth Show

Autumn Event – Twnpath. Friends would like to thank Kelly and Brian of Milking Solutions for offering to sponsor another Twnpath Ceilidh night for the Autumn term. Friends agreed **Friday 16th October** as a good potential date. **Leanne** to email school to get date confirmed. **Su** to liaise with Milking Solutions.

Second hand uniform

- Leanne informed Friends that Sarah Swann has provided a detailed breakdown of the uniform that she has picked up from school, washed and taken into Magic Cottage. This is working well.
- Friends received communication from Magic Cottage raising some concerns
  - Lack of response to emails and acknowledgment of payment – **Mark** agreed to ensure payments are acknowledged with an email. **Leanne** to look into replies to other emails.
  - Need for more badged items and less trousers and shirts – We are getting detailed information from Sarah Swan re, what is collected in school. This should pick up as students in yr 11 and Yr 13 approach exams. **Leanne** to schedule in communications reminding parents and students

that uniform can be dropped into school or Magic Cottage. Potential to contact Eco Committee and see if they are interested in helping promote this with students.

- Feedback from parents that prices are too high – **Leanne** to review prices against Monkhouse and Facebook sales and Friends have agreed that Magic Cottage should have license to flex prices according to the quality of the item.
- **Leanne** to set up a meeting with Magic Cottage to discuss all of the above.

Grant applications update

- Ceri has agreement to the proposals from authorities in Monmouth and agreement from Lottery in principle to the bid. She has put out a community survey to gain input on the design and layout of the space. Bid will go in soon with view to building over the summer if bid is successful. Ruth has posted the survey on MCS Facebook Groups. **Leanne** to circulate results of survey to committee. .
- **Mark** to look at the banking, HMRC, Charity Commission Implications of handling this size of grant.

Easy Fundraising

- Tess gave an update on Easy Fundraising. Ticking over getting an average of five donations per week. **Tess** to produce a communication to go out in the newsletter and followed up on Facebook a few days later. This seems to have worked well in the past.

Communications / admin

- **Leanne** to arrange a meeting with Mr Hutchison, Mr Hampshire and Emily to talk about the need for a new Chair and fundraising plans.
- AGM - Tuesday 21st April. **Leanne** to send copy over to Becky to brief Sarah on producing a flyer re. new Chair and members.
- Newsletter/ Facebook communications for this term. **Leanne** to produce a draft schedule for comms in newsletter and Facebook for rest of year.

Date of next meeting – Monday 11th May – 7.30pm Punch House, Monmouth.

Monmouth Comprehensive Friends Association

MCS Friends Spring Curry and Quiz Event March 2026

General Info		Notes
Lead for event		
Date	**Friday 20th March 2026**	
Theme/Entertainment	**Curry and Quiz**	
Refreshments/Catering	**Curry inc. Veg option Bar, snacks, chocolate**	
Times	**6.00pm – 9.30pm**	Set up from 5.00pm Doors open 6.00pm Service food from about 6.15pm Quiz starts 7.30pm Finish 9.30pm Out by 10.00pm
Ticket Price	**£10 adults, £7 under 18's**	Tickets on door no food £5/£3
Launch date for ticket sales	**27th Feb newsletter**	

Action	**Responsibility**	**Notes**
Get date agreed by school	Leanne	Date confirmed
Catering	Tess	£5.95 per head to include veg or chicken curry, naan, rice, pickles and staffing. No.s required by **12th March.** **Mark** to supply numbers to catering cc. Tess Need raffle tickets to claim meal **- Leanne**
Quiz	**Andy North**	3 rounds plus 2 table top rounds (pictures and dingbats) – **Becky to liaise** Ready to print by 16th March - **Leanne** Pens – **Leanne** Scoresheet – **Leanne** check Dropbox or ask Tess.
Student involvement	**Noni**	Ask if students would like to compare quiz Ask if students would like to play during meal and between rounds (if not music) **Tbc Becky to liaise**
Prizes	**Leanne/Sally**	Chocolates **– Leanne** to ask **Sally** if she will purchase Cup for winning staff team
Booking form to complete send to school Louise Vitale	Leanne	Form submitted to school
Temporary Event license	Mark	Received and sent to Claire and Louise at school – hard copy in cashbox **Mark**

Wifi code for sum up machine – Issac in school	**Emily**	Need to ensure that the machine is set up and volunteers on the bar know how to use it.
Production of Flyer – Sarah Pilkington	Sarah/ Becky	Done
Communication of event Launched 27th February in newsletter	**Leanne** **Su** **Ruth** **Noni** **Mr Hampshire**	Wendy will include the flyer in each newsletter until the event and send out a separate email. Ruth to put it on Facebook groups and do reminders Committee members to promote to wider community Mr Hampshire to promote through form groups and assemblies to students and staff **– Leanne** to email flyer to Mr Hampshire
Event to be set up on Parent pay	Mark to liaise with finance	By 26th February Parent pay will send reminders
Raffle	yes	Need to ask committee for donations suitable for adults and students. **Leanne** put out What's App message Tickets - **Leanne** to supply
Stock agreed to serve alcoholic and soft drinks, crisps, chocolate bars and popcorn	**Becky**	**Mark** to supply stock list to Becky**. Becky** to purchase any drinks, chocolate and crisps needed
Volunteers – Set up from 5.00pm • Greet guests • Compare quiz • Collate results • Run bar/refreshments • Man each door (if required) • Clear up • Run raffle	**Becky** **Emily** **Leanne till 9pm** **Helen Warburgh** **Will Warburgh** **Noni** **Andy tbc** **Kelly** **Brian** **Ruth tbc**	
Nominate someone to take pictures of the event	**Leanne**	
Float and Cash box items for cashbox	**Mark**	Provide float, Event checklist TENS notice, Stock list
Write up of the event with pictures	**Leanne**	School newsletter, Facebook, Beacon

Monmouth Comprehensive Friends Association

Treasurer's Report March 2nd 2026

Bank Balance 01/03/26		**£ 13,350.33**		
Outstanding Receipts in				
Petty cash		£ 110.00		
easy fundraising				£145.63 pd 12th feb
magic cottage				£142.00 pd 27th feb
Outstanding Payments out				
Twmpath Temp Event Notice	£ 21.00			
Mon Town Grant	£ 4,200.00			Awaiting invoice Ceri Grant payment made (Outdoor forest school classroom contractors are Playwood
	£ 4,221.00	£ 13,460.33		
Sub total			**£ 9,239.33**	
Total Funds				

Funds allocated but not yet spent

Lottery fund remaining	£ 174.56		
Summer learning 26	£ 1,500.00		Value to be ring fenced to be discussed, reduced at meeting
Staff funding agreed Nov25	£ 2,982.00		
PE Football kit Girls	£ 550.00		
Wellbeing tools etc	£ 225.00		additional agreed at meeting 20/01/26
SRB outdoor equip & storage	£ 500.00		additional agreed at meeting 20/01/26
Technology food ingreds	£ 150.00		additional agreed at meeting 20/01/26
3no Saddle pads	£ 165.00		additional agreed at meeting 02/03/26
	Tota £ 6,246.56	£ 6,246.56	
	Total Available Funds	**£ 2,992.77**	