

Minutes

MCS Friends Meeting

Wednesday 15th January – Punch House Monmouth

Present

Abbe Opher (Chair), Mark Rampton-Carter (Treasurer) Leanne Wakerley (Secretary), , Becky Stoddard, , Su Madurasinghe, Hari Fell

Apologies

Noni North, Sally Chilton, Ruth Brown, Mr Hampshire, Tess Deighton, Emily Ryder

Welcome - Abbe welcomed Friends to the meeting thanked everyone for attending.

Sign off previous minutes – Minutes of meeting 12th November - approved with no matters arising

Treasurer's Report

- The Treasurer took the Friends through the latest accounts (see appendix 1).
 - Current balance £29,542.25
 - Allocated funds £22,560.00 (inc £19,850 National Lottery Grant)
 - **Available funds** **£6,982.25**
- There has been a problem with the **Just Giving** cheque which Mark is resolving with Mr Hampshire
- **Magic Cottage** have made their first payment to MCS Friends of £225.50 as our half share of the sales of second hand uniform during October and November – supported by copies of the itemised records kept.
- **Carol Service** collection raised £404.32 – this will go to the PEA department this year. Friends to review this for next year.
- **Staff Requests**
 - Summer 2023 - £221.27 of allocated funds that have not been spent. This is due to final purchases being made for less than the amount requested. Friends agreed to put this back into allocated funds.
 - Summer 2024 – invoice received today for the balance of agreed application requests - £2,161
- **Other agreed requests** – Friends noted that invoices have not yet been received for extra footballs and tennis balls (£17.54 for Table tennis balls and £65 for footballs) and the book request from the Resource Base (£150) agreed at the last meeting. **Mr Hampshire** to investigate.
- **Assets** – Mark has begun to make a record of assets as follows:-
 - Stock in form of refreshments and bar items –
 - Hot water Urns - £79.98
 - Wine glasses and storage boxes – **Mark** to look up cost of storage, Leanne to confirm value of glasses.
 - Banner and Lanyards – **Leanne** to confirm value
 - Plastic A4 poster holders – **Leanne** to confirm value
- **Online banking** is up and running with currently 5 signatories –
 - **Mark** to investigate issue with Abbe's login

- **Mark** has investigated the expiry of authorisation requests and has confirmed that payments must be authorised by midnight the same day that they are raised. Mark has agreed to set up a Whatsapp group for signatories to facilitate this.
- **Donations on Parent Pay** – Finance are ready to go with this. Copy has been approved by Abbe. The only outstanding issue is with gift aid..
 - **Mark** has had a conversation with HMRC about this and there should not a problem. He will email HMRC to confirm the information that we need to collect.
 - It has been noted that our Charity Commission entry says that we are not recognised by HMRC for Gift Aid. **Mark** to look how we change this.
- **Second Hand Uniform payment** – The payment from Bridges for the Period March – September 2024 (approx.. is £900) still outstanding. A letter has been sent (7th Jan 2025) to the Co-Chairs of Trustees of Bridges to chase payment.
- **Auditor** – Mark is preparing accounts to go to the Auditor (Dawn Cater) so that the submission can be made to the Charity Commission.

Funding Plans

- **Summer Requests 2024** – the final invoice has been received for agreed funds for these applications. **Mark** to sort payment.
- **Deferred items from Summer 2024 requests** – agreed to re-look at these with Mr Hampshire at the next meeting
- **Other Requests** –
 - Friends agree to fund a request for £150 to pay for new table tennis bats and balls. **Mark** to let Eirian know.
- **Staff Requests Round Spring 2025** – Friends agreed to allocate **£2,500** to a staff requests round for the Spring Term.
 - **Suggested timings** - Launch w/c 3rd February, Deadline for applications Monday 10th March, meeting to distribute funds Wed 19th March (to be confirmed by **Mr Hampshire/Abbe**)
 - Abbe/Tess suggested adding a question and a link in the Goggle Form to raise awareness of Easy Fundraising with staff and try to get more staff signed up.
 - **Abbe** to liaise with Mr Hampshire and Harriet to arrange to amend the Google form and get it sent out.
 - Friends discussed school procurement – a lot of which is done through Amazon. **Leanne** to look at Amazon Smile to see if it is relevant for Business purchases and then to Liaise with school.

Fundraising Activities

Christmas Raffle – Friends were delighted with the £1600.85 raised from the raffle and would like to thank all involved in organising it and all who bought tickets. 388 tickets were sold – Friends discussed that in a school community of 1600 children that this seemed low especially as most people buy more than 1 ticket. Friends to think about why this might be and how to improve this for the next raffle

Spring Term event – 28th March 2025 (see attached plan)

- Date confirmed as Friday 28th March. Friends agreed that we are still don't have enough information about how a Race Night is run, where to get the races from, how to organise the

betting and the volunteers required. **Abbe** agreed to talk to **Sally** about getting in touch with Matt who ran the Rowing Club event for information and **Becky** has contacted someone who also might be able to help. Friends agreed that if we do not have a clearer idea of the actions required to set this event up successfully that we will revert to plan B, which will be a Heros and Villains themed quiz, not catered but Friends will look at the possibility of serving more substantial snacks (perhaps asking Greggs if they would donate or supply at cost.

- **Leanne** to circulate previous quiz rounds done for Heros and Villains as an example.
- **Mark** agreed to apply for the temporary license
- **Su** agreed to liaise with school on setting up the event – completing the event form, when the details have been agreed.

Summer Raffle (Spring Raffle) – See attached planning document

- Friends briefly discussed plans for the Summer Raffle. Friends agreed to move the Raffle forward so that the tickets are sold and winners drawn before exams start in order to try and maximise sales.
- Timing Launch 28th March (at or around the event), ticket sales through Easter Holidays and early May bank holiday – Ticket sales close 5th May, draw Tuesday 6th May to be confirmed with school
- **Leanne** to produce plan.
- **Leanne** to write to school to check that the timings are ok.
- Prizes – Friends agreed to provide an Ipad and to ask for vouchers from local attractions, which was so successful last year.
 - **Su** to approach Pig and Apple and Devauden Music Festival
 - **Abbe** to approach Monmouth Canoe
 - **Hari Fell** has kindly offered a voucher for the Tudor Farmhouse
 - **Becky** has kindly offered two tickets to Live on the Wye.
 - **Leanne** to approach Monmouth Show
 - Friends to decide if a drinks hamper is required

Non-Uniform Day – Friends discussed the idea that came up in the survey of having a non-uniform day to raise funds for Friends Association. Friends agreed that this would probably be welcomed by students and might get new families involved in raising funds for the school and that any funds raised could be split with the Charity Committee to benefit a charity selected by them. **Abbe** to approach Mr Hutchison.

Grant Funding

National Lottery Community Grant for PEA Equipment for use in Community Orientated Events

- Emily provided a brief update to say that she has been closely involved in the procurement process for the PEA equipment and it is progressing well but it will not be in place for the Shrek production. **Emily** will give a further update at the next meeting.
- Leanne raised a concern about ensuring insurance cover for the new equipment. **Mark** to confirm what is covered by our insurance and confirm that the equipment will be covered by school insurance once on site, despite the fact that the Friends own it. Friends to look at insurance implications of using the equipment off site once it is in place.

Battle of the Bands

- Ceri needs parents to support the running of the auditions and the event on the day. Friends agreed that in principle they are happy to support this and promote it in school to generate parent volunteers.
- Becky suggested that there could potentially be an opportunity for the winner to perform at 'Live on the Wye'
- **Emily** to Liaise with Ceri and provide updates and feedback to the Friends.

Sport Wales Grants

- Ceri has identified Sport Wales grants opening soon. **Leanne** to collect information from the PE department to support the bid. **Mr Hampshire** to put Leanne in touch with Mr Hancock.
- Ap[plications open April 2025

Remembrance Garden

- Ceri has identified a grant that can be used for the building of a remembrance garden. **Abbe** to discuss the idea with Mr Hutchison and Ceri.

Movement for Good

- Leanne informed the Friends that a New Year of grants has been opened. Charities have to nominate again to be entered into the 4 draws that happen throughout the year. There is an opportunity to win a £1000 in each draw. **Leanne** to draft an email to go out to helpers. Friends to look at communication through Facebook groups as well.

Second hand Uniform – Sally reported that the new arrangement with Magic Cottage is working well and the relationship with the shop is very positive. Sally and Tess have both been in to support the shop with getting uniform on display when the shop is busy. Currently the shop are not grading prices according to the quality of the uniform on offer but Sally will monitor this. Friends discussed the SRB article in the newsletter that suggests another school connection with The Magic Cottage that the Friends were not aware of **Leanne** to email the SRB to understand the connection and whether there is any benefit in joint communication. Friends agreed to look at running an event (second Hand Uniform Bonanza' with the shop in early July.

Easy Fundraising - Tess sent a brief report.

- 4 new sign-ups before Christmas
- Tess and Leanne met for handover and support
- Tess has had a training phone call with Easy Fundraising
- First priority is to communicate with staff and increase the number of staff signed up

Communication and Admin

- **Web pages** – Leanne has completed copy on the webpages and a table showing what we have funded over the last few years. **Leanne** to circulate copy to committee for input and add pictures.
- **Contact Lists** – there has been a glitch with the contact lists which means that they are not available currently. **Leanne** to reinstate helper list and ask for help as required.
- **Friends Event survey** – Leanne has analysed the Friends event survey carried out by Ceri Jones. **Leanne** to circulate the findings to the Committee for discussion at the next meeting

- **Charity Commission website** – Leanne has reviewed the information on our Charity Commission pages
 - Abbe Opher does appear as a Trustee although we thought this had been done.
Mark to look at getting Abbe and Emily registered as Trustees.
 - **Leanne** to review the policies currently listed for Friends on the Charity Commission website
- **Parent Kind** – Friends membership to Parent Kind has just been renewed – Leanne informed Friends that we do not currently take advantage of all of the benefits available to us through our Parent Kind membership – **Mark** to look into this and bring recommendations to the next meeting

Meeting Dates

Next meeting 5th March

Applications meeting 19th March

Appendix 1

Treasurer's Report January 15th 2025

Bank Balance 15/01/25 £ 28,647.71

Outstanding Receipts in

Petty cash			£ 110.00	
Magic Cottage	£225.50		£ -	inc above
Bridges	£916.27	March to date	£ -	no inc as figure not agreed
Easy funding	TBA		£ -	
Christmas raffle			£ 1,688.46	

Outstanding Payments out

Just giving CHQ	£ 499.60
Carol service cash	£ 404.32

	£ 903.92	£ 30,446.17	
Sub total			£ 29,542.25
Total Funds			

Funds allocated but not yet spent

Staff request approved 24/25	£ 2,175.00	
Staff request approved but deferred 24/25	£ 535.00	
Lottery fund to be kept separate	£ 19,850.00	
Total	£ 22,560.00	£ 22,560.00

Total Available Funds **£ 6,982.25**

Assest List

Beverage stock held	£278.29
HW Urns	£79.98
Glasses and storage	tba
Banner and lanyards	

Notes

Online payments only get same day time restriction to authorise, requested extension with bank but unable to extend time frame
 Gift aid to be claimed on donations, spoke with HMRC and this can be claimed on parent pay donation will email HMRC to get what needs to be in place info wise to claim
 Accounts to be filed and given to auditor ASAP for CC submission
 Bridges have not paid since March, chased several times for settlement but no progress approx £916 outstanding
 Profit from Christmas raffle £1600.85

Appendix 2

MCS Friends Event Spring Term 2024/25

General Info		Notes
Lead for event		
Date	28 th March	Confirmed need to complete form for Louise
Theme/Entertainment	Race night Or Heros and Villains quiz	Need more information re. Racenight if can't get this by 24 th Jan will revert to Quiz idea
Refreshments/Catering	No formal catering snacks only	not catered but provide more substantial snacks eg sausage rolls/cakes as well as usual ones. Could approach Greggs to see if they can help.
Times	Arrive From 6.30 1 st Race/Quiz starts 7pm Last Race tbc Guests leave – tbc	
Ticket Price	£5 adult 1 st drink free £4 Child 1 st drink free	
Launch date for ticket sales	tbc	Minimum 3 weeks before event – w/c 3 rd March – straight after half term. Might be better w/c 17 th Feb

Before Christmas

Before Christmas		
Action	Responsibility	Notes
Get date agreed by school	Leanne	28 th March agreed
Agree what we will need for theme – people/resources and allocate responsibilities	Info from Emily and Sally	Agree before Christmas
Musicians to provide atmosphere	Noni	to approach PEA department
Early next year		
Liaise with school on logistics including use of the food tech room for washing glasses	Su	email Claire Whitaker and complete booking form for Louise
Booking form to complete		Louise Vitale

	Su	
Temporary Event license	Mark	Apply to MCC
Wifi code for sum up machine	Emily	Liaise with Isaac at school
Production of Flyer	Sarah Pilkington/ Abbe to contact her. As soon as info confirmed	Brief Sarah Pilkington
Communication of event		Flyer to Wendy for newsletter Flyer to be sent to all Helper lists Flyer to go on facebook groups Reminders to be planned
Event to be set up on Parent pay	Mark to liaise with finance	Mark to Liaise with Finance Copy to be written
Prizes to be agreed and purchased		
Raffle		Approach Charity Committee and see if they want to be involved
Refreshments agree what want to sell Look at current stock Agree what need to purchase plus responsibility		NB. Majestic do sale or return on complete 6 bottle cases
Volunteers – agree list of jobs Set up On the night <ul style="list-style-type: none"> • Run bar/refreshments • Man each door (if required) • On the door • Welcome guests/lead event Clear up		
Nominate someone to take pictures of the event		
Organise printing and collation of any printed items		
Float and Cash box items for cashbox	Mark	Provide float Event checklist TENS notice NB. May need more change than at other events

Appendix 3

MCS Friends Spring Raffle 2025

Prizes	First Ipad Vouchers for local attractions	
Dates	Launch 28th March Ticket sales close 5th May Draw Tuesday 6th May	

Action	Responsibility	Notes
Organise prizes Ipad Vouchers Live on the Wye Tudor Farmhouse Pig and Apple Devauden Music Festival Monmouth Show	Mark Becky Hari Fell/Abbe to approach Su to approach Su to approach Leanne to approach	Done Already offered
Flyer – Brief Sarah	Becky/Abbe	To be ready w/c 24 th March
Organise ticket sales on Parent pay – copy, price, prizes	Mark with school finance	Ready to go on 28 th March
Organise communication via school – newsletter/standalone email	Leanne tbc	Launch Newsletter Friday 28 th March
Communication via helper lists	Leanne tbc	Initial Reminder
Organise communication through social media Facebook groups	Su/Ruth	Dates Initial Reminder
Photographs of prizes	na	na
Organise draw at school	Abbe	Through Wendy at school
Prizes to be delivered to school	Before May bank holiday	
Winners to be notified	Wendy Baker	w/c 5 th May

Notice in Newsletter re winners, amount raised – thank you	Leanne	Via Wendy Baker next available newsletter
--	--------	---