

## Minutes

### MCS Friends Meeting

Wednesday 14<sup>th</sup> May – Punch House Monmouth

#### Present

Abbe Opher (Chair), Leanne Wakerley (Secretary), Emily Ryder, Ruth Brown, Tess Deighton,

#### Apologies

Mark Rampton-Carter, Noni North, Sally Chilton, , Mr Hampshire, Becky Stoddard, Su Madurasinghe

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

**Sign off previous minutes – Minutes of meetings 12<sup>th</sup> & 19<sup>th</sup> March – approved.**

Matters Arising – none

#### Treasurer's Report

- The Treasurer was not present but sent a report (see appendix 1).
  - **Current balance** **£10,238.26**
  - **Allocated funds** **£8,194.56** (including Summer Learning 2025 £4,000)
  - **Available funds** **£1,285.43**
- **Mark** to include income and expenditure from the Race Night on the next report.
- Friends queried the Football kit payment – at the last meeting Friends agreed to fund Senior Boys Football kit in the interim so that it could be ordered, while also trying to get grant funding for it. **Mark** to confirm if we paid upfront for the kit in which case we should keep the Town Council Grant; if not it will need to be paid to school.
- **Abbe** to email Mr Hampshire urgently regarding funds raised in memory of Melissa Kit.
- **Abbe informed Friends that she has chased Magic Cottage 14/5/25** for our next payment and sales report (last payment received February 2025) and has suggested that an automatic regular payment would be useful.
- **Donations on Parent Pay** – Friends agreed that as the Gift Aid issue has been complex to resolve we should go ahead with this as soon as possible and sort out the Gift Aid aspect when we have the information. **Abbe** to re-check copy. **Leanne** to email Finance (cc. Mr Hampshire) to get this put on Parent Pay.
- **Parent Pay** – Friends discussed that due to parents being able to set up automatic top ups on parent pay they no longer have to visit the site regularly. This may be having an impact on raffle ticket sales and other initiatives through parent pay. **Leanne** to contact Finance and ask if they can tell us the numbers of families using this feature.

#### Funding Projects

- **Staff Requests Spring 2025 update on applications** – deferred to next meeting need information from Mr Hampshire.
- **Summer Learning** – amount requested £4,000 to be confirmed after Summer Learning is completed.
- **Deferred items from Summer 2024 & Spring 2025 requests** – agreed to re-look at these with Mr Hampshire at a future meeting.
- **Request for Footballs and storage cage** – Friends would like to support this but need some more information to decide. Abbe to ask for further information on what happens to the balls we have already supplied and if amounts agreed previously have been fully spent:-
  - March 19<sup>th</sup> Meeting – agreed £50 for footballs

- January 15<sup>th</sup> Meeting agreed £150 for table tennis bats and balls
- **Abbe** to ask for clarification of the costs quoted

### **Fundraising Activities**

**Opportunities to raise funds throughout the year** – Leanne took Friends through calendar of events run by the school that provide potential opportunities for Friends to raise funds throughout the year (see appendix 2). Friends agreed that a regular presence at the school would be positive and that perhaps raising smaller amounts of money, more regularly, from events already planned might be better than organising 2 larger events, if we have the helpers to support this. **Leanne** to email Mr Hampshire regarding Year 7 transition evenings 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> June and ask if we can attend and if refreshments would work at this event. **Abbe** to continue dialogue with Charity Committee about opportunities to work with them. **Abbe/Leanne** to set up a meeting with Mr Hampshire to talk about the full calendar of events, where Friends can make the most of opportunities and any potential issues/conflicts that this approach might cause.

### **Spring Raffle – Draw Monday 19<sup>th</sup> May**

- **Ticket Sales** - As at Monday 12<sup>th</sup> May we had sold 178 tickets (£890.00). Wendy sent out an Intouch communication to all students on Tuesday 13<sup>th</sup>. Su has been promoting the raffle on all Facebook Groups this week. **Leanne** to check that it will be in the Newsletter this week.
- Friends discussed methods for expanding the reach of the raffles into the wider community without significantly increasing admin. Friends agreed that we need to continue with parent pay as an easy way to reach parents, but we need to look at adding on a mechanism for students and the external community to buy tickets. There maybe a mechanism through Sumup to do this **Mark** to look guidance/ideas provided by Parent Kind for Raffles. **Abbe** to talk to the school about how to promote raffles to students in school (flyers up in school, Google classroom etc) and to see if there is any way of involving students in developing this. Need to contact **Hari Fell** and get some feedback on the Community Raffle that she ran on behalf of Friends Summer 2022.

### **Second hand uniform**

- Working well. We have recently had discussions with Magic Cottage to reduce prices slightly for some items due to new pricing from new uniform suppliers. Abbe has chased our next payment this week.

### **Easy Fundraising**

We currently have 255 supporters but only a small proportion of these are active. The latest offer from Easy Fundraising is offering £5 for the first £5 raised by new supporters. £5 could take quite a long time to raise so Tess is planning to promote the brands where larger amounts can be raised e.g insurance, holidays, mobile phones etc. **Tess** to put together a communication to go out via school newsletter and facebook groups after half term.

### **Autumn Term Event**

Friends agreed to plan an event for the Autumn term, prior to half term, to give new parents a chance to come into school. Potential date Friday 17<sup>th</sup> October. **Leanne** to get school approval of the date. **Abbe** to talk to school about getting input from students about the sort of events they would like to see. **Leanne** to send Abbe summary of survey of parents/community done by Ceri Jones for

the National Lottery application to provide example questions. Friends discussed perhaps offering more substantial refreshments – hotdogs. Event planning checklist – Appendix 3

### **Grant Funding**

#### **Outdoor Multiuse Space**

The questionnaire for the big bid - 100k Red Zone development closed with 365 responses and excellent examples of what and why the area should be developed. Ceri has spoken to Hugo and Claire and they are happy with the results. She has asked three contractors to meet next week to draw the plans. This will give her the costings and due diligence for the tendering process. She has asked Nick Perry - Property Services Mgr at MCC for a suggestion on companies to tender too. Once she gets the designs, it will go back out to a steering group, this is the last stage before she contacts the NLCF to ask to open the process. Emily reported that she and Mark are happy with the Friends involvement and that they are receiving good communication from Ceri to keep Friends updated.

#### **Basic Outdoor classroom bid**

Ceri has a 5k bid in with Monmouth Town Council to fund a large shade on three poles and some tree trunk stumps to create a very basic outdoor classroom. She should know if this is successful on the 12<sup>th</sup> May.

#### **Keep Wales Tidy grants**

Ceri informed Friends that these are available which can be applied for if staff approach us or Ceri, but Friends noted that they require maintenance and can be applied for as the School not through Friends.

#### **PE Kit for Senior Boys**

At the last meeting Friends agreed to fund PE kit temporarily so that the kit could be ordered for upcoming Welsh cup and Gwent Cup matches, while a grant application could be prepared. Leanne and Ceri met with Paul Hancock (MCS PE) to discuss grant opportunities for PE Kit. Paul Hancock produced a presentation with all of the information required to put a bid together. Ceri put in an expression of interest with Sport Wales but this was turned down because the request was not really for opening sport up to more people and was considered to be activity within school time. There may be future opportunities to put a bid into Sport Wales. Paul Hancock then put a bid into Monmouth Town Council directly using MCS Friends Charity number and this was successful. Friends will look for other opportunities to apply for grants to source kit for other age groups. There is still a bid in with Monmouth Building Society that Ceri will chase.

#### **SRB grants**

Leanne put together a grant application for Rotary funding for the board that SRB requested in the last round of staff funding requests and met with Mike Hobbs (SRB) to discuss this. Mike had another project (silent disco kit) that he wanted to apply to Rotary for so he found funds within the school budget for the board. Friends to continue to look for opportunities to apply for grants

### **Communication and Admin**

- **New banner** – Friends agreed that we need a new banner to use alongside the existing banner – Headline amounts raised and funded and speech bubbles about being part of Friends. **Leanne** to look at amounts raised and funded over the last 5 years. Abbe to look at supplier (Chilli Pepper signs).

- **Collaborating with cluster schools** – **Leanne** to put together a data list of Cluster school contacts. **Abbe** to supply the information. **Leanne** has contacted Sarah Bradley at school to review the information about MCS Friends in the pack that goes out to all new year 7 students – awaiting response.
- **Web pages – Copy approved** – **Leanne** agreed to add information regarding the amounts raised and amounts funded over the last 5 years and liaise with Wendy Baker at school about amending the MCS Friends webpage.
- **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.
- **Policies** – Policies approve. Finance/Expenses policy being developed by **Leanne/Mark**.

#### **Meeting Dates -**

- **Next meeting & social – Wednesday 18<sup>th</sup> June** – Abbe Opher's house
- **AGM - Tuesday 30<sup>th</sup> September** – Punch House - Friends to look at providing nibbles for the event via the pub.

## Treasurer's Report May 14th 2025

Bank Balance 14/05/25 £ 10,238.26

### Outstanding Receipts in

Petty cash		£	110.00	
Magic Cottage		£	-	tba last payment £143 march
Easy funding	£ 159.36	£	-	inc above pd on 13th May
Mon Town Council	£ 368.67	£	-	inc above football kit

### Outstanding Payments out

Just giving CHQ	£	499.60	Unfortunately chq bounced by bank awaiting bank details to pay online
Football kit	£	368.67	Pd to us via MTC

Sub total	£	868.27	£	10,348.26	
Total Funds					£ 9,479.99

### Funds allocated but not yet spent

Staff request approved but deferred 24/25	£	-	
Agreed to pay for ping pong stuff	£	150.00	
Lottery fund remaining	£	174.56	
Staff funding 25/26 setaside	£	3,870.00	as meeting 19th March
Summer learning 25	£	4,000.00	

Total £ 8,194.56 £ 8,194.56

Total Available Funds £ 1,285.43

### Assest List

Beverage stock held	£	278.29
HW Urns	£	79.98
Glasses	£	103.92
Storage	£	55.28
Banner and lanyards	£	69.78
Sound lighting equip	£	18,425.44

£19,012.69

Lottery funding	£19,850.00	£	174.56
RMPA	£18,425.44		
M Culpepper	£ 1,250.00		
	£19,675.44		

### 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. Emailed HMRC but no response  
 Charity commission regarding gift aid has been update  
 Charity Commission return done, chased Dawn to audit accounts but not yet done  
 HMRC have requested formal filing of accounts for 23/24 to be submitted by 2nd April, we are on a three year cycle for submission. This has now been filed  
 Magic Cottage Payment last one received in March I will chase for April  
 The school now have a new invoicing system, we will get invoices electronically sent to the friends email account.

**September**

- Open Evening

**October**

- MCS Friends Event

**December**

- Carol Service
- Christmas Raffle

**January**

- Sixth Form Parents Evening
- Senior School Production – 4 nights Wed-Sat

**February**

- Careers and Higher Education fair

**March**

- MCS Friends Event
- Monmouth's Got Talent – every 3 years due again at MCS 2028
- Gwent music showcase - not sure of frequency

**April/May**

- Spring/Summer Raffle

**June**

- Summer Showcase (we did refreshments last year)
- Year 7 Transition evenings – 3 nights

**July**

- Lower school production – 4 nights Mon-Thurs
- Sports Awards Evening
- Awards Evening

**General or Throughout the Year**

- Donations on Parent Pay
- Easy Fundraising
- Second Hand Uniform
- Community Raffles – potential to reach a larger/different audience

**Appendix 3****MCS Friends Autumn Event October 2025**

General Info		Notes
Lead for event	Abbe	
Date	Friday 17 <sup>th</sup> October 2025 tbc	
Theme/Entertainment	tbc	
Refreshments/Catering	tbc	
Times	tbc	
Ticket Price	tbc	
Launch date for ticket sales	Tbc suggest 19 <sup>th</sup> or 26 <sup>th</sup> Sept.	

<b>Before Christmas</b>		
Action	Responsibility	Notes
Get date agreed by school	Leanne	
Agree what we will need for theme – people/resources and allocate responsibilities	Abbe	Abbe to talk to school about getting student input into event ideas
Musicians to provide atmosphere	Noni tbc	
<b>Early next year</b>		
Liaise with school on logistics including use of the food tech room for washing glasses	tbc	
Booking form to complete send to school Louise Vitale	tbc	
Temporary Event license	Mark	
Wifi code for sum up machine – Issac in school	Emily	
Production of Flyer – Sarah Pilkington	Abbe	to brief Sarah as soon as info confirmed – flyer to be ready mid Sept
Communication of event		Flyer to Wendy for newsletter Flyer to go on facebook groups Reminders to be planned
Event to be set up on Parent pay	Mark to liaise with finance	
Prizes to be agreed and purchased if required	tbc	Depending on theme
Raffle	Abbe	Approach Charity Committee and see if they want to be involved

Refreshments agree what want to sell	Stock left over from Race Night Friends have discussed selling hotdogs	Need to find stock sheet or do new stock count.
Volunteers – agree list of jobs Set up On the night <ul style="list-style-type: none"> <li>• Compare</li> <li>• Run bar/refreshments</li> <li>• Man each door (if required)</li> <li>• On the door</li> <li>• Welcome guests/lead event</li> </ul> Clear up	Jobs tbc depending on theme	
Nominate someone to take pictures of the event		Need to put up bunting and banner and take photo for National Lottery
Organise printing and collation of any printed items		
Float and Cash box items for cashbox	Mark	Provide float Event checklist TENS notice Stock list