

Minutes

MCS Friends Meeting

Tuesday 23rd September 2025

Present

Emily Ryder (Vice Chair), Mark Rampton-Carter (Treasurer), Leanne Wakerley (Secretary), Tess Deighton, Noni North, Sally Chilton, , Mr Hampshire, Becky Stoddard, Su Madurasinghe, Alison Warburg, Will Warburg, Helen Warburg.

Apologies

Ruth Brown

Welcome – the Friends welcomed Alison, Will and Helen as new members of the committee and thanked everyone for coming.

Operation of the Association – the Vice Chair explained that the current Chair has had to step away from the Association for personal reasons. It has been agreed that the other current officers will remain in post and the AGM will be deferred until the new year (MCS Friends constitution states that we must hold an AGM within 15 months of the last AGM).

Sign off previous minutes – Minutes of meetings 14th May – approved. Matters Arising – none

Treasurer's Report

- The Treasurer was not present but sent a report (see appendix 1).
 - **Current balance** **£13,711.63**
 - **Grants held for projects** **£4,200**
 - **Allocated funds** **£5,090.56** (including Summer Learning 2025 £4,000)
 - **Available funds** **£4,531.07**
- Mark reported Income for last two fundraising activities – Race Night £457.51, Summer Raffle £1198.46
- Mark confirmed that there are **funds allocated** as follows
 - Girls football kit £550
 - £174.00 remaining of National Lottery funding for PEA department – **Emily** agreed to email PEA and remind them about this.
 - Summer Learning – Mr Hampshire confirmed that the Friends contribution to Summer Learning 2025 will be £2,293.01 – it is lower because a greater number of parents contributed to summer learning than was expected.
 - Author visit – this has taken place and was a hit with students. The invoice has been sent to Friends.
- **Second hand uniform** – mark confirmed that £1149 had been received from Magic Cottage over the summer. Leanne informed Friends that Magic Cottage had given the Friends 100% of sales instead of the usual 50% for part of the period.

Funding Projects

- **Staff Requests Spring 2025 update on applications** – Mr Hampshire informed Friends that the only outstanding amounts are Summer learning and girls football kit, which are in progress. The English department welcomed the Welsh Poet Laureate last week who spoke

to 4 year groups (over 1000) students and was a huge hit. The friends contribution to this is £366 as agreed at our last meeting and the invoice was received just prior to the meeting.

- **Staff Request 2025/2026 academic year** - Friends agreed to put out a staff requests round as soon as possible applications to be returned w/c 3rd November for consideration at the next meeting on 11th November. Friends also agreed to run a further staff requests round in January. **Mr Hampshire** to action staff requests form
- **Summer Learning** – Mr Hampshire informed Friends that staff are evaluating Summer Learning and redefining what it could be next year. They would like to plan more whole school activities. **Mr Hampshire** will update Friends on plans and possible costs at a future meeting once plans are in progress.

Fundraising Activities

Twmpath Event – 17th October 2025 (see attached event plan for actions and responsibilities).

School have confirmed that we can use the hall. Once we have a better fix on numbers we will need to let them know how many tables and chairs we will need.

Communication – the event was launched in the newsletter on 19th September and to date we have sold 11 adult tickets and 9 children's tickets. Friends discussed ways of getting the message out to the school and the wider community.

- **Becky** to talk to Sarah about an alternative flyer that says that tickets will be available on the door to use with the wider community.
- **Noni** to organise flyers for the flats close to school.
- **Leanne** to send copies of the parent pay and tickets on the door flyers to the committee for them to circulate to anyone they think would be interested
- **Ruth** has agreed to put the parent pay flyer on all facebook groups this week and then repeat next week.
- **Noni** will ask the band if there is any video footage that we can share on facebook to show people what to expect and to ask the band if they will promote the event.
- **Mr Hampshire** agreed to print out flyers at school to distribute to the families of potential new students at the open evening on 25th September
- **Mr Hampshire** agreed to put up flyers in school and look for other ways to promote the event directly to students.
- **Leanne** agreed to forward the flyer and the information to contacts at the cluster primary school PTAs to see if they will promote the event and to email Wendy to ensure the flyer will be in the next two newsletters.
- Other ideas for promotion included – the library, local pubs, contact The Beacon, U3A
- **Decoration** – PEA have confirmed that they can provide some lighting in the hall to provide atmosphere. **Committee** to look at other decorations that can be borrowed to decorate the hall – eg bunting. **Mr Hampshire** to confirm if we can use fairy lights in school and if they can be PAT tested in school.
- **Becky** to pick up stock left over from the Race night, do a stock take and buy stock required for the Twmpath event.
- **Mark** to send event license to Louise and Claire at school
- **Emily** to ensure that the Sum Up machine is set up and volunteers running the bar are trained to use it.

- **Su** has the raffle underway – she is planning 4 family surprise bags and 4-5 bottles of wine. She has tickets but will need a helper on the night.
- A zoom meeting may be required the week before the event for those involved in running the event to finalise plans.

Christmas Raffle – Launch Friday 21st November. To be drawn Friday 12th December

Friends agreed to keep the prizes as usual (ipad, Christmas Hamper, Drinks Hamper) unless Committee members can easily obtain good vouchers from local businesses we have not approached before – we usually save asking for vouchers until the Summer raffle to ensure we are not asking the same people for support too frequently.

- **Mark** agreed to ask school to purchase the ipad
- **Tess** agreed to put the hamper together, with support from Sally
- **Sally** agreed to put the drinks hamper together
- **Committee** members to approach local breweries for support (Kingston brewery, Wye Valley brewery) and to donate bottles for the drinks hamper if they can. **Su** to approach new 125 Bar in Monmouth.
- **Helen** agreed to ask some local businesses, M&S, Co-op etc if they would donate vouchers which can be used to supplement the budget for the Christmas Hamper.

Second hand uniform

Working well. Uniform was picked up from school over the holiday, washed and repaired and delivered to Magic Cottage. Sally has visited Bridges shop and there is very little uniform there. **Sally** to contact Sarah Swann, who expressed an interest in helping with uniform. Leanne informed Friends that we had an email from Des Pugh at The Beacon asking for comment about our partnership with Magic Cottage. A response was sent in consultation with Magic Cottage, but we haven't heard anything since and haven't seen anything in The Beacon.

Easy Fundraising

Going ok, although we still only have a small number of active supporters. We have recently had a payment of £232. Tess reported that there is an immediate reaction to posting Easy fundraising on Facebook groups in terms of usage and people signing up. **Tess** to put together a piece on how to sign up and download the donation reminder for the school newsletter Friday 3rd October. Friends agreed to try and put a piece in the newsletter once a month about Easy Fundraising to keep awareness high. **Tess** to look at what the message could be each month.

Communication and Admin

- **Open Evening 25th September** – Leanne informed Friends that we have received an invitation to have a presence at the open evening for prospective new parents. Friends agreed not to have a physical presence this time, but **Mr Hampshire** agreed to put up the two banners and a screen running the video as well as printing flyers for the Twmpath event.
- **Web pages** – Leanne informed Friends that the new webpages are now on the school website and we can direct parents to them for more information about what we do, how they can help, what we have funded and our policies, as well as the Friend's video.
- **Email to Year 7 parents** – **Leanne** to draft an email to new Year 7 parents to introduce them to MCS Friends and how they can help – to include info on event, Easy Fundraising and

directing them to the webpages for more information or to email if they would like to get involved.

- **Weekly newsletter articles** – Friends agreed to try to maintain a presence in the newsletter and facebook groups every week with a rotating message – event, easy fundraising, date of next meeting, second hand uniform, other news (what we have funded). **Ruth** has offered to do facebook groups. **Tess** agreed to provide easy fundraising messages. Leanne to look at other messages and events.
- **Whats App Group** – **Leanne** to add new members to the Friends Whats App Group

Meeting Dates -

- **Next meeting Tuesday 11th November, 7.30pm, Punch House**

Items for the next agenda

- Donations on Parent Pay
- Opportunities to raise funds through the year – plan for the year
- Grant funding update from Ceri
- Contact lists

Appendix 1 – Treasurer's Report

Treasurer's Report September 23rd 2025

Bank Balance 22/09/25 £ 13,711.63

Outstanding Receipts in

Petty cash		£	110.00	
Magic Cottage	£1,149.00	£	-	had two recent payments inc above £348.50 3rd Sept and £800.50 11th Aug
Easy funding	£ 232.71	£	-	inc above pd on 14th August
Mon Town Cou	£ 368.67	£	-	inc above football kit
Rotary Club	£ 999.00	£	-	Inc above (SRB head phones)
Mon Town Gra	£ 4,200	£	-	Inc above
Summer raffle	£ 1,198.46	£	-	Inc above

Outstanding Payments out

Mon Town Cou	£ 368.67	£	-	pd in 7th July inv
Rotary Club	£ 999.00	£	-	pd in 7th July inv
				awaiting invoice Ceri Grant payment made (Outdoor forest school classroom
Mon Town Grant		£ 4,200.00		contractors are Playwood
School paid	4,123.14			7th July staff funding paid

	£ 4,200.00	£ 13,821.63	
Sub total			£ 9,621.63
Total Funds			

Funds allocated but not yet spent

Lottery fund remaining	£ 174.56	
Summer learning 25	£ 4,000.00	as 14th May meeting to be reviewed
Staff funding not yet claimed		
PE Football kit Girls	£ 550.00	
English Authors meeting	£ 366.00	
Total	£ 5,090.56	£ 5,090.56

Total Available Funds **£ 4,531.07**

Assest List

Beverage stock	£ 278.29
HW Urns	£ 79.98
Glasses	£ 103.92
Storage	£ 55.28
Banner and lan	£ 69.78
Sound lighting	£ 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	

Summer raffle

ticket sale: 290	£ 1,450	
ipad cost	£ 251.54	
Total profit		£ 1,198.46

Race Night

Parent pay	£ 125.00	
Bar Cash	£ 88.50	
Betting cash	£ 126.50	
Sumup	£ 117.51	
Total revenue		£ 457.51
Expenses to ddt need stock list list		

MCS Friends Autumn Event October 2025

General Info		Notes
Lead for event		
Date	Friday 17 th October 2025	Date confirmed
Theme/Entertainment	Ceilidh	
Refreshments/Catering	Bar, snacks, chocolate	Friends discussed perhaps selling hotdogs as part of refreshments tbc 23/09
Times	7pm – 9.30pm	
Ticket Price	£5 adults £3 for kids	
Launch date for ticket sales	Tbc suggest 19 th September	Reminders in school newsletters, parent pay, Facebook groups

Before Christmas		
Action	Responsibility	Notes
Get date agreed by school	Leanne	Agreed
Cielidh band booked	Noni has been liaising with the band	Band due to arrive at 6pm to set up PA will just need powerpoint. Play 7pm- 8pm break, then another set 8,30 – 9.30 bringing gear in back entrance.
Early next year		
Liaise with school on logistics including use of the food tech room for washing glasses	Leanne	School have confirmed we can use the hall, the fridges and the Food Tech room. Need to confirm no. of tables and chairs when we have a handle on ticket sales
Decoration of hall	Noni/Becky/Committee	PEA have confirmed that they can provide lighting for atmosphere. Committee to look at any other decorations possible e.g bunting
Booking form to complete send to school Louise Vitale	Leanne	Sent 15 th September
Temporary Event license	Mark	License received need to send license to Claire and Louise at school
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	Flyer completed

Communication of event Launched 19 th November 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 this week and again later as reminder Leanne to contact primary schools Committee members to promote to wider community Mr Hampshire to promote at open evening, to students and staff
Event to be set up on Parent pay	Mark to liaise with finance	By 19 th Sept – done on parent pay from 19 th September Parent pay will send reminders
Raffle	Su	Planning for surprise bags and 4-5 bottles of wine. Su has raffle tickets. She will need a helper on the night
Stock agreed to serve drinks, crisps, chocolate bars and popcorn	Becky	Need to do a check of stock left over from Race Night and purchase further stock Leanne to check any stock at school
Volunteers – agree list of jobs Set up from 5.00pm On the night • Greet guests • Run bar/refreshments • Man each door (if required) • Clear up • Help run raffle	Becky, Noni, Su, Ruth, Kelly, Brian, Sally (after 7.30), Tess (after 5.00), Alison	Leanne to ask parent pay for guest list once ticket sales close
Nominate someone to take pictures of the event	Tess	Need to put up bunting and banner and take photo for National Lottery
Float and Cash box items for cashbox	Mark	Provide float Event checklist TENS notice Stock list
Write up of the event with pictures		School newsletter, Facebook, Beacon
Thank you letter to band and Kelly	Leanne	



Monmouth Comprehensive School **INTERNAL EVENT REQUEST BOOKING FORM**

Event	Twmpath Ceilidh type event with live band Calennig
Date	Friday 17 th October
Start & Finish Time	7pm – 9.30m - set up from 5pm
Exit time (lock-up)	10pm
Location	School Hall
Contact Name	Leanne Wakerley/ Becky Stoddard
Set-up Requirements <i>(attach plan)</i>	
We want to hold the event in the school hall so we will need tables and chairs for guests and space for dancing. We will also need a table to use as a bar and for refreshments, a table for the raffle and a table for a welcome desk to take tickets. We would like to borrow the fridges that we have borrowed previously to keep drinks cool. We would like to have access to the Food Tech room if possible to make the washing of glasses easier at the end of the event. We may need the school PA system, but we can check with the band if they are bringing their own for the caller. We would be grateful if there is any lighting used in the hall that can be easily set up to provide some atmosphere.	
Access Control <i>(e.g. time for entry and exit doors, locked during event, car park access)</i>	
We will arrive to set up from 5.00pm. We would be grateful if doors could remain open for guests to arrive. Between 6.30 and 7.30pm Doors will be locked from 7.30 onwards Parking for guests would be at the back of the school.	