Minutes

MCS Friends Meeting

Tuesday 20th January 2026

Present

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

Apologies

Sally Chilton, Noni North, Helen Warburg, Will Warburg, Hari Fell

Sign off previous minutes – 11th November 2025 - Approved. No matters arising.

Treasurer's Report (see appendix 1)

Current balance	**£13,052.56**
Pending income	**£1,297.62**
Petty cash	£110
Christmas Raffle	£1187.62
Allocated Funds	**£10,906.56**
Lottery grant	£174.56
Summer Learning	£3000
Staff Requests Autumn 25	£2,982
PE Football kit	£550
Town Council grant	£4,200
Pending deductions	**£1,195.35**
Twynpath Event Notice	£21.00
Sum up PEA shows	£1,174.35
Available funds	**£2,248.27**

- **Mark** to submit accounts to Charity Commission by end Jan and to change the email address on the Charity Commission account.
- 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.
- **Mark** is getting accounts audited by Dawn Cater
- Mark confirmed that £582.78 was collected in donations at the Carol Service, which has been transferred to the PEA department.

Funding Plans

- Staff Request Autumn 2025 Round plus look back at things not able to fund and review
  - £400 of grant projects have not yet been bought.
  - **Mr Hampshire** to ask School Finance to invoice for all grant projects that have been completed
  - Mr Hampshire advised Friends that Food Technology staff are now buying ingredients that they need for FSM students at cost from the catering team. **Mr Hampshire** to remind Food Technology staff that Friends can give them £150 per term and to ask for an invoice to be raised for this term.
  - Friends reviewed the Autumn Staff Requests for those that we did not fund and the amounts that we agreed for others. Friends agreed to pay £500 to SRB for outdoor equipment and storage and a further £225 to AP for power tools. **Mr Hampshire** to inform successful

departments. Friends also 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.

- Summer Learning – Mr Hampshire confirmed that Summer Learning would change for this year and that this would result in a reduced funding requirement for MCS Friends. Friends agreed to reduce the allocated funds to £1500 from £3000, which will be reviewed at the next meeting when more details of requirements should be available. Friends noted that the plans for Summer Learning 2027 will probably require increased funding again.

- The result of these decisions is
  - Available funds from Treasurer's report **£2,248.27**
  - Funding released from Summer Learning £1500
  - Grants agreed
    - SRB Outdoor equipment £500
    - AP power tools £225
    - Food Technology ingredients £150
  - **Funds currently available** **£2,873.27**

- Next Staff request round – **Mr Hampshire** to look at the most appropriate time for the next staff requests round either before the exam season starts or in the Summer term in readiness for September 2026.
- Friends thanked Mr Hampshire for his invaluable contribution to the Friends Association.

Fundraising activities

Christmas Raffle

- Friends agreed that the Christmas Raffle was a success. 356 tickets sold – 288 parent pay, 77 external ticket sales - £1187.62 raised. Number of ticket sales were broadly in line with last year. Friends agreed that using the external ticket sales mechanism was a good idea, the process worked well and we will use this again for the Summer Raffle. Friends thanked Su for the work she did with this.

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

- School confirming date – Friends agreed ideal date is Friday 20th March
- **Tess** agreed to make contact with Maggie in catering to see if catering can support the event and get a quote for curry and price per head.
- Once catering option and date are confirmed **Becky** to ask **Sarah** to produce a flyer for the event. **Leanne** to produce a checklist for organising the event (see appendix 2), complete the form for school and put the date in the WhatsApp group**.**
- Friends agreed that there should be student friendly rounds, a prize for the winning student team and communication through form groups and assemblies to encourage students to attend. Friends agreed to ask if there are students who would like to compare the quiz, play during dinner and between rounds (if not play music).
- Friends agreed that ticket sales through parent pay would include food so that we have accurate numbers for catering but non-food tickets would be available on the door.

Summer Raffle

- Friends agreed to move the raffle back to the summer as spring timing had not produced the increase in ticket sales that we had hoped.
- Potential Launch date 8th or 15th June, Draw date 13th July.
- **Leanne** agreed to put a message on the WhatsApp group asking for members to suggest local businesses to approach for vouchers for Raffle prizes.

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 confirmed that there is a reasonable amount of stock in the shop and the prices are at the right level.
- **Mark** confirmed that Friends have not received a payment since October (£61.00). He agreed to write to Magic Cottage to check that there is nothing that they need help with and to ask when we can expect the next payment.

Grant applications update

- Leanne gave Friends and update from **Ceri Jones**. Ceri has had several meetings in December with Michelle Witch – MonLife, MCC Head of Leisure and Wellbeing – Nick Jones and Head of Planning Andrew Jones who have approved the plans before she sent out the final questionnaire to the public to pick the design. Mr Hutchison has approved the questionnaire and it will be distributed to students via form tutors, staff, Governors, parents and the wider community. There is a clear SLA setting out responsibilities. She hopes to open the bid process in February in the hopes that we get the funds approved for summer installation.
- **Leanne** to circulate questionnaire to Friends Committee to submit their views if they wish.
- **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. Facebook posts have had a positive impact on numbers joining and promoting the Donation Reminder also helps boost income from existing members. **Tess** to put together communication for next Friday 30th for school newsletter focusing on donations from booking holidays – UK and abroad and insurance with a plug for the donation reminder as well. **Ruth/Su** to put this on Facebook as well.

CHEF (Careers and Higher Education Fair) – 4th February – we have since been informed that we are needed to support this event.

- Friends have been approached to provide refreshments at CHEF. Friends agreed that they would like to support CHEF and that it would be a good opportunity to raise funds. **Mr Hampshire** agreed to confirm what had been provided previously and by whom, the number of delegates expected and an estimate of the number of visitors they have had previously.
- **Becky** agreed to approach Evans of Monmouth to see what they could supply in terms of soft drinks and snacks and if some or all of it can be supplied on a sale or return basis.
- To run this event we will also need Sum Up machine **(Emily),** stock plus paper cups **(Becky),** Float **(Mark),** mechanism for delegates to claim free refreshments, which the school could reimburse e.g raffle ticket. Urns **(Leanne to source),** Helpers **(Leanne to put call out on What's APP)**

Autumn event planning

- **Mr Hampshire** to approach Food Technology Department to see if their students would be interested in catering for an event in October.

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 and need to elect new Chair – Friends discussed the need to plan for the AGM before the end of April and that Friends needs a new Chair and Secretary. Friends agreed Tuesday 21st April as date for the AGM. **Leanne** agreed to put together a communication about needing a new chair followed by a communication about the AGM date.

- Newsletter/ facebook communications for this term. **Leanne** to send a communication regarding second hand uniform to Wendy for the newsletter.

AOB

Friends discussed the viability of running a Colour Run (as seen in the latest Parntkind magazine), which we felt the students would really enjoy, perhaps in conjunction with Summer Learning Sports day. **Leanne** to research how to run this event and the costs.

Date of next meeting – Tuesday 3rd March – 7.30pm Punch House, Monmouth.

Appendix 1 – Treasurers Report

Treasurer's Report January 20th 2026

Bank Balance 19/01/26		**£ 13,052.56**	
Outstanding Receipts in			
Petty cash		£ 110.00	
School cheque for Christmas raffle		£ 1,187.62	paid in not yet shown on account
easy fundraising			£60.31 paid in 13th November
magic cottage			61.00 paid in 17th October
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
Sum up from show	£ 780.12		Revenue included in bank figure above to be paid to PEA
	£ 192.68		Revenue included in bank figure above to be paid to PEA
	£ 201.55		Revenue included in bank figure above to be paid to PEA
Parent kind insurance			171.00 paid out on 2nd Jan incl above
	£ 5,395.35	£ 14,350.18	
Sub total			**£ 8,954.83**
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
SRB outdoor equip & storage	£ 500.00		additional agreed at meeting
Technology food ingreds	£ 150.00		additional agreed at meeting
	Tota £ 6,081.56	£ 6,081.56	
	Total Available Funds	**£ 2,873.27**	

Christmas carol collection

raised	**£ 582.78**	
50% paid to PEA		
50% paid to school for flood fund		

Christmas raffle

Rev from parent pay	**£ 1,440.00**	288 tickets sold
rev from peoplesfund	**£ 385.00**	77 tickets sold
		365 total tickets sold
exp hamper	**-£ 94.28**	
exp ipad	**-£ 252.38**	
exp peoplefund charge	**-£ 19.28**	
profit	**£ 1,459.06**	

Notes

Charity commission annual submission to be done by 30th Jan

Appendix 2 – Event Plan 20th March

MCS Friends Spring Curry and Quiz Event March 2026

General Info		Notes
Lead for event		**tbc**
Date	**Friday 20th March 2026**	Email sent to school date tbc
Theme/Entertainment	**Curry and Quiz**	
Refreshments/Catering	**Curry inc. Veg option Bar, snacks, chocolate**	
Times	**6.00pm – 9.30pm tbc**	**Doors open 6.00pm Food served from 6.15 Quiz starts 7.15**
Ticket Price	**£10 per adult, £7 under 18's**	Catering £5.95 per head. Curry tickets to be bought on parent pay (need no.s), non-meal tickets can be bought on door (confirm price)
Launch date for ticket sales	**Tbc suggest Friday 27th Feb**	Reminders in school newsletters, parent pay, Facebook groups

Action	**Responsibility**	**Notes**
Get date agreed by school	Leanne	
Catering	Tess	Tess confirmed date ok. £5.95 per head Date is ok Chicken and vegetable curries plus naan, rice, pickles Final numbers required by 13th March
Quiz	Ask Andy North if would write Quiz. Other Committee members could do a round	Need questions good for students to encourage them to come
Student involvement	Noni tbc	Ask if students would like to compare quiz Ask if students would like to play during meal and between rounds (if not music)
Prizes	tbc	Agree what prizes should be Prize for winning student team Cup for winning staff team
Booking form to complete send to school Louise Vitale	Leanne	Confirm date, starting and finishing times, equipment required so form can be completed.
Temporary Event license	Mark	Once received send to Claire and Louise at school

Wifi code for sum up machine – Issac in school	Emily	Need to ensure that the maching is set up and volunteers on the bar know how to use it.
Production of Flyer – Sarah Pilkington	Sarah/ Becky	Becky to brief Sarah once event details are confirmed
Communication of event Launched **20th 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
Event to be set up on Parent pay	Mark to liaise with finance	By 26th February Parent pay will send reminders
Raffle	tbc	Friends to confirm want to do one and ask for donations.
Stock agreed to serve alcoholic and soft drinks, crisps, chocolate bars and popcorn	Becky	Need to do a check of stock left over from Twympath and purchase further stock Becky to contact Evans Monmouth re. buying soft drinks/snacks
Volunteers – Set up from 5.00pm On the night • Greet guests • Compare quiz • Collate results • Run bar/refreshments • Man each door (if required) • Clear up • Help run raffle	tbc	Leanne to ask parent pay for guest list once ticket sales close
Nominate someone to take pictures of the event		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

Monmouth Comprehensive Friends Association

Appendix 3.

Monmouth Comprehensive School

INTERNAL EVENT REQUEST BOOKING FORM

Event	MCS Friends Curry and Quiz Night
Date	20th March 2026
Start & Finish Time	6.00 – 9.30pm tbc
Location	School Canteen
Contact Name	Leanne Wakerley

Set-up Requirements *(attach plan)*
We have spoken to Maggie Jones in catering about the supply of food for this event. Screen and projector at the end of the canteen opposite the kitchen. We will need the school PA. We will be setting up the bar in the usual place and would like to use the two fridges that we usually use to store drinks. 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.
Access Control *(e.g. time for entry and exit doors, locked during event, car park access)*
As suggested one of us will be at school before 4.00 for the set up of the projector/screen and PA. tbc We will arrive to set up from 5.00pm. tbc We would be grateful if doors could remain open for guests to arrive. Between 6.00 and 7.00pm tbc Parking for guests would be at the back of the school.

Please note:

- 2 weeks' notice is required for any event
- Please return this form to - SiteSupport@monmouth.schoolsedu.org.uk

Organisers Signature	
Name	Leanne Wakerley
Department	
Date	

For Office use only *(please date and initial below)*

Confirmation of date	Confirmation of room Booking	Plan received, passed to Site Team extra hours arranged	Notification to Leisure Centre