

Minutes

MCS Friends Meeting

Tuesday 12th November – Punch House Monmouth

Present

Abbe Opher (Chair), Mark Rampton-Carter (Treasurer) Leanne Wakerley (Secretary), Sally Chilton, Becky Stoddard, Ruth Brown, Su Madurasinghe, Mr Hampshire, Tess Deighton, Emily Ryder

Apologies

Noni North

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

Sign off previous minutes – Minutes of meeting 17th September and AGM Minutes 1st October 2024 – approved with no matters arising

Treasurer's Report

- The Treasurer took the Friends through the latest accounts (see appendix 1).
 - Current balance as at 17/9/24 £31,381.16
 - Allocated funds £27,781.27 (inc £20,000 National Lottery Grant)
 - **Balance unallocated £3,599.89**
- Mark has done a stock check and we have stock to the value of £296.29
- **Online banking** is up and running with currently 5 signatories – Mark, Emily, Abbe, Leanne and Harriet. Mark to go through the process of removing Harriet as a signatory. Friends agreed that Mark would attach a copy of the invoice or receipt to any email asking for online authorisation of payments.
- **Donations on Parent Pay** – Finance are ready to go with this. The only outstanding issue is with gift aid. Aim to launch this start of next term.
 - **Mark** to have a further look into what we need to be able to claim this and then talk to Finance about adding a tick box and capturing any information that we need.
 - **Leanne** to send draft copy to **Abbe** to check
- **Just Giving page** – Mark handed over a cheque to Mr Hampshire. Mark has provided an audit trail for the convoluted way he had to use to transfer the funds from Just Giving. **Mark** to try to get a statement of donations and fee calculations from Just Giving.
- **Second Hand Uniform payment** – The payment from Bridges for the Period March – September 2024 is still outstanding. Mark has chased this with them. They have a meeting of the Board of Trustees on 19th November where they hope to resolve this.

Funding Plans

- Summer Requests 2024 - Mr Hampshire provided an updated staffing request sheet showing the status of each purchase.
 - Materials for Construction have been purchased – invoice will be sent to Mark.
 - Decision has been made on the video camera need for PE Department and TLAC. One video camera will be purchased, stored by the PE department and borrowed by TLAC when needed. – cost to be confirmed

- Clothes rails have been purchased – invoice to be sent to Mark
- Photography equipment has not yet been purchased – Mr Hampshire to chase Art Department
- Modern Languages – 16 cables have been purchased – invoice will be sent to Mark
- Historical Artefacts have been bought – invoice to be sent to Mark
- **Mr Hampshire** confirmed that the contribution required for Summer Learning will be £3,500 and explained the reasons for the reduction in funds required. Invoice to be sent Mark. **Mr Hampshire** to provide a breakdown of overall costs for the funding of Summer Learning 2025 when they are available.
- Mr Hampshire informed Friends that more table tennis balls and footballs are needed to support break time activities – Friends agreed £17. 54 for Table tennis balls and £65 for footballs – invoice to be sent to Mark.
- Mr Hampshire informed Friends that the Resource Base have asked for £150 towards new books. Friends agreed to fund this. Invoice to be sent to Mark. Mr Hampshire to provide feedback on what was purchased.

Fundraising Activities

Second hand Uniform – Sally reported that the new arrangement with Magic Cottage is working well and the relationship with the shop is very positive. We are getting feedback regarding what is selling and what parents are asking for. The displays look good and they are making steady sales. It is noticeable that when we communicate it through social media footfall increases. They have a lot of Trousers in a wide range of sizes. Friends discussed the awful fire at the weekend that has devastated the Abergavenny shop.

- Friends have put a piece in the school newsletter about the fire and contacted Lesley directly.
- We have a lot of trousers in stock with Friends members. Friends agreed not to deliver any more trousers to the shop currently, but Tess agreed to store trousers in size order and let the shop know what we have.
- Friends agreed to look for ways we can support the Charity at this time. Friends have some bags of uniform that are not suitable for sale Sally to ask if the charity can make money by selling these by weight for rags using their usual process.
- Friends suggested that some signage in the window and to direct to uniform at the back of the shop might be useful
- Friends agreed that we need to promote Prom dresses through the shop at the appropriate time – they have a good selection.
- **Leanne** to amend the agreement to include frequency of payment and reporting for **Abbe** to send to Magic Cottage.
- **Mark** to send bank details for payments to start.

October Quiz Event – Feedback

The Quiz held in October was a very successful social evening. We sold 110 tickets and raised £821.00. We have had lots of positive feedback from guests. There were 12 student teams and 8 adult teams it is thought that the participation of so many students was due to the affordability of the event (£5 adults £4 children with a free drink). The musicians provided a really good atmosphere and worked well. Friends would particularly like to thank the PEA department for helping to find

compares and musicians and promoting the vent in rehearsals. The support Becky gave the compares was particularly noted. The new checklist for running an event was also useful.

- Friends discussed options for refreshments in the future. It is thought that not providing full catering meant that the ticket price was more affordable. Friends discussed the possibility providing more substantial snacks (eg. Sausage rolls, pizza slices, cakes, brownies) for future events.

Christmas Raffle – Launch w/c 25th Nov – Draw 16th Dec.

Prizes – Ipad, Christmas Hamper, Drinks Hamper, Chocolate Hamper

- Leanne provided a draft event planning sheet for the Raffle, which was completed during the meeting – see appendix 2 for timeline and responsibilities.

Spring Term event – Before Easter

- Friends agreed to look at running a Race Night – following on from the success of the recent Rowing Club Race Night.
- **Emily** agreed to look into the logistics of running a Race Night
- **Sally** to confirm who the Rowing Club used to supply the kit for a Race Night and any tips for smooth running of the event.
- **Possible dates – Friday 28th March or Friday 4th April – Mr Hampshire** to confirm which date is best for school. **Leanne** to contact Claire Whitaker.
- Friends agreed that it would be good to communicate a fundraising target for this event – Summer Learning
- Leanne provided a draft event planning sheet – see appendix 3

Grant Funding

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

- Grant has been received – Friends are very grateful to Ceri Jones, Harriet Jones and PEA Department for their hard work putting together this successful bid. This has been communicated in the Beacon and to the school community.
- Emily and Leanne had meeting with Ceri Jones to clarify the responsibilities of the Friends. **Leanne** to circulate the notes from this meeting.
- The discovery meeting held at school on 6th November, with Ceri, Matt and students went very well and produced a clear picture of the equipment required. Matt is now sourcing the relevant equipment.
- The majority of the equipment should be in place for Shrek using current suppliers where appropriate to maintain current relationships.

Town Council Grant

- Ceri/Emily have applied for a £5,000 Town Council Grant to support PEA work with the cluster orchestra and bringing in other groups from outside school e.g choirs and community groups.

Battle of the Bands

Ceri is keen to organise a 'Battle of the Bands' event alongside Monmouth Carnival (June 2025).

There will be up to 4 sessions for auditions, depending on the number of applications, for un-signed

bands in 2 categories (14-18, adult) and call backs if required. The First prize will be a day in a recording studio. Ceri has three judges in place. This event would be supported by the new equipment funded by the National Lottery.

- 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.

Co-op Grant- Ceri had submitted an application to the Co-op for grant funding for Summer Learning 2025. This has been unsuccessful on this occasion. Ceri is looking for other funding opportunities for Summer Learning.

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. Deadline for submission: Monday 13th Jan 2025.

Remembrance Garden

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

Easy Fundraising

Leanne to organise transfer of the admin for this to Tess. **Tess and Leanne** to look at putting out a communication regarding Christmas shopping.

Communications

- **Web pages** – **Leanne** working on table showing what Friends have funded over the last few years. **Leanne** to send copy to **Abbe** for approval.
- **Contact Lists** - **Leanne** is in the process of organising annual cleansing of contact lists with Wendy Baker.
- **Facebook Communications** – **Su and Ruth** agreed to take over ensuring communication of Friends messages on all the MCS Facebook groups.

Meeting Dates

- **Christmas Drinks** – **Estero Lounge** – **Thursday 12th December**
- **Next meeting** - **Wednesday 15th January** – **7.30pm Punch House**

Appendix 1

Treasurer's Report November 12th 2024

Bank Balance 11/11/24 £ 31,221.55

Outstanding Receipts in

Petty cash			£	110.00	
Just Giving	£499.60		£	-	inc above
Bridges	£916.27	March to date	£	-	pro rata
Easy funding	£163.23		£	163.23	
Magic Cottage	TBA		£	-	
Quiz parentpay chq	£416.00		£	416.00	

Outstanding Payments out

Just giving CHQ	£	499.60
Extra stock for Quiz night	£	30.02

Sub total

Total Funds

£	529.62	£	31,910.78
			<u>£ 31,381.16</u>

Funds allocated but not yet spent

Staff request allocated not invoiced 23/24	£	221.27
{ History artefact £200 Balance PE £21.27}		
Summer learning 2024	£	5,000.00
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	£	27,781.27	£	27,781.27
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Total Available Funds

£ 3,599.89

Assest list

Beverage stock held £296.29

Notes

Online banking completed, currently running with 5 users who can all add payments with someone else authorising
 Cheques can now be paid in via app. Physical signatories are still HJ, LW and MRC. Need to remove Harriet and add replace
 Gift aid to be claimed on donations
 Accounts to be filed and given to auditor
 Just Giving Account to be discussed
 Bridges have not paid since March, chased several times for settlement but no progress approx £916 outstanding
 Reminder for me to give Magic Cottage our bank details

Appendix 2

MCS Friends Christmas Raffle 2024

Prizes	First Ipad Second Christmas Hamper Third Drinks Hamper Fourth Chocolate hamper	
Dates	Launch w/c 25th November Ticket sales close 15th Dec Draw 16th Dec	

Action	Responsibility	Notes
Organise prizes Ipad Christmas Hamper Drinks Hamper	Mark Tess/Sally Becky/Mr Hampshire school staff	Through School Donations to be dropped off at school or with Becky. Abbe to contact Hari Fell
Chocolate Hamper	Becky	Using left over chocolate stock
Flyer – Brief Sarah	Becky/Abbe	Leanne to send past examples to Becky. If flyer is not ready can soft launch through parent pay
Organise ticket sales on Parent pay – copy, price, prizes	Mark with school finance	Jenny. Parent pay can send out reminders too. £5 per ticket
Organise communication via school – newsletter/standalone email	Leanne	Wendy Baker Dates to communicate and repetition in Newsletter
Communication via helper lists	Leanne	Initial Reminder
Organise communication through social media Facebook groups	Su/Ruth	Dates Initial Reminder
Photographs of Hampers	Tess/Sally/Becky	For use in reminders w/c 2 nd December
Organise draw at school	Leanne	Through Wendy at school
Prizes to be delivered to school	Tess/Sally/Becky	16 th Dec
Winners to be notified	Wendy Baker	w/c 16 th Dec
Notice in Newsletter re winners, amount raised – thank you	Leanne	Via Wendy Baker Final newsletter of term

Appendix 3

MCS Friends Event Spring Term 2024/25

General Info		Notes
Lead for event		
Date	Easter is late this year 13 th -25 th April. Need to go before Friday night 4 th April or 28 th March	Mr Hampshire/Leanne to confirm best date
Theme/Entertainment	Race night	Emily to do some research. Sally to provide learning from Rowing Club event and contact they used.
Refreshments/Catering	tbc	Ideas not catered but provide more substantial snacks eg sausage rolls/cakes as well as usual ones
Times	Arrive From 6.30 1 st Race 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

Before Christmas

Before Christmas		
Action	Responsibility	Notes
Get date agreed by school	Mr Hampshire/Leanne	Event email Claire Whitaker
Agree what we will need for theme – people/resources and allocate responsibilities	Info from Emily and Sally	
Musicians to provide atmosphere		to approach PEA department
Early next year		
Liaise with school on logistics including use of the food tech room for washing glasses		email Claire Whittaker
Booking form to complete		Louise Vitale
Temporary Event license		Apply to MCC
Wifi code for sum up machine		Liaise with Isaac at school

Production of Flyer	Sarah Pilkington/ Abbe to contact her	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