

Minutes

MCS Friends Meeting

Wednesday 12th March – Punch House Monmouth

Present

Abbe Opher (Chair), Mark Rampton-Carter (Treasurer) Leanne Wakerley (Secretary), , Becky Stoddard, , Emily Ryder

Apologies

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

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

Sign off previous minutes – Minutes of meeting 12th November – approved.

Matters Arising – Leanne informed Friends that the Amazon Smile Scheme closed in 2023.

Treasurer's Report

- The Treasurer took the Friends through the latest accounts (see appendix 1).
 - **Current balance** **£9,069.83**
 - **Allocated funds** **£3,359.56** (including £2,500 for Spring 25 Staff Requests round, but not including Summer Learning 2025)
 - **Available funds** **£5,463.67**
- **National Lottery Grant funding** invoices have been paid - £19, 675.44 leaving a balance of £174.56
- **Mark** to send an Email to Mr Hampshire to chase bank details so that the Just Giving fund can be paid out.
- Mark confirmed that the outstanding payment from **Bridges** Community shop has been paid - £900.
- **Magic Cottage** have made their second payment to MCS Friends of £143.00 for the period ending 19th Feb. **Mark** to email to suggest a regular payment date to allow Friends to plan distribution of funds.
- **Staff Requests**
 - Staff requests approved but deferred from last staff requests round - £535.00. To be discussed at the next meeting.
- **Other agreed requests** – Friends noted that invoices have not yet been received for extra funding agreed at the last meeting Total £150.00. To be discussed at the next meeting.
- **Assets** – Mark has updated the asset list to include PEA equipment and will report it with the Treasurers report at each meeting.
- **Online banking** is up and running with 5 signatories –
 - **Emily to sort out her login to the Bank Account.**
 - **Mark** has confirmed that payments have to be authorised on the same day as they were raised and this cannot be changed.
- **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 spoken to HMRC to confirm the information that we need to collect and is awaiting a response.
 - Mark confirmed that he has contacted the HMRC about recognising Friends for Gift Aid and this has been sorted.

- **Auditor** – Accounts have gone to the Auditor (Dawn Cater) . **Mark** to chase response.
- **Charity Commission Annual Return** – done
- **Insurance** – Mark has confirmed that Friends Parentkind Insurance does cover the new PEA equipment.
- **Tax return for period March 2023/24 due 9th March** – Mark has confirmed that we are in a 3 year cycle for this. The information required is the same as for the Charity Commission and he talked to HMRC and agreed an extension to 2nd April. **Mark** will look into how we ensure that communications from HMRC come to our moncomp email address.

Funding Plans

- **Deferred items from Summer 2024 requests** – agreed to re-look at these with Mr Hampshire at the meeting 19th March.
- **Staff Requests Round Spring 2025** – Applications to be reviewed on 19th March

Aims and Objectives

Friends discussed how funds raised by the Friends are distributed across the school. Friends agreed that funds/resources do fund some areas of the school more than others, but there are some good/historical/short term reasons why this has been the case. Friends agreed to look at ways to distribute funds to more areas of the school. Friends agreed that serving refreshments is a good way to raise funds and to raise the profile of the Friends Association and one that we have become quite proficient at, but that it needs to be planned so that more helpers can be found to support this. Also this cannot be done by planning more events as Friends are limited to two events per year. Friends also discussed the role of the Charity Committee and how we might work with them.

Actions:-

- **Abbe** to make contact with the Charity Committee through Mrs Banyai to understand their role and suggest a meeting to discuss how we could work together.
- **Leanne** to look at the school calendar to identify potential opportunities to raise funds throughout the year. This would used as a starting point for discussions with the school about where we can raise funds, who could be involved and where the funds should go. Some opportunities discussed were Gwent Music showcase (no real need for refreshments). Summer showcase (24th June), Sports and general awards evenings (July).

Fundraising Activities

- **Monmouth's Got Talent 13th March** – Friends to serve refreshments – funds to go to Friends.
 - Set up from 5.30 – Mark will drop off stock, glasses, cash box, float
 - Becky buying extra stock
 - Helpers – Abbe, Becky, Noni, Leanne
 - Plan to leave the building by 9.30
 - Stock/glasses to be stored onsite ready for event 28th March
 - National Lottery banner to be displayed and photographed.

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

- Need a large float to be able to supply pound coins for pay to play - **Mark**
- Noni has approached PEA for performers – **Noni** to confirm who will be playing

- **Abbe** to approach Charity Committee see if they want to run a raffle at the event
- Need to put up National Lottery Banner/bunting and take photo for Ceri – **Leanne**
- **Abbe** to put out poll on What's App to clarify who will be available to help – already volunteered – **Abbe, Leanne, Becky, Noni, Tess, Sal.**
- **Tess** – to provide Easy Fundraising flyers

Spring Raffle – See attached planning document

- Friends agreed not to launch the raffle at the event on 28th March, but to launch it the following week. Ticket sales through Easter Holidays and early May bank holiday – Ticket sales close 5th May, draw Tuesday 6th May.
- Prizes –
 - Ipad – **Mark** to ask School to purchase on our behalf.
 - **Su** has secured vouchers for Pig and Apple and Devauden Music Festival
 - **Abbe** has secured voucher for 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** secured a family voucher for Monmouth Show
- **Su, Abbe, Leanne, Hari and Becky** to confirm the details of vouchers secured and any logos to be used so that a flyer can be briefed to **Sarah Pilkington.**
- To be launched w/c 31st March – standalone email w/c 31st March, Newsletter 4th April – **Leanne.** Brief to parent pay – **Mark,** Facebook posts – **Su/Ruth**

Non-Uniform Day - Abbe has approach Mr Hutchison about this. The current response is no due to impact that non-uniform has on the number of absences. #

Grant Funding

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

- Emily provided an update to the Friends. The equipment was delivered and installed in school on Wed 12th March and training carried out. Emily represented Friends. Mr Wildridge, Amy Ritter, Amy Pearce and a number of students were there for the training. Emily will circulate photos of the training.
- Emily confirmed that Friends can gift the equipment to the school at any time but maybe preferable to wait the two years. Ceri can advise on the legal way to do this.
- Mark has confirmed that our insurance covers the equipment
- Ceri will need three lots of evidence with photos for her report to the National Lottery – Monmouth's Got Talent, Race Night, Junior Show
- **Leanne** to gather photos of training and all documents re. National Lottery Grant in a file on the dropbox.

Battle of the Bands

- Emily informed Friends that the detailed plans for this event are on hold due to the cancellation of Monmouth Rising. Ceri is looking for a new main prize for the over 18s category and she will confirm plans once they are complete. However, the new nature of the auditions means that will probably not be an opportunity for Friends to serve refreshments. Currently the actual Battle of the Bands that get through the auditions will be on Sunday 29th June, tied in with the carnival.

Outdoor Multiuse Space

Ceri has been in discussion with Mr Hutchison to apply for a grant for funding to build a multiuse space on the piece of land next to the guest carpark, which is community land. This is a £100k plus project and Ceri would like to use the Friends Charity to apply for funds due to our connection to the school, although she has other options. Friends agreed in principle, but would like to know more. **Emily** agreed to invite Ceri to come to a Friends meeting and present the idea.

Sport Wales Grants

- Leanne and Ceri had a meeting with Mr Hancock (PE) on 18th February to discuss the sports kit that the PE department applied for and any other opportunities for the PE department. He has sent us a presentation with all the information that we need for a sports kit application. **Leanne** to contact Ceri to progress.

Remembrance Garden

- Abbe discussed this idea with Mr Hutchison and it is felt that this scale would not be appropriate, but we could explore a tree or a bench within other development plans for the school.

Movement for Good

- Leanne informed the Friends that Charities have to nominate again to be entered into the 4 draws that happen throughout the year (win a £1000 in each draw). **Leanne** to draft an communication to go out via school to get nominations.

Second hand Uniform – Sally reported that the new arrangement with Magic Cottage is going well.

Easy Fundraising - Tess sent a brief report.

- 7 new sign-ups in the last 30 days – this could be staff as the latest promotion was through staff requests form.
- £34.96 raised in the last 30 days.
- Tess has produced some posters to promote at Monmouth's got Talent and Race Night.

Communication and Admin

- **Collaborating with cluster schools** – Abbe has made contact with all cluster schools initially regarding Race Night. We have currently had 2 responses who are circulating information to year six families. 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** – **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.
- **Policies** – **Leanne** has developed new policies from Parentkind templates for The Friends Association. **Leanne** to circulate to committee and school for feedback
- **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 a future meeting.



Meeting Dates - Applications meeting 19th March – 7.30pm, Punch House.

Appendix 1

Treasurer's Report March 12th 2025

Bank Balance 12/03/25 £ 9,069.83

Outstanding Receipts in

Petty cash		£	110.00	
Magic Cottage		£	143.00	
Bridges	£900.00	£	-	agreed and inc above
Easy funding	£ 87.55	£	-	paid in 11/02/25 inc above

Outstanding Payments out

Just giving CHQ	£	499.60	Unfortunately chq bounced by bank awaiting bank details to pay online
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	£	499.60	£	9,322.83	
Sub total					£ 8,823.23
Total Funds					

Funds allocated but not yet spent

Staff request approved but deferred 24/25	£	535.00	
Agreed to pay for ping pong stuff	£	150.00	
Lottery fund remaining	£	174.56	
Staff funding 25/26 setaside	£	2,500.00	to be confirmed at meeting 19th March
Summer learning 25?	tba		
Total	£	3,359.56	£ 3,359.56

Total Available Funds **£ 5,463.67**

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 commissin regarding gift aid has been update
 Charity Comission 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
 Bridges have paid £900 for the second hand uniform which closes the issue
 Magic Cottage Payment of 143.00 advised due

MCS Friends Race Night 28th March 2025

General Info		Notes
Lead for event	Abbe	
Date	28th March	
Theme/Entertainment	Race night	
Refreshments/Catering	No formal catering snacks only	
Times	Arrive From 6.30 1st Race/Quiz starts 7pm Last Race tbc Guests leave – tbc	
Ticket Price	£5 adult £4 Child	
Launch date for ticket sales	3rd March	Reminders in school newsletters, parent pay, Facebook groups

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	Noni has approached PEA and they are looking for performers
Early next year		
Liaise with school on logistics including use of the food tech room for washing glasses	Su	Booking form done and liaising with Claire
Booking form to complete	Su/ Louise Vitale	Done
Temporary Event license	Mark	Done
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	Done
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	Done
Prizes to be agreed and purchased		Not Applicable

Raffle		Approach Charity Committee and see if they want to be involved
Refreshments agree what want to sell	Stock left over from Monmouth's Got Talent will be fine for event	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	Abbe Becky Noni Sal Tess Leanne	
Nominate someone to take pictures of the event		Need to put up bunting and banner and take photo for National Lottery - Leanne
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 ½ day canoe hire Monmouth Canoe	Mark	Done All secured no need details to promote vouchers in flyer
Flyer – Brief Sarah	Becky/Abbe	To be ready w/c 31 st March
Organise ticket sales on Parent pay – copy, price, prizes	Mark with school finance	Ready to go for w/c 31 st March
Organise communication via school – newsletter/standalone email	Leanne	Launch Newsletter w/c 31 st March And Newsletter 4 th April
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 Tuesday 6 th May	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