



Minutes of Meeting Report

Group: The Friends of Ranelagh School, Bracknell
Meeting: Meeting of The Trustees
Held On: 11 October 2016
Location: Beacon Room, Ranelagh School at 19:00

Present: Louise Hodgkinson (Chair) - LVH
Martin Clow (Secretary) – MC
Grant Cunningham (Trustee) – GC
Beverley Stevens (Head Teacher) - BS
Mark Williams (Deputy Head Teacher) - MW
Laura Myers (Trustee) - LM
Lindsay Cooper (Trustee) – LC

Apologies Dawn Pritchard – DP
Joanne Clow (Trustee) – JC
Robert McLean (Trustee)

Distribution: All those Present/Apologies/plus:
Amanda McLean (President) - AMc

Next Meeting: Wednesday 22 February (Meeting of the Trustees) @ 19:00 in The Beacon Room

Issued By: Martin Clow **Date:** 10/01/17

Friends of Ranelagh
Ranelagh School, Ranelagh Drive, BRACKNELL, RG12 9DA
www.friendsofranelagh.org.uk
The Friends of Ranelagh School, Bracknell. Established 1947.
Registered Charity Number 1060543



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1.0 APOLOGIES ACTION

Apologies were received in advance from Robert McLean, Joanne Clow and Dawn Pritchard.

2.0 MINUTES FROM PREVIOUS (TRUSTEE) MEETING

A correction to the Trustees Meeting held 06/05/16 - the Oct 15 donation should read £45,500.00 donated. The minutes were hand amended for the record and signed as a true record.

The Extraordinary meeting minutes 06/05/16 were signed as a true record.

3.0 MATTERS ARISING

Publicity Leaflet – MC Tabled the draft leaflet for discussion in JC's absence. It was well received. A QR code to link to the Web Site is to be added. The gym figure needs inserting. It was also commented that it looked a bit too busy – before / after items, remove one. Photo needed for IT Lab – BS to ask IT Teachers to take / Email some photos. JC/BS

JC to speak to Marina to sort out web site access. JC

The Independent Examiner was sorted for this year but one is still needed for the coming year. MC/LVH

4.0 APPEALS STATUS (DP)

No update available for this meeting.

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5.0 TRUSTEES REPORTS

Secretary's Report (MC)

MC Advised the Charities Commission Report is to be submitted by February **RMc**

Treasurers Report (RMc)

LVH Advised account balances at the time are as follows:

Savings Balance = £9,626.00

Current Account Balance = £10,067.00

The Declaration for Signatories to be added to the Bank were tabled to enable Laura and Robert to be added as Bank Signatories. All voted OK to adding them. **LVH**

LVH Distributed the paperwork for completion **RMc/
LM**

Campaign

As we no longer make follow up phone calls GC advised would be happy to do the follow up Emails. **GC**

Website/Publicity

Meeting now urgent to update minutes to web site **JC**

Publicity leaflet to be amended and finalised **JC**

Charities Compliance

RMc to submit the report now he has received the copy of the Independent Examiners Report. **RMc**

C.I.O. – The Charities Commission has not finished its review of whether charities can covert. Still await final details from the Commission. FoR have decided to wait for this decision and information before deciding / changing.

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6.0 REVIEW OF DATABASE AND DONOR RECORDS AMANAGEMENT (LVH & DP)

LVH has compared the database against the spreadsheets and no real difference has been found except that the addresses records are more up to date on the database.

The spreadsheet would need to be updated annually to ensure up to date. Some changes of address are not captured through the year.

It was proposed to:

- lose the leavers info / when left school.
- Assign single number for each child / sibling
- DP thinks useful to keep child's admissions number – LVH has added to spreadsheet
- Records only to be kept for donators / actual responders.
- DP thinking about how the updating can be done and will advise at the next meeting.
- Office 365 may useable for charities info – to be investigated
- The above has highlighted some gaps in the spreadsheet – some people may need to be written to in order to collate the information.

7.0 HEADTEACHERS REPORT

A new Head of Finance has started in September. This has enabled some benefits such as tracking of funds donated to projects.

Going forward proper expenditure reports will be given to show how the FoR Donations have been spent.

With regards to the donation given for the Gym Roof, the school had an emergency bid approved which covered an element of this work leaving a balance of the FoR Donation unspent.

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7.0 HEADTEACHERS REPORT(Cont'd)

It was requested that the FoR approved the expenditure of the balance of funds against the following projects:

- Tennis Courts – resurface & Re-fence
- Security Fencing around side of the school
- Replacement of degrading Tarmac at the rear of the school

It was voted that £20k would be contributed towards the site security improvements, £6k for the Tarmac replacement and the balance towards the Tennis Court works.

LVH requested photos be taken of the existing Tennis Courts prior to works for the FoR Website.

BS

8.0 DECISION ON DOANTIONS

No further donations were approved pending the final quote for the Tennis Courts

8.0 ANY OTHER BUSINESS

No other Business was raised.

9.0 DATE OF NEXT MEETING

02 March 2017 at 19:00 in the Beacon Room

Meeting Closed.

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CALENDAR LOOK AHEAD / DATES FOR DIARY

Wednesday 22 February 2017	Meeting of the Trustees. Beacon Room @ 19:00
Wednesday 03 May 2017	Meeting of the Trustees. Beacon Room @ 19:00
Saturday 08 July 2017	Annual General Meeting of the FoR Beacon Room @ 10:00

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DONATION HISTORY

Date	Amount	Purpose
Mar 09	£40,000	Refurbishment of central courtyard including purchase of cycle sheds, seating, planters and basketball nets
Dec 09	£20,000 £30,000 £10,000	Specialist School funding ICT Upgrade Music ICT
Nov 10	£100,000	Hall Refurbishment
Feb 11	£20,000 £3,000	Hall Refurbishment Lecterns
Mar 12	£100,000	Lab Refurbishment
Sep 12	£50,000	Lab Refurbishment
Feb 13	£40,000	Pre-fabricated Laboratory Unit/Lab Refurbishment
Oct 13	£50,000 £10,000	Lab Refurbishment Specialist Schools Task Group
Feb 14	£30,000	Lab Refurbishment
Jul 14	£22,000	Lab Refurbishment
May 15	£88,000	ICT Upgrade, Kitchen Equipment, Geography and Maths Department, General Repairs & Essential Maintenance
Oct 15	£45,500	Gym & Kitchen Repairs
Mar 16	£40,000	ICT Upgrade
May 16	£25,000	ICT Upgrade

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