



REIGATE GRAMMAR SCHOOL

# ACTION PLANS 2006-2009

Reigate Grammar School  
Reigate Road  
REIGATE  
RH2 0QS

Tel: 01737 222231

Fax: 01737 224201

[www.reigategrammar.org](http://www.reigategrammar.org)



These plans are to read in conjunction with the  
School Development Plan 2006-2009.















## Supplementary Objective: Finance & Foundation

2006-7 only	Responsible	2006-7		
		Autumn	Spring	Summer
<b>Aim 7.1 Consolidate financial position</b>	<b>JJH</b>			
Task 7.1.1 Review budgeting process and compare with actual expenditure	JJH			
Task 7.1.2 Build long-term projection of income and expenditure	JJH			
Task 7.1.3 Undertake risk assessments on external financial pressures and report to Finance C	JJH			
<b>Aim 7.2 Control spending</b>	<b>JJH</b>			
Task 7.2.1 Install and implement new accounting software (OASIS)	JJH			
Task 7.2.2 Issue monthly accounts to all budget holders and monitor	JJH			
Task 7.2.3 Review operation and costs of catering contract	JJH			
<b>Aim 7.3 Cost savings</b>	<b>JJH</b>			
Task 7.3.1 Carry out cost analysis against similar schools	JJH			
Task 7.3.2 Report potential areas for savings to Finance Committee	JJH			
Task 7.3.3 Implement any agreed cost savings	JJH			
<b>Aim 7.4 RGS Foundation</b>	<b>GRS</b>			
Task 7.4.1 Continue to build relationships with Old Reigatians through events and publications	ARM			
Task 7.4.2 Appoint Legacies Officer	JJH/GRS			
Task 7.4.3 Devise and launch Legacies Campaign	GRS/ARM			
Task 7.4.4 Consider enhancement of role of Director of Foundation	Governors			
<b>Aim 7.5 Additional funding</b>	<b>JJH</b>			
Task 7.5.1 Review existing income streams	JJH			
Task 7.5.2 Identify additional opportunities for hiring of facilities and report to Finance Committee	JJH			
Task 7.5.3 Make facilities available as agreed	JJH			

## **Key to initials**

AJM	John Manfield, Senior Deputy Head
AcPol	Academic Policy Committee
APR	Tony Reely, Head Groundsman
AJW	Andy Whiteley, Director of Activities
ARM	Ali Massey, RGS Foundation Secretary
DFA	David Aburn, Project Manager
DLH	Dawn Holmes, HR Manager
DST	David Thomas, Headmaster
EMW	Ed Wesson, Deputy Head (Pastoral)
Estates	Estates Committee
GKR	Graham Redfern, IT Manager
GRS	Guy Sanderson, Head of Sixth Form/Director of RGS Foundation
HMR	Helen Roberts, Librarian
HoDs	Heads of Departments
HoS/Ys	Heads of Sections/Years
JJH	Julien Jensen-Humphreys, Bursar
JW	Jonathan Worthen, i/c Gifted Pupils
MAC	Mary-Ann Collins, Deputy Head (Academic)
MJB	Matthew Buzzacott, Head of Careers
NCL	Stuart Nicholson, Head of General Studies
PGS	Peter Stephens, Head of Upper School
PGT	Peter Townsend, IT Training Co-ordinator
PJC	Peter Chesterton, Chaplain/Head of Community Service
RMM	Rebecca Medlock, Head of PSHE
SMC	Stella Cantor, Head of ICT
SMT	Senior Management Team
VG	Viv Godbold, Head of Assessment