

Friends of Clewer Green Association Process for requests for funding

As a registered charity, Friends of Clewer Green is separate from school and accountable by law to its members and ultimately the Charity Commission. Currently, the school pays for and enters into contracts for goods or services and subsequently requests a donation from the PTA. We propose that this arrangement continues but that there is a formal route for requesting, approving and prioritising PTA donations. The process will be open to all members of Friends of Clewer Green to request funding, and the end to end process will be visible to all members. A sub-set of members will determine what donations will be made. This sub-set is referred to as the Sub-Committee. Since the Head and staff are members of the PTA, the reality is that the process will be collaborative and consultative.

1. Purpose:

The purpose of Friends of Clewer Green as determined by our constitution and detailed in our application to the Charity Commission is as follows:

“TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:
DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL; ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.”

2. Process for submitting requests for donations:

At the end of the year the Headmaster, in conjunction with his management team, will put together a prioritised list of goods/services (in the format below) representing their view of what is required to enhance the education of pupils and for which they would like donations. This will be presented at the AGM by way of a starting point for the following academic year. Input from all Members is also sought less formally around the time of the AGM to build a view of parents’ ideas and priorities.

Once the new academic year begins, requests for goods/services to be funded through PTA donations can be made in the format below. Whilst estimated cost and a sponsor within the school would be helpful to accelerate the request, we don't want it to be a barrier to good ideas so these can be left blank if necessary:

Date Requested	Name of person requesting funds	Goods/Service Required for	Who will benefit	What is the benefit/How will it advance education	Estimated Cost	School Sponsor

Anyone within the school community can make a request ie pupils (via school council or otherwise), staff, parents/carers. Requests should be made in writing and this can be via e-mail to the Treasurer, or handed in to the school office for the attention of the Friend’s Treasurer.

The requests can be hand-written if necessary, and do not need to follow the table format above so long as information is still provided for each of the headings.

3. Process for Prioritising requests

The treasurer will keep a rolling list of requests (including the head's initial list from the AGM) and will keep the funding sub-committee up-to-date when any changes are made either by e-mail or at a sub-committee meeting. The sub-committee consists of the chair/s, head, treasurer and another member of Friends. In advance of any decisions, sub-committee members may be asked by the treasurer to check costings of requests, with those over £1,000 requiring 3 estimates/quotations.

The projects will then be assessed against the following criteria:

- Educational enhancement – how closely does it fit with the curriculum?
- No. of pupils benefiting
- Urgency
- Cost/benefit
- Ease of implementation
- Strategic fit – does the request conflict/enhance anything that is already being done/planned to be done by the school?
- Alternative funding – could it be funded by other means?
- Does the PTA have sufficient funds available/will they be available?
- Risk – e.g. cost overruns for building work etc, are any funds being requested from the PTA up front?

4. How decisions will be made/communicated

For requests £1,000 + (or below if more complex in nature) a sub-committee meeting will be called to make a decision. All decisions will be minuted giving reasons. Wherever possible a decision will be made and communicated within 4 weeks of the request. Decisions relating to requests below £1,000 will be made and communicated within 2 weeks via e-mail by the funding sub-committee. In both cases, a majority vote is required by a combination of the following roles: Chair/Headmaster/Treasurer/Member.

5. Processes for contesting decisions

Anyone wishing to contest a decision can e-mail the treasurer with their reasons/concerns. This will be taken to the following month's meeting and a response will be sent within a week of this meeting.

6. Record keeping

A prioritised rolling list of requests will be kept by the treasurer in the format above.

7. Process for signing off donations

The school bursar submits an e-mail request with supporting final invoice (inc 3 quotes where spend is over £1,000). If request is within approved value, treasurer will issue a cheque which the Bursar will sign receipt of. If the request is for a value above the approved amount, treasurer will take to the sub-committee meeting to decide if the whole value or approved amount will be donated.

8. Post implementation review

At year end, the sub-committee will review whether the requests for which donations were made delivered the benefits expected and any lessons learnt.

9. Donations to other charities

PTA UK has advised that as a registered charity we can donate up to 50% of our takings from an event to another charity (as is the case for the Xmas Celebration). Anyone wishing to put forward a charity will be invited to submit to the relevant event co-ordinator who will collate and put it to e-mail vote to the Committee.