



South Shields

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## **Parent Teacher & Friends Association (PTFA)**

### **Policies & Procedures**

#### **Introduction**

Welcome to our school. This policy and procedure has been compiled by the PTFA for its members, active members of the committee and Trustees. It gives more in-depth explanation about the PTFA, safety and procedural policies which are required for Charity organisations.

If you have any questions that remain unanswered, please contact one of the committee members Chair - Mrs. J Foord, Secretary - Mrs. J Benham Brown or Treasurer - Mrs. A Griffiths, via the school office or speak to a member of school staff.

#### **Why do we have a PTA?**

We are fortunate at our school to have a PTFA that is and has been an integral part of the school community for many years. In its time the PTFA has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education and whole school experience as well as the school's facilities.

Our PTFA is about much more than simply fundraising. The PTFA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the Committee members or PTFA Lite members!! Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our PTFA has always

succeeded in its efforts.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of St. Bede's Catholic Primary PTFA when their child joins our school.

St. Bede's Catholic Primary PTFA is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as fundraisers. The PTFA financially assists events aiming to giving the children extra learning opportunities and a good time on the school grounds.

### **Charitable status**

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a PTFA and how we conduct ourselves financially as well as an entity. If you would like to see a copy of the constitution, please contact Mrs. Benham Brown via the school office. Being a registered charity enables the PTA to:-

- receive charitable donations from local and national companies
- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- receive donations made through payroll giving and company matched giving schemes
- apply for Gift Aid

### **Links with local businesses**

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our businesses and local shops are very generous providing donations for raffle prizes, auction items etc and some have taken part in our fairs.

We are also extremely grateful to the local businesses who have participated in charity matched giving schemes and donations. This has made a huge difference to our fundraising efforts.

## **Role of the Committee**

Our PTA committee consists of three Officers:

Chair – Mrs. J Foord

Secretary – Mrs. J Benham Brown

Treasurer – Mrs. A Griffiths

all of whom are trustees as well as two other members. This is a minimum requirement for a charity however, there are active PTFA members who form a dedicated team called the PTFA Lite who give up their time to help with events.

The Committee meet on a regular basis usually once per term, with smaller working groups meeting as necessary when we are planning larger events.

We are also looking to recruit Class Representatives for each year group.

## **Annual General Meeting (AGM)**

Our Annual General Meeting is held in the autumn term and provides an opportunity for all parents to come along and hear in more detail about the work of the PTFA, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our new committee members.

## **Support from Parentkind (formally PTA-UK)**

Our PTFA is a member of Parentkind, which is a national charity and membership organisation for Parent Teacher Associations. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all PTA run events, support and advice on running the PTFA plus fundraising ideas and good practice hints and tips.

## **How we raise money**

Like most PTFAs, the majority of our funds are raised through the events that we run. Some of our most popular events are:

- Christmas/Summer Fairs
- Movie Nights

- School Discos
- Smartie Walk
- Coffee Mornings/Afternoons
- Non-uniform days
- Class Liturgies

So you can see there is always something going on.

We always try and respond to the children's requests via the School council; it is great to see them having fun at the events or enjoying using a piece of new equipment that the PTFA has donated.

We raise money in other ways too. Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

We have also introduced Gift Aid.

### **How we spend the money we raise**

It is at our PTFA Trustee meetings, that the decisions on how to spend the money are agreed.

Usually, our Head of School and Business Manager will have a consultation with the children and staff to discuss items that the school would like the PTFA to consider funding.

At other times it will be for resources to improve a particular area of the curriculum or school environment. The PTFA funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting.

We always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum.

The money we raise is counted and kept safe by our Treasurer until the committee decide what it is to be spent on.

our school, your child/ren will feel the benefit, along with everybody else. Of course, there will be times when we may have to fundraise for a large project in the future.

### **Gift Aid**

If you are a UK tax payer, we are able to claim 20p in every pound that you donate to our PTA for events that are for sponsorship only. There are strict guidelines as to what can be claimed and further information is found on HMRC website.

A form for an event will have a tick box option to donate and your name and address will be required. This can then be applied on mass at the end of every 3 years or so and the donation received. HMRC prefer to deal with hundreds of pounds rather than tens of pounds for Gift Aid reimbursement.

### **Company matched giving**

Company matched giving is very simple. Companies or businesses pledge to donate to a charity such as ourselves an amount of money relating to the amount that an employee(s) donates or fundraises for us. We have been helped enormously in the past by this type of donation, and there are several benefits to both ourselves and the company involved:

- employees' morale is boosted by having their efforts supported by their employer
- the company benefits from having charitable donations written off against taxable profits
- the company can endeavour to get publicity for their giving our PTA benefits from receiving perhaps double what we have raised at an event

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to one of the PTFA committee members, or ask in the school office.

### **How we get information to you**

- All PTFA letters are sent via the children and can also be found on the school website under the PTFA section. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events.
- Text messages via the school systems.
- Our PTFA Facebook page – St. Bede's PTFA South Shields.

### **How you can get involved**

There are lots of ways you can help and support your child through the PTFA.

Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive from our PTFA Lite.

If you would like to be more involved you can volunteer to be a member of our PTFA Lite or a class representative for your child's class. Or you can simply support the AGM and give us your ideas for fundraising events. This is also the time to ask questions or voice your opinion.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us.

If either or both parents complete the Gift Aid declaration form, your donations will be worth a lot more to us.

And finally, we are always extremely grateful to receive donations as mentioned before.

### **A Message from the Headteacher**

"I am totally overwhelmed by the support and dedication of the PTFA. PTFA activities not only provide us with exciting social events, but also raise funds which help to give the children such an enjoyable education, through new resources. Our PTFA has achieved so much, and I look forward to continuing this valuable partnership in the coming years".

Mrs. C Devine

Headteacher

### **A Message from the PTA Committee/Trustees**

We hope you now know a little more about your Parent Teacher Association and policies. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

### **November 2023**

#### Appendix 1: PTA Safeguarding Policy Statement and Guide for Members

1. The health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. In order to do this, a wide range of measures and policies are put in place by St. Bede's Catholic Primary. These are all available to view on the school website. The PTFA support and abide by these policies.

2. St. Bede's Catholic Primary Safeguarding Policy is updated on an annual basis and approved by the Governing Body.
3. The Designated Safeguarding Lead (DSL) is Mrs. C Devine, Deputy Designated Safeguarding Lead is Mrs. L Welsh, other safeguarding leads are Mrs. N Mackley and Mr. B McVittie. The governor responsible for safeguarding is Ms. Sarah Waters
4. St. Bede's Primary PTFA will ensure that we prioritise child safeguarding at every event that is held. We will complete a risk assessment which will be reviewed and approved by the school. This risk assessment will consider the safeguarding element.
5. All members of the PTFA that visit school during the working day will adopt and follow school policies for signing in at the school office and other safeguarding procedures.
6. All PTFA members are aware that any concerns regarding events they witness or are concerned about should be raised with the PTFA Chairs and DSL immediately. It is crucial that PTFA members recognise the importance of sharing information confidentially. Support will be offered if needed.
7. First Aid arrangements will be included as part of the risk assessment for any event. Should a child be injured or taken unwell during an event. The PTFA Chair, Mrs. J Foord, will contact the parent/carer. staff will contact parent/carer if the event is during school hours.

### **Safeguarding and volunteer checks**

PTFAs have a duty of care to consider the safety and well-being of children and vulnerable adults, So we make sure this is considered when risk assessing our event.

Who can be checked?

Not all people who have contact with children are required to have a DBS check. It will depend on how often they have contact with children and whether that contact is considered regulated activity. However, because PTA members are regularly in school unsupervised it has been agreed that all PTA Trustees, committee members and active members should have an enhanced DBS disclosure with a barred list check.

Safeguarding is the primary concern of all events organised.

Our Chair, Secretary and Treasurer have all completed level 3 Safeguarding.

## **Appendix 2: Members Code of Conduct**

A safe community is obtained not only through the use of written rules and consequences but is derived from a nurturing atmosphere in which all individuals are treated with respect and compassion. Our school community consist of staff, children and parents learning together in an environment in which each person feels safe, valued, respected and stimulated. This guide should be viewed as a means to strengthen our community of learners. It describes the basic expectations for behaviour, as well as the rules and consequences at PTFA sponsored activities. The guide begins with the Members' Rights and Responsibilities, followed by School Rules and Guidelines for Behaviour at PTFA Functions. Throughout this document the word "members" refers to the children, staff and parents within our school community.

### **Members' Rights and Responsibilities**

Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.

- Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
- Members have the right to be safe both physically and emotionally. They have the responsibility to maintain the safety of others.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member or the school.
- Members have the right to expect that their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
- Members have the right to learn about themselves. They may express their feelings and opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.



- Active members involved in events are asked to ensure the safety of children as a priority and retain an appropriate level of confidentiality i.e. we don't talk about other people's children or their behaviour.

### **School Rules and Guidelines for Behaviour at PTA Functions**

The children will:

- Keep hands, feet and other objects to themselves.
- Show respect for all adults and other pupils by their words and actions, and listen carefully to directions when they are given.
- Respect school and personal property.
- Refrain from name calling, using inappropriate language or teasing others.
- Not engage in activities that may injure others whether intentional or unintentional.

### **What happens if a child behaves unacceptably at a PTFA sponsored functions?**

Adult Responsibilities:

- It is the right and responsibility of active PTFA members attending a PTFA function to verbally correct, or to report to the event coordinator, any misbehaviour by any pupil or parent that occurs at that specific PTFA event.
- Parents/carers attending PTFA sponsored functions with their children are expected to assume responsibility for their children's and their own behaviour and safety.
- Parents/carers unable to accompany their children to PTFA sponsored functions are expected to designate or identify an adult who will be present and who will assume responsibility for their children's behaviour and safety. In the case of a school Disco, Movie nights etc those present representing the PTFA will assume this responsibility.
- The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil have a short time out to calm down. If the behaviour is significant it will result in immediately contacting the child's parent/carer. The parent/carer will be expected to remove the child from the event. At any subsequent events a child may then need to be accompanied 1 to 1 by a supervising adult or be excluded from attending future PTA sponsored functions.

### **Significant Severe Behaviour:**

- Wilfully endangering yourself or others.
- Wilfully destroying property.
- Wilful disobedience of adults attending PTA functions.
- Engages in abusive language or behaviour.

## **Events held within School grounds – Safety and Risk Assessment**

If designated area is out of bounds any child using this equipment will do so at their own risk at a parent supervised event.

All PTFA run events will have a comprehensive Risk Assessment which will be approved by the school prior to the event. The Risk Assessment will include health & safety, safeguarding, supervisions levels and first aid arrangements.

Before the start of any event a short briefing will be held to ensure that all PTFA members/helpers understand their role and responsibilities, safeguarding , Health & Safety and who to go to if they have any concerns or need help, the location of the first aider and kit will be clearly identified. This will also include information about which senior leaders are available and who is the DSL.

### **Appendix 3: Complaints Policy**

1. This is a procedure if there is a complaint against St. Bede's Primary PTFA (PTFA).
2. St. Bede's Catholic Primary has its own complaints procedure. See school website for details.
3. The PTFA defines a complaint as any expression of dissatisfaction about the PTA's action or lack of action or about the standard of a service provided. A complaint can be written or verbal.
4. A complaint is not:
  - a request for service (such as the PTA not holding enough events or holding too many events)
  - a request for information or an explanation of PTFA policy (such as why the PTFA charges an amount for an event)

These issues will not be treated under the complaints procedure but instead can be addressed as seen fit by the PTFA Chairperson.

### **Making a complaint about the PTFA**

1. If you feel that the PTFA has failed to meet its requirements and you want to complain in the first instance you should contact the Chair of the PTFA in writing.
2. If the complaint received by the PTFA is in respect of the Chair, the complaint should be referred to the Secretary and Treasurer. If, and only if, it is about all three Trustees it should be reported to the Headteacher.
3. The PTFA would expect that the vast majority of all complaints you have about the service from the PTFA could be resolved at the first point of contact. You are encouraged to contact the PTFA to let the PTFA know of any problems and give the PTFA the opportunity to put it right as soon as the PTFA can.
4. If, after you have contacted the Chair, you are still not satisfied or the issue has not been resolved, then you have the right to raise the matter with the school. You can do this by contacting the Headteacher in writing.

