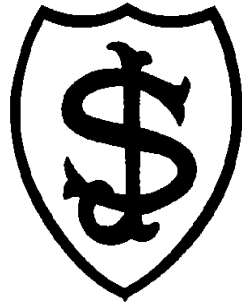


St Joseph's Catholic Primary School



St Joseph's Catholic Primary School
Parents & Friends Association

Terms of Reference
2016-17

Parents & Friends Association (PFA)

The Parents & Friends Association (PFA) is an organisation of parents/carers and St Joseph's R.C. Primary School staff. Its role is to encourage closer links between home and school. PFA's are best known for their fundraising work, but they have a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.

How is the PFA organised?

At St Joseph's, all parents/carers and teachers are automatically members of the PFA and are welcome to all general committee meetings.

We hold our annual general meeting, at the start of the School year. At this meeting a committee is elected to run the PFA consisting of a chair, vice-chair, treasurer and a secretary.

PFA committees meet once a term and set up smaller working groups to organise individual events.

Aims of the PFA

1. To enhance the education and wellbeing of the pupils of St Joseph's by providing or supporting provision of facilities and resourcing through fundraising
2. To promote positive close co-operation and communication between parents and school staff.
3. To provide activities and events to support and enhance school provision

It is not the purpose of the PFA to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school guidelines.

School management/operational procedures; curriculum or timetabling; staff selection and appointment; school hours or holidays and management of budget all fall outside of the remit of the PFA.

Potential Activities

Christmas Fair,

Film Nights

Ladies Evening

Year 6 leaving BBQ

Summer Fair

Raffles

Communication

One of the primary roles of the PFA is to build strong relationships among teachers, staff, students and the community. Relationships are built through communication. St Joseph's PFA will promote all news and events through newsletters, social media and school website.

Fundraising

St Joseph's PFA will help to raise money by organising and managing various fundraisers throughout the year. The money raised by the PFA is used to promote educational opportunities such as IT equipment (smartboards, computers), sports or school uniforms and other classroom supplies and materials.

St Joseph's PFA will raise money through events such as Christmas Fair, Summer Fair, Film Nights, Discos and Raffles. However, there are other opportunities to raise donations such as cake sales, sponsored activities or business partnerships.

St Joseph's PFA will pay St Josephs R.C. Primary School via a standing order of £100 per month to cover additional teaching resources and tea and coffee for special assemblies.

Other monies will be donated to St Josephs R.C. Primary School via cheque on a termly basis subject to funding.

Organising Social Events

St Joseph's PFA will arrange and promote social events throughout the calendar year. Social events such as Family quizzes and seasonal celebration events will be inclusive and enjoyable and promote the PFA and School relationships to the wider community.

Organising Academic Events

St Joseph's PFA will organise competitions and events within the school to encourage and increase learning and proficiency.

Consultation and governance

St Joseph's PFA committee will keep the Head teacher and Governors informed about activities and key decisions through meetings between the PFA Chair, Headteacher and the Chair of the Governors. Minutes and a record of notes from PFA meetings will be maintained and shared following meetings.

Safeguarding

All members of the PFA Committee who are likely to be involved with events where pupils are present will be DBS cleared and able to work within the school and adhere to St Josephs RC Primary School Safeguarding and Child Protection Policy.

All PFA functions will work within St Joseph's Safeguarding / Child Protection / Equality and Diversity and Complaints Policies and Frameworks.

Legal

All PFA events will work within legal and safe parameters. Appropriate risk assessments will be submitted to the committee 1 month prior to a PFA event.

All licences will be applied and purchased 30 days prior to a PFA event.

Financial Matters

Two people should collect & count monies that come in to School.

Any donation requests that are made by School should be made in the first instance via the Head Teacher, the Head Teacher is then to consider the request and if he/she approves it, he/she would then forward the request to the PFA, preferably by email. The donation request will be considered at the next PFA meeting. The teacher who wants the funds would be invited to present at the PFA meeting, the PFA will ask the teacher to explain the benefits that the School/children would derive from the donation. The teacher would be asked to step out of the room whilst the PFA committee would then vote on the donation request and the result would be advised to the the Head Teacher / Teacher as soon after the PFA meeting as possible. If successful, the money is to be passed to the School as soon as possible.

Document Review

At the AGM on 2nd November 2016 this document was discussed and all present were asked whether it was still relevant/appropriate.:

Acceptance of document proposed by: Carolyn Gillibrand

Seconded by: Moya-Clare Moses

and agreed by all at the PFA AGM on 2nd November 2016