

Friends of Belton School Welcome Pack



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Index

- Welcome
- Our Ethos
- Charitable status
- History
- What is the main function of FOBS
- Roles and responsibilities of committee members
- Our meetings & AGM
- Meeting code of conduct
- Support from PTA-UK
- How we raise money
- Gift Aid & charity matched giving
- How we spend the money we raise
- How we get information to you
- How you get involved
- Code of conduct
- Conflict of interest policy
- Expenses policy
- Confidentiality policy
- Social networking policy
- DBS information
- Helpful tips
- Up and coming events
- Appendix
 - A - Constitution and Guidance Notes (England and Wales) November 2011
 - B - PTA Risk assessment template
 - C - Gift aid form
 - D - Fund proposal form

Welcome

Thank you for agreeing to be a member of our Friends of Belton School committee. The time and effort you give is greatly appreciated and you will make a difference to the school and pupils.

Our welcome pack is designed to help support you and answer some of the questions you may have about FOBS.

We are fortunate to have a great team of parents, grandparents and friends that believe that FOBS is an integral part of the school community and support to help FOBS work well.

In its time FOBS has raised thousands of pounds. This money has been spent on equipment and resources to enhance our children's educational experience and the school facilities.

We actively encourage all parents and members of the school community to get involved, even if they only have a small amount of time available.

You are invited from day one to participate in FOBS in whatever capacity you choose. Whether it be at our regular meetings, volunteering at events, donating treats for cake sales, or organising and/or helping at fundraisers. Any way you are able to take part is an asset to the school community.

If you have any questions that remain unanswered, please talk to any one of our committee members.

Our ethos

The Friends of Belton School, otherwise known as FOBS, are a friendly, dedicated group of parents/carers, grandparents and friends that believe that FOBS is an integral part of the school community.

We believe that FOBS is about much more than simply Fundraising, our main goal is to strengthen the relationship between the school and parents. Our aim is to raise money for the school to use to enhance our children's time & experience at Belton.

We welcome ideas and support from parents, grandparents, friends, teachers, pupils and the surrounding community.

Support Parents - Support the School

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 FOBS and how we conduct ourselves. A copy of the constitution is in appendix A.

Being a registered charity enables FOBS 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.

History

We are a small village primary school which caters for children aged 4 to 10 in Belton in North West Leicestershire with strong links to the church, village and community. Belton C of E Primary School was founded in 1843 and the present school was built in 1976. It is located in spacious attractive grounds which offer opportunities for creative outdoor play and interaction with nature at first hand.

'Belton Church of England Primary is a good school. This a very happy school and one in which pupils' behaviour is truly outstanding. They are exceptionally well-motivated learners. This is because they are interested in the topics they learn about and because the quality of teaching is good.' Ofsted Report November 2013.

What we do

We believe that FOBS is about much more than simply Fundraising. Essentially, the main goal of FOBS is to strengthen the relationship between the school and parents.

FOBS exists to provide closer links between home and school and is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal.

We aim to help and assist the school with funds for programs, activities and facilities that will enrich and maximise the education of every pupil. In order to reach this goal, we fundraise throughout the year with exciting, fun, community-building events which aim to bring the whole school together.

We raise funds for the school by running events for the pupils, their families and the community. These include school discos, social evenings and seasonal fairs. We use the funds raised to help finance projects, which we believe enhance the pupils' educational experience. We enjoy wonderful support from our pupils, staff, parents, friends and the community.

Roles and Responsibilities of Committee Members

Committee structure

The key elements of the structure of the association are the:

- constitution (governing document)
- members
- committee
- trustees

Constitution

All associations need a constitution. This is a document which establishes the fundamental rules by which the association is governed and describes:

- the aims of the association and its powers
- its membership
- the size of the committee and how members are elected
- the need for an annual audit and general meeting

Members

FOBS members include all parents/carers of children in the school and teaching staff plus any persons wishing to offer appropriate support or help to the school/association who is deemed suitable as a member by the Committee e.g. grandparents, members of the local community

Members are not legally responsible for the actions of the association. It is the elected committee members who are legally responsible for the management of the association.

Committee

A committee is a team of volunteers who are elected at the association's Annual General Meeting (AGM) to manage the association on behalf of the members. There are two types of committee member, Officer and Ordinary (or Other) member. Officers have specific roles such as Chair, Treasurer or Secretary. Ordinary Committee Members play a vital role working alongside and supporting the Officers. All committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.

Additional support

In addition to the elected committee, we have a list of volunteers/helpers, who are willing to support the work of the committee. It is acceptable for such volunteers to attend committee meetings but they do not have a vote; only elected committee members (Ordinary and Officers) can vote.

Being a nominated FOBS volunteer can be a gentle introduction to the committee and such volunteers may well go on to being a fully elected committee member with full voting rights.

Trustees

As our association is a registered charity, all the elected committee members (Officers and Ordinary) automatically become Trustees of the association (charity) and have a legal duty to ensure that the association (charity) acts lawfully and is managed properly.

Whilst Trustees have a legal duty it is important to remember that all decisions should be made collectively by the committee. No one individual should take sole responsibility for a committee decision or activity.

The Charity Commission expect that all committee members will have been subject to a recent Disclosure and Barring Service (DBS) check.

Role of Chair

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the committee so that everyone feels involved. New members of the committee may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair can be a signatory for the association's bank account, along with either the Treasurer, Secretary or other elected committee member.

Key responsibilities:

- provide leadership; ensure the Committee fulfils its role in respect of governance of the association
- set the agenda for meetings, liaising with the Secretary
- ensure the agenda is followed and that all business is covered
- call the meeting to order when it is time
- welcome and involve new members
- ask for apologies for absence
- sign the approved minutes of the last meeting
- agree a date for the next meeting
- close the meeting
- write the annual report, liaising with the Secretary
- sign cheques for the PTA with one other elected committee member
- get to know committee members

Role of Secretary

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school. The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help ensure that any correspondence that is sent to the school is passed onto your association promptly.

With the agreement of the Head teacher, the Secretary can usually arrange to leave FOBS notices with the school Secretary for distribution with school mailings to parents or for distribution via 'pupil mail'.

As well as dealing with correspondence following a committee meeting, the Secretary will need to make bookings and other arrangements for forthcoming events, confirming arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the association, along with the Treasurer, Chair or other elected committee member.

Key responsibilities:

- deal with correspondence
- prepare agendas

- call meetings - giving plenty of notice
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to ensure that the meeting can proceed (this number is defined in the constitution)
- write up the minutes of meetings
- distribute minutes to all the committee
- make meeting & event arrangements
- co-sign cheques as required
- write the annual report with the Chair

Role of Treasurer

A key responsibility for all committee members is to manage and control the funds the association raises. Although all the committee members have equal responsibility for the control and management of funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should maintain a record of all income and expenditure. This can be done in a simple accounts book or using a computer based package. The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events,

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments, for example, PTA-UK membership, are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer.

At each event, two people, the Treasurer and another committee member should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a safe overnight. It is recommended that funds raised should not be kept at home. PTA-UK insurance provides cover for cash to specified limits. Please refer to the PTA-UK Policy Insurance Summary for further details.

The Treasurer should also be involved in pursuing charitable status and Gift Aid. Before the AGM, the Accounts will have to be drawn up in collaboration with the Chair and either audited or independently examined as specified in your constitution.

Key responsibilities:

- maintain accurate and detailed financial records
- present a financial report at each meeting
- liaise with the bank
- make approved payments
- consults with the bank or building society regarding the availability of higher rate interest accounts

- count and bank monies
- prepare and co-sign cheques as required
- provide and account for cash floats at events
- charity registration and Gift Aid
- pay agreed expenses
- prepare annual accounts and liaise with the independent examiner of accounts
- ensure the committee has agreed appropriate procedures for the handling of financial matters

Our Meetings & AGM

The Committee meets on a regular basis, with smaller working groups meeting as necessary when we are planning larger events.

During the meeting we decide on:

- what action to take
- come to decisions which everyone is happy with
- benefit from ideas, skills, knowledge and opinions of all members
- conduct business efficiently in accordance with the constitution

Our meetings will be most effective if everyone agrees what is expected of the FOBS members and how you are going to work together. Teamwork is essential and can be summed up as Together Everyone Achieves More.

Annual General Meeting (AGM)

Our Annual General Meeting is held at the beginning of the academic year and provides an opportunity for all parents to come along and hear in more detail about the work of FOBS, 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 and set out our annual calendar of events.

Meeting code of conduct

- All meetings will start on time - The chair person has to know in advance if you are running late or cannot attend
- If you would like an item discussed in the meeting then it needs adding on to the agenda via the secretary or bringing up in any other business
- Support the group and work as a team - everyone's contributions is important
- Listen to each other and respect each others point of view
- Discourage domination by one or a few members and encourage quieter members to take part
- Aim towards constructive discussion and decisions - try not to get 'personal'. If you disagree with someone make it clear it is their point of view rather than them as a individual.

Support from PTA-UK

FOBS is a member of PTA-UK, which is a national charity and membership organisation providing support and guidance for all home school associations in England, Wales and Northern Ireland. Our association is one of over 13,600 members in current membership of the PTA-UK.

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 PTA plus fundraising ideas and good practice hints and tips.

PTA-UK also provides us with the opportunity to meet and communicate with other PTAs to discuss and share experiences. We receive termly publications and we receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips - www.pta.org.uk. If you require full access to the site at anytime, please speak to the Chair or Secretary for login details.

How we raise money

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

- Fetes, Pate, pies and punch, Milk bottle competition, Discos, non uniform days, Coffee afternoons, Christmas calendars

So you can see there is always something going on. We always try and respond to the children's requests; it is great to see them having fun at the events or enjoying using a piece of new equipment that FOBS 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.

As FOBS is a registered charity, we are able to raise money through Gift Aid and company matched giving schemes.

Gift Aid

We as FOBS operate and manage the gift aid scheme. Information on how it operates:

If you are a UK tax payer, we are able to claim 25p in every pound that you donate to FOBS. The procedure for this is very simple. We ask our parents to sign the declaration form attached (this only has to be done once whilst you are at school) to confirm you are a UK taxpayer. The declaration can be cancelled at any time. Following this, every time you support FOBS with a cash donation or if you support a sponsored event, FOBS can claim the Gift Aid on your contribution.

There is nothing further for you to do and we need no other information from you. The issue of Gift Aid is taken on trust and you can support more than one charity in this way. We do not, and are not required to divulge any personal information to the HMRC from your completed forms.

If you are a UK taxpayer, please complete the declaration form at the back of this booklet. If both parents are taxpayers, please request another Gift Aid form from the FOBS Treasurer

or copy the one you have. As FOBS we are very conscious that with a relatively small school community, the demands are often not as widely spread as in larger schools, and because of this, we try to raise our funds from as many different sources as possible.

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 FOBS officers, or ask in the school office.

How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our FOBS Committee meetings, that the decisions on how to spend the money are agreed.

Usually, the head teacher will have a 'wish list' of items that the school would like FOBS to consider funding. Sometimes this will be as a result of the children asking for something.

At other times it will be for resources to improve a particular area of the curriculum or school environment. FOBS 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.

FOBS funds are not generally spent on improving the fabric of the school building as this is the responsibility of the school Governing Body. Our Constitution commits the FOBS to spending money on things that will benefit the children directly.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your children will feel the benefit, along with everybody else.

Of course there have been times when we have been fundraising for a large project. Such as the outdoor play equipment. However, whilst saving for these, we have still managed to find funds for smaller items thanks to the generous and continued support of our parents.

How we get information to you

All FOBS letters and information will be sent home in an envelope addressed to you with your child or will be emailed if this is your preferred way of communication. You will receive information on forthcoming events and dates plus requests for assistance, when we are planning large events.

FOBS letters and information are posted on the school notice board which is situated at the front of the school near the blue gate.

We have a group Facebook page where events and FOBS activities will be promoted.

Newsletters are published throughout the school year, giving a round up of events, details of the total amount raised that term, any equipment we have bought for the school, stories, input from the children etc.

We are currently trying to establish a list of parents' email addresses, so we can contact you this way. Please ensure we have an up to date email address. Please make the secretary aware of any amendments.

How you can get involved

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

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, or even if you can not come into school. There are always jobs that can be done from home 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.

If you would like to be more involved you can volunteer to be a Committee Member. 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.

Trustee Code of Conduct

The trustees of FOBS are jointly responsible for the control and management of the charity. This document outlines the expectations of trustees in carrying out their role.

Values and principles

- To act in the best interests of the charity and the children and families who access its services.
- To commit to achieving the aims of the charity and to act in accordance with the charity's governing document, policies and procedures to fulfil its objectives.
- To act prudently and with care when managing the finances, resources and operations of the charity.
- To understand your legal responsibilities and to keep up-to-date with good practice; in order to ensure that the charity meets relevant statutory and legal requirements.
- To contribute to ensuring that all policies and procedures comply with relevant legislation.

Safeguarding and child protection

- To adhere to the school's safeguarding policy and ensure that all FOBS trustees undergo a DBS check.

Meetings

- To aim to attend all trustee meetings; sending apologies in advance where possible.
- To play an active part in discussions and decision-making; exercising your own independent judgement, but understanding that decisions are collective.
- To ensure that any matters raised individually are brought to the attention of all trustees, where appropriate.
- To work effectively as part of a team with the other trustees, avoiding disagreements; expressing your own ideas, perspectives and opinions and in return respecting fellow trustees' views and experiences.

Conflicts of interest

- To avoid any potential conflicts between personal interests or loyalties and trustee responsibilities. Where identified, to bring these to the attention of the trustees and withdraw from taking part in any discussions or decisions in relation to these matters.
- To not misuse the role of trustee to gain preferential benefits or treatment.
- To not accept any gifts, hospitality, payments or financial benefit for being a trustee, except for reasonable expenses that have been approved by the trustees.
- To ensure permission is provided by the charity's governing document or the Charity Commission before receiving any payment for another role within the charity.
- Where another role is carried out for the charity, to agree to keep the two roles separate, and to withdraw from taking part in any trustee discussions or decisions in relation to the other role.

Confidentiality

- To abide by the school's confidentiality and information sharing policies and to only share information appropriately and when required by the committee.
- To keep confidential any communications between committee members and points discussed at committee meetings.
- As a spokesperson for the charity, to act professionally and only communicate information as agreed by the trustees.

Support

- To seek information, advice and guidance from relevant people or organisations as required.
- Where necessary, to undertake learning to ensure trustee duties are carried out effectively.
- To actively support the employees of the setting.
- To ensure that suitable inductions are arranged for all new trustees and employees.

Leaving the committee

- To give notice in writing to the trustees on wishing to resign. Where resignation would leave the charity unable to reach the minimum number of trustees, to remain on the committee until a suitable replacement is found.
- Where provision for removal of a trustee is included within the charity's governing document: To understand that any trustee that brings the charity into disrepute provides fellow trustees with the power to pass a resolution to remove them as a trustee and a member of the charity.

The charity's obligations to trustees

- To be kept informed of the finances and any business activities relating to the charity and to be involved in the discussions and decision-making on these matters.
- To be informed in advance and given an agenda for all meetings.
- To have your views and opinions respected by fellow trustees.

Conflict of Interest Policy

Policy statement

Our trustees have a duty to act in the best interests of Friends of Belton school ("the charity") and must not use their position as a trustee to their own personal benefit. Conflicts of interest occur when a trustee's personal interests, or the interests of an organisation or person connected to the trustee, have the potential to conflict with the interests of the charity. Trustees must avoid all situations that may possibly lead to a conflict of interest and also have a legal duty to declare any potential conflicts of interest between themselves (or a connected person or organisation) and the charity. Prior legal authorisation is also required in any situation where a trustee potentially stands to receive a material benefit from the charity. The purpose of this policy is to provide a procedure for recognising situations which can lead to potential or actual conflicts of interest and to create a clear and transparent process for declaring and managing these conflicts. All prospective trustees are made aware of this conflicts of interest policy and, to encourage transparency, a copy is also made available publicly.

Types of conflicts of interest

A conflict of interest can arise for a trustee in situations where there is the potential for direct financial gain or benefit. Circumstances that involve a trustee receiving a direct financial gain or benefit might include:

- A paid employee of the charity becoming a trustee.
- Employing a trustee to work in a paid post within the charity.
- Paying a trustee, or an organisation which a trustee has a financial interest in, for services provided to the charity.
- Paying a trustee for work they carry out as part of their trustee duties.
- Selling charity equipment or land to a trustee.
- A trustee providing a loan to the charity.
- A waiver or reduction in childcare fees for a trustee.
- Indirect financial gain: This can include the employment of a trustee's partner by the charity, as the trustee may benefit indirectly from their partner's salary.
- Non-financial gain: A non-financial gain can include if a trustee is treated favourably when using the services of the charity, because they are a trustee, such as if they were given priority above other families when applying for childcare sessions.
- Conflicts of loyalty or duty: These might arise for trustees if:
 - A partner, relation or close friend is employed by the charity.
 - They are a trustee, employee or member of another organisation that has dealings, or may be in direct competition, with the charity e.g. for a funding bid.

Authorisation for a trustee to receive a benefit

Conflicts of interest are often created when a trustee stands to profit or personally benefit, either directly or indirectly, from the charity or their role. Explicit legal authority must be obtained from the governing document, the Charity Commission or a court of law before a trustee receives any financial or material benefit from the charity. There are limited circumstances where a benefit will not require authority i.e. reasonably incurred expenses. Benefits that are available to anyone and not just the trustees will also not generally need to be authorised. All benefits and payments to trustees are clearly detailed in the charity's accounts.

Procedure for dealing with conflicts of interest

The charity maintains a trustee register of interests to help recognise potential conflicts of interest or loyalty for the trustees, recording information such as:

- Sources of significant income of the trustees (not including the amount).
- Significant business interests, including property holdings.
- Membership or board positions in other organisations.
- Significant participation in any form of a campaigning or political body.
- Details of any third parties that the trustee deals with on a regular basis.
- Relationships with any employees of the charity, or any potential employees, suppliers, service providers or funders to the charity.
- Situations where the trustee has the opportunity to benefit, including whether authority has been obtained.
- Trustees are asked to complete a declaration of interests form, disclosing any known interests which may conflict with the work of the charity, on invitation to join the charity as a trustee and annually thereafter to keep the trustee register of interests up-to-date.
- Significant interests for prospective trustees will be pointed out to the members at the time of trustee elections.
- The trustee register of interests is used at each trustee meeting to identify any items for discussion where there is potential for a conflict of interest to arise for any of the trustees.
- As not all conflicts of interest can be predicted in advance, trustees are asked to declare any potential conflicts of interest at the start of the meeting, and must withdraw from any discussions and voting on the matter concerned.
- To ensure transparency, the trustee is usually asked to leave the meeting at this point so that it cannot be claimed that they influenced the decision; although they may be asked to provide relevant information prior to this.
- Where a trustee withdraws from discussions due to a conflict of interest, they are not included in the quorum; whether they leave the room or remain present. If this makes the discussion inquorate, voting and decision-making on the matter is postponed until the next quorate meeting.
- The conflict of interest and the action taken are recorded in the minutes of the meeting.

The above steps to declare that a conflict exists and to withdraw from the discussion and any decision-making will usually be all that is required if the conflict of interest does not involve a possible material benefit to the trustee. However, if a trustee is receiving a material benefit, specific legal authority is required and the additional conditions below are followed.

- Additional conditions relating to financial or material benefits
- The trustees who do not stand to benefit from an arrangement make the decision over whether it is in the best interest of the charity for a trustee to receive a financial or material benefit. The matter is recorded on the trustee register of interests and the trustee concerned has no involvement.
- In all cases where the trustees decide it is in the best interests of the charity, the trustees ensure they have the necessary legal authority before proceeding any further; making an application to the Charity Commission for authority in instances where the charity's governing document does not provide this.
- If legal authority is provided:
- The number of trustees receiving a financial or material benefit from the charity at any time, either directly or indirectly through a connected person or organisation, are always in the minority.
- A written agreement is drawn up to set out the arrangements between the trustee concerned and the charity, and is approved by the trustees who do not stand to benefit.
- Any payments or financial benefits made to a trustee are reasonable for the service provided and do not exceed the amount that would normally be paid by the charity.

- Trustees with a conflict of interest will not be permitted to sign contracts or invoices connected with the conflict.
- Trustees who receive a financial benefit from the charity do not hold one of the Officer positions, as implementing the procedures required to manage the conflict of interest will make it difficult to fulfil certain duties connected to these roles.
- The benefit is clearly recorded in the charity's Annual Report and accounts.

Each trustee is responsible for declaring any matters that may present any actual or potential conflict of interest. If any trustee is uncertain about what matters they should declare, they must raise the issue with the other trustees. The trustees will seek advice from the Charity Commission where necessary. The Charity Commission advice and any actions taken in following the advice will be recorded in the minutes.

The trustees must notify the Charity Commission if they find that a trustee is receiving an unauthorised benefit, or has not acted in the best interest of the charity. In these cases, the trustee concerned may be in breach of trust and could be liable to repay the value of the benefit to the charity.

Where a conflict of interest may damage the interests or reputation of the charity, the trustee may be asked to take steps to put an end to the situation causing the conflict; if necessary by resigning as a trustee of the charity.

This policy was adopted at a meeting of Friends of Belton School.

Held on (date) _____

Signed on behalf of the committee. _____

Role of signatory (eg. Chairperson) _____

Review date: _____

Expenses Policy

Policy statement

The charity is committed to offering equal opportunities for all volunteers, by reimbursing reasonable expenses that allow them to carry out their duties and support Fobs events. Trustees are entitled to claim expenses for any reasonable costs incurred, but must ensure that they get the best value for the charity by choosing the most cost-effective option available.

Procedures for claiming expenses

1. An annual expense budget is agreed by the trustees to cover any necessary costs.
2. Only the actual costs incurred for expenses will be reimbursed, up to the approved amount.
3. Expenses are claimed using the standard form, with all sections completed and totalled.
4. Receipts, tickets or bills must be provided with the expense claim form in evidence of all payments. Wherever possible, these should be itemised and should show the amount of VAT paid and the VAT Registration Number. Where they also contain items other than claimable expenses, they should be highlighted to indicate the relevant expense.
5. Expense claims will need to be approved by the trustees. Claims should be made within a week of the purchases
6. Claims will be withheld until appropriate documentation has been received and approved. Any incomplete claims will be returned for amendment, which is likely to cause a delay in the payment of expenses.
7. Once approved by the trustees, the treasurer signs and dates the claim to authorise it for immediate payment. If the treasurer is unavailable, or has submitted the claim themselves, the chair may provide authorisation. Trustees cannot authorise their own expenses.
8. The expenses claimed are monitored against the budget at each trustee meeting, to ensure it is not exceeded.
9. Trustees are advised that if they intentionally make false or inaccurate claims that this will be regarded as gross misconduct and may lead to their removal as a trustee.

This policy was adopted at a meeting of Friends of Belton School.

Held on (date) _____

Signed on behalf of the committee. _____

Role of signatory (eg. Chairperson) _____

Review date: _____

Confidentiality Policy

The trustees of FOBS are jointly responsible for the confidentiality policy. This document outlines the expectations of trustees in carrying out their role.

Statement of intent:

To protect privacy/confidentiality of FOBS committee members, children, parents/carers and staff

Aim:

- To respect the privacy of FOBS committee members, children, their families and staff.
- To abide by the school's confidentiality and information sharing policies and to only share information appropriately and when required.
- As a spokesperson for the charity, to act professionally and only communicate information as agreed by the trustees.

Definition of confidential information

"Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others"

All information which relates to FOBS is deemed to be confidential. You must not give or pass on to any other person or organisation confidential information, to which you have access to. This requirement will continue to apply after you have left your position within FOBS.

You are advised that any disclosure of confidential information is *Gross Misconduct*, which if proved, will lead to the removal as a trustee.

This policy was adopted at a meeting of Friends of Belton School.

Held on (date) _____

Signed on behalf of the committee. _____

Role of signatory (eg. Chairperson) _____

Review date: _____

Social Networking Policy

With regards to all social networking sites, Friends of Belton School feels that confidentiality should be paramount at all times. At no time should information about the association, confidential business matters or discussion around children, families, staff and committee members be posted. Photographs of children or staff are not to be put onto a social networking site.

Confidential information and/or slanderous, derogatory, or libellous posts (linked to a complaint or otherwise) made on any Social Networking sites, are not conducive to good relations, and in any such case, where relations between the parties involved cannot be repaired.

Legitimate Complaints about any Friends of Belton School matters should be made direct to the Chairperson, following the procedure outlined in the complaints policy and not aired in public during the course of any investigation.



Disclosing and Barring Service Check

As you are volunteering within our school we are required to carry out a DBS check.

Please contact the school office to make an appointment to come into school with all the documentation listed below and we will start the application process.

You will need:

- A current and valid passport or UK Biometric residence permit
- Current driving licence - photo card with paper counterpart
(If you don't have any of the above please bring your birth certificate and marriage certificate if applicable, and a utility bill and bank statement with your name and address).
- Birth certificate
- All previous surnames and Christian names and dates used. Proof may be required: marriage certificate
- A five year home address history including post codes (with dates at each address)
- NI number
- Email address if possible

Many thanks,

Mrs E de Looze
Head teacher

School Events Calendar

Month	Event	Meeting Focus
March	EGM Launch of new FOBS logo competition Easter Egg Hunt	
April		May Day
May	May Day Event Announcement of FOBS logo competition	Nearly New Uniform Sale Book Swap
June	Nearly New Uniform Sale Book Swap	Leavers' Do and books New intake picnic
July	Refreshments for leavers do Leavers' Books	Social meeting
August	Picnic for new intake and year 1	No meeting

Helpful Tips

To help you achieve you don't have to do everything all at once! Be realistic in what you think you can achieve. Take it one step at a time and don't overstretch yourselves. Once you have agreed your priorities you will want to think about how you are going to achieve them. You may divide into subgroups or try to gain the support of other parents and involve them in specific activities.

Most of all have fun, enjoy and remember we are a team.

Everything does not have to be done all at once!!!

Appendix

- A: Constitution and Guidance Notes (England and Wales) November 2011
- B: PTA Risk assessment template
- C: Gift aid form
- D: Fund proposal form