



Hillcross Primary School

Friends of Hillcross Operational Protocols

The school greatly appreciates the time and effort the Friends of Hillcross members give to the school. Without their hard work and support the school would not be able to offer the children many of the experiences and activities they currently enjoy and the children would not benefit from the range of resources and equipment that funds raised by the Friends of Hillcross are used to purchase.

In order to ensure that the Friends of Hillcross members and the school work together effectively it is important that agreed protocols are in place to ensure that everyone is aware of the procedures to be followed within the partnership.

The following protocols should be read in conjunction with the roles and responsibilities of the respective core committee members (see PTA Association) and should be considered as a working document that will be reviewed at least annually at each Annual General Meeting, and more regularly as necessary, to ensure smooth and efficient collaboration for the good of the children.

Administrative:

Planning of Events

- **The chair and vice chair will liaise with the Headteacher or another Senior Leader at the end of the summer term about potential events and dates for the following academic year.**
This will ensure events can be scheduled to complement teaching and learning and avoid any clashes with school led events. This will also enable school leaders to avoid parents being asked for money for multiple events at the same time.
- **Each event will be led by a named member of FOH.**
This does not have to be a member of the core committee but where the event organiser is not a core committee member, a member of the core committee will also be linked to the event to support key decision making.
- **An initial meeting will be held with between the event organiser, the core committee member, a School Senior Leader** (usually the Headteacher) and the Headteacher's PA to agree the details of the events and the required actions of the school such as the number of helpers needed at each event, whether any teaching staff are required etc.
- **Prior to an event regular update meetings will be held between the event organiser and a member of school staff.** This will usually be a senior leader and/or the Headteacher's PA.

Communication

- **All communication to the school regarding events will be directed to the Headteacher/Senior Leader and her PA.** Communication relating to an event will only be accepted from the event organiser or the link member of the core committee.
- **The preferred form of communication will take the form of an email.** Emails will usually be responded to within 36 hours of being sent.
- **Where a meeting is required this will usually require some notice in order to take account of everybody's busy schedules.** A meeting will be arranged (this may be face to face or via the telephone) within 36 hours of a request being made. Afterwards, an overview of the meeting will be emailed to the Headteacher, her PA, the Chair, the Vice Chair and the FOH secretary as a record of the discussions had/agreements made.
- **All communication to the school community will be approved by the Headteacher or Deputy Headteacher before being made.** This includes flyers/letters/posters/Facebook & Twitter comments. These are to be submitted at least 5 working days prior to the date required.



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Safeguarding

- All core committee and key members of FOH will have full DBS clearance.
- All core committee and key members of FOH will read Part 1 of Keeping Children Safe in Education 2016.
- All members of FOH will be aware of school safeguarding information (key information can be found on the schools Safeguarding Statement) and health and safety information such as where the fire assembly points are when working in school.
- The Core Committee will ensure that for all 'work' carried out on school premises there is at least one volunteer member who has up to date DBS clearance and that no volunteer without a valid DBS check is unsupervised at any time.
- The core committee members will ensure a valid risk assessment for each event or activity being held is carried out and a copy given to the Headteacher.
- The core committee members will ensure that there are first aiders on site at all events, whether as a member of the FOH or of the school community and ensure that all helpers are aware of who the first aiders are and how to contact them during the event.

Financial:

For Handling Friends of Hillcross Funds

- All funds collected should be deposited into the bank account as quickly as possible.
- Any funds that cannot be immediately deposited in the bank must be securely locked on school premises (e.g., the school safe). When FOH funds are secured in the school the FOH must obtain a written acknowledgment from the school. This acknowledgment must include the amount of money and where the funds are being stored.
- No funds shall be kept in a member's home.
- Funds should be counted in the school on the same day of receipt.
- The amount of money counted should be recorded on the FOH spreadsheet.
- Counting and handling of any cash or cheques received must be completed by at least 2 FOH members who may not be related.
- Request for floats must be made in writing to the FOH treasurer at least 5 working days prior to the event.

Cheques

- All cheques issued by the FOH must be signed by 2 officers who may not be related or reside in the same household.
- Other than the mandatory current account, any bank accounts must be authorized by a vote of the membership and must be in the name of the FOH.
- The primary mandatory current account must be used for all transactions, including deposits and withdrawals.

Authorizing Expenditure

- The FOH committee must obtain the membership's approval before spending FOH funds. This must occur at a regularly scheduled meeting where a quorum is achieved.
- Out-of-pocket expenditures: a FOH member may be reimbursed for out-of-pocket expenditure only if she/he submits a receipt. Reimbursement must be made by cheque and/or bank transfer payable to the member.

Avoiding conflicts of Interest

- FOH members must be careful to avoid acting in circumstances in which their personal interests conflict with their interests as FOH members.
- FOH members who have a direct or indirect interest in any business transaction, or any business dealing with the school or any financial interest, must declare the conflict of interest to the membership and this will be recorded in the minutes of the meeting at which the disclosure was made.



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- FOH members who have a direct or indirect interest in any business transaction, or any business dealing with the school or any financial interest, must refrain from participation in any decision relating to that matter.
- Before voting occurs at a general membership meeting, officers should remind members to abstain from voting if they have a conflict of interest.

General

- If the FOH require school facilities in order to hold a meeting or for any other purpose this must be requested in advance so that an appropriate space can be booked.
- If information is requested by either the school or FOH, this will be shared as soon as possible after the request has been made in order to avoid delays.
- All members of FOH 'working' within the school will adhere to school policies, especially in relation to maintaining confidentiality.

Discussed and Agreed: November 2016

To be reviewed: October 2017 (or earlier if required)