

Beach Haven Primary School FOTS Charter

Mission Statement

The Beach Haven Primary School Friends Of The School (FOTS) will work co-operatively with the Board of Trustees (BOT), Staff and School Community to enhance the educational, social and environmental opportunities available to our children.

Objectives

1. To assist the School financially by carrying out fundraising.
2. To act as a consultative group to the Principal and Board of Trustees.
3. To form a group of parents/caregivers and community members who are interested and enthusiastic about supporting the Beach Haven Primary School, community.
4. To carry out and manage tasks or events that support the School community.

Guidelines

1. A fundraising plan will be set at the beginning of the year, and published and communicated to the School community.
2. The FOTS will set the purpose for fundraising and fund raising target each year, in consultation with the BOT and staff, and with an aim to align with the BOT's stated objectives for the year. In the case of any funds raised in excess of the fund raising target, a prioritised "wish list" and suggestions for expenditure will be sought from the Principal. FOTS members can also add items to the wish list in consultation with the school community, BOT and Principal. FOTS members will decide on specific areas for "wish list" fundraising by consensus discussion, prioritisation and subsequent confirmation by voting.
3. The BOT has the ultimate responsibility for the management and allocation of all funds raised on behalf of the School, and will notify the FOTS and wider School community of any changes to the plan.
4. The Principal, or the Principal's delegate, and a BOT member will be invited to attend a FOTS meeting once a term (in a non-voting capacity) to give and receive feedback from the members about School and / or fundraising matters.
5. The FOTS will provide a report to the BOT each term covering fundraising progress and any concerns highlighted from the community. This can be presented by a FOTS representative or the BOT FOTS liaison.
6. The FOTS will follow the money handling procedure (as set out in the School's Finance Policy) in all dealings with money. The FOTS funds will be managed within the Beach Haven Primary School FOTS accounts, and will be audited as part of an annual audit process. The financial year will run from 1 January to 31 December.
7. The FOTS must obtain the prior approval of the Principal to use school buildings and/or grounds for their activities.
8. The FOTS must obtain prior approval from the Principal to use the school name in any event they organise whether it is a fundraising event or otherwise.

Membership

Membership of the FOTS is open to all parents and caregivers of the school community or any interested adult willing to support the needs of Beach Haven Primary. There is no election process for general membership of the FOTS.

There are four elected officers with specific roles. Elected members will retire at each annual general meeting but will be eligible for re-election at the same and subsequent meetings. General FOTS Committee Members may be nominated and elected on to the Committee at any Committee meeting.

Chairperson (elected from FOTS members)

- Official spokesperson for FOTS.
- Distribute Agenda prior to FOTS meetings.
- Run FOTS meetings in a timely and productive way ensuring all matters discussed are relevant to the role of the FOTS and valuing all voices in the meeting.
- Overall coordination of the FOTS year planner.
- Ongoing communication with lead event organisers to ensure fundraising success, and taking overall responsibility for all FOTS events.
- Oversee communication of fundraising events to wider community through School newsletters and school app.
- Ongoing open, proactive communication and liaison with the school Principal.

Vice – Chairperson (elected from FOTS members)

- Supports the Chairperson
- Runs FOTS meetings in Chairperson's absence

Secretary (elected from FOTS members)

- Minute taking at each FOTS meeting
- Distribution of minutes to FOTS members, Principal and BOT FOTS Liaison.
- Keep an up to date contact list of FOTS members and friends of the FOTS.
- Coordination and organisation of correspondence.

Treasurer (elected from FOTS members)

- Receive and disperse all funds on behalf of FOTS
- Provide a financial report each term
- The Treasurer must ensure the following: (a) A receipt/invoice supports every payment; (b) All monies are banked promptly.

Staff Representative (Non-voting position)

- The Staff Representative is responsible for providing 'staff voice' to discussions/decisions; to liaise between the Principal and staff for the co-ordination of events and supporting the FOTS to meet their objectives.

Board of Trustees FOTS Liaison (Non-voting position)

- The BOT FOTS Liaison is a representative of the BOT and is responsible for being the initial point of consultation between the BOT and FOTS, attending FOTS meetings where possible, and giving and receiving feedback where appropriate.

Meetings

Annual Meeting

- The annual meeting of the FOTS is held in the first term of each school year. The format consists of:
 - (a) Approving the minutes of the last annual meeting;
 - (b) Electing officers (Chairperson, Treasurer and Secretary) who will form the Executive;
 - (c) Approving financial statements from the previous year;
 - (d) Receiving the Chairperson's report from the previous year;
 - (e) Reviewing the FOTS Charter
 - (f) Full list of members compilation and update by the Secretary
 - (g) General business and invitation for new members.

General Meetings

- Meetings are held twice a term.
- Special meetings may be called or subcommittees formed for special projects.
- Copies of minutes are distributed to all members prior to the next meeting.
- The quorum for a meeting will be four Committee members present – preferably in person, but via video link if required.
- All decisions wherever possible will be decided by consensus. However, where a consensus decision cannot be reached on a matter, the decision will be made by majority vote.
- Only current members will be eligible to vote.
- Voting will be by a show of hands unless members indicate an alternative preference.
- If voting is tied, the chairperson will have a casting vote.

Communications

FOTS activities are advertised by way of the school newsletter, school app, social media and separate flyers.

Details of money raised and feedback on FOTS events are communicated to the school community via the school newsletter or an email to parents from the Chairperson of the FOTS.

The Relationship between the FOTS and Board of Trustees (BOT)

They are separate organisations and are autonomous.

Where the BOT receives funds from any fundraising activity the BOT is responsible for accounting for those funds and must see that they are used for the purpose for which they were raised.

The FOTS, in agreement with the Principal, is able to apply to external organisations for grants. FOTS must get these grant applications approved by the BOT within their meeting cycle.

The FOTS should always work together with the BOT for the good of the education of the children.

Conclusion

The FOTS's role is more than one of fundraising. The efforts and activities of this group of supporters plays a key role in the inclusive culture of the School, the extent to which the staff feel supported by the community in their role, and families feeling part of the Beach Haven Primary School Community.