

Bishop Perrin School Association Welcome Pack

2024

Registered Charity Number: 110804

Introduction

Welcome to our School!

This booklet has been compiled by our School Association (SA) especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-wracking starting at a new school and there always seems to be so many questions to ask – now more than ever! This booklet aims to provide you with information about our School Association, which forms a major part of school life.

If you have any questions at all, however big or small, please feel free to contact us either by e-mail (SA.BishopPerrin@gmail.com) or catch us around the school.

We hope to meet you at our Welcome Coffee morning soon.

Why do we have a School Association?

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

Our SA is about much more than simply fundraising. We exist 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 SA helpers.

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 the SA when their child joins our school. Members have the right to attend and vote at General Meetings, to receive communications and updates regarding the Association's activities.

The SA 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 our events are run as big fundraisers. Our Movie Nights and Discos, for instance, have been organised with the primary aim of giving the children a fun evening!

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 SA and how we conduct ourselves.

Being a registered charity enables the SA 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
- receive Gift Aid on eligible donations

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 local shops are very generous in providing donations for raffle prizes, auction items etc. We are also extremely grateful to the local businesses who have participated in charity matched giving schemes. This has made a huge difference to our fundraising efforts.

School Association Committee

Our SA Committee consists of two Co-Chairs, one Treasurer and one Secretaries.

We would love to have more volunteers, either willing to become chair, assistant treasurer and or part of a charity team.

The Committee meet throughout the school year, with smaller working groups meeting as necessary when we are planning larger events.

See Appendix for a full list of roles.

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 the School Association, 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 Class Representatives.

Class Representatives & Volunteers

Our Class Reps undertake a very important role. There are usually 2-3 reps per class who provide a link between individual classes and parent groups, and the School Association Committee. Class Reps support is crucial – from selling tickets, canvassing opinions and ideas, to gathering feedback, publicising events, and helping organise and run the events themselves!

We really could not manage without them.

We have a growing list of SA volunteers who kindly commit some of their time to helping the committee. Every little helps, so just one hour assisting at an event would be invaluable.

A list of the current SA Committee members and Class Representatives is sent out each year after the AGM.

If you are interested in joining the committee or acting as a Class Rep or SA Volunteer, please get in touch!

Support from Parentkind

Our SA is a member of Parentkind, which is a national charity and membership organisation providing support and guidance for all school associations in England, Wales and Northern Ireland. Our association is one of over 13,500 members. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all SA run events, support and advice on running the SA, plus fundraising ideas and good practice hints and tips. Parentkind also provides us with the opportunity to meet and communicate with other SA & PTAs to discuss and share experiences. We receive termly publications and receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips – www.pta.org.uk

How we raise money

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

- Bake Sales
- Annual Curry & Quiz Night (for grown-ups only!)
- Kids' Movie Nights
- School Discos
- Summer Fete
- Whitton Christmas Lights

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 facilities that the SA has donated.

We raise money in other ways too:

The Bishop Perrin Money Club

The Bishop Perrin Money Club is a school lottery open to all! £5 per month or £15 per quarter buys entry into a quarterly draw, where half of all the money collected goes into a prize fund, split between a jackpot and two runners up prizes!

The Money Club has only been running since February 2020, and we have nearly 50 participants already.

It is open to all over-16s, including friends and family members – and the more people that take part, the higher the prize fund!

For more information and to join the Money Club, please email BPSA.MoneyClub@gmail.com

Gift Aid

We are now enrolled in the government's Gift Aid Scheme. This means that for every eligible cash donation that we receive, we can claim an extra 25% from the Government, at no extra cost to you. We think there is a lot of potential in this for the SA, and we are looking at our event pricing models to see how we can maximise this opportunity.

For your donations to qualify for this tax-relief, you must be over 18, a UK tax-payer, and have completed a Gift Aid Declaration Form – **please visit the following link to complete yours now**. This will enable us to claim gift aid tax-relief on all your future donations:

[CLICK HERE](#)¹

Company matched giving

Easyfundraising and Amazon Smile

How about raising money for the School Association every time you shop, without it costing you a penny?

We are registered with **easyfundraising**, which means you can raise FREE donations for us whenever you shop online at over 4,000 retailers and sites! These donations really mount up and make a BIG difference to us – over the years we have raised nearly £5,000 from this alone! So we'd really appreciate it if you could take a moment to sign up and support us. It's completely FREE and only takes a moment:

[CLICK HERE](#)

We are also registered with **Amazon Smile** – for every qualifying purchase, Amazon will make a donation to the School Association of 0.5%! All you have to do is select us as your cause. And what's more – you can now make Amazon Smile purchases using the App!

[CLICK HERE](#) to select the School Association to receive donations from your purchases!

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. And with it, you might be able to benefit from 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

¹ Or, go to the following address: https://docs.google.com/forms/d/e/1FAIpQLSeu8J3s_eRAo_gCgzUMUPcFWiNvFY7PjI-ltZHSNlaJWBAdFQ/viewform

- the company can endeavour to gain publicity for their giving
- our SA 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 get in touch.

How we spend the money we raise

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

Usually, The Head will have a 'wish list' of items that the school would like the SA to consider funding.

A proportion goes towards enrichment, such as subsidising class trips and new books for the library. At other times it will be for resources to improve a particular area of the curriculum or school environment. We have previously purchased 30 Chromebooks for the children to use in class, and a new projector for the School Hall. The SA funds can be 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.

Of course, there have been times when we have been fundraising for a large project. In the past, we have supported special projects such as the interactive school boards and perimeter fence. In 2019, the SA were delighted to contribute towards the installation of 26 new solar panels.

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

The SA will publish a weekly newsletter alongside the schools. This includes information on upcoming events plus requests for assistance when we are planning large events. We will also announce how much we've raised from particular events and winners of the Money Club via our newsletters.

How you can get involved

The School Association is run by parents for the benefit of the whole school – without your support, none of it would be possible. There are lots of ways you can help and support your child through the SA:

- Volunteer to be a Class Rep or Committee Member (see a full list of roles within the Appendix to this document);

- Attend our AGM – we would love your support at the AGM to share ideas for fundraising events. This is also the time to ask questions or voice your opinion.
- Come along to our SA meetings though out the year, to discuss upcoming events and more ways we can benefit our children’s learning
- Volunteer to help prepare for or run events is extremely valuable. Any help is much appreciated, big or small. Even If you’re not able to make it in to school to help, there are always jobs that can be done from home if you have some spare time e.g wrapping gifts, preparing raffle tickets etc.
- Perhaps you have some contacts or skills we could use – everything is valuable to us!
- We are always extremely grateful to receive donations for raffles and auction prizes;
- And finally – anything else that **you** can think of!

We really couldn’t achieve what we do without the amazing volunteers and behind the scenes help that we receive.

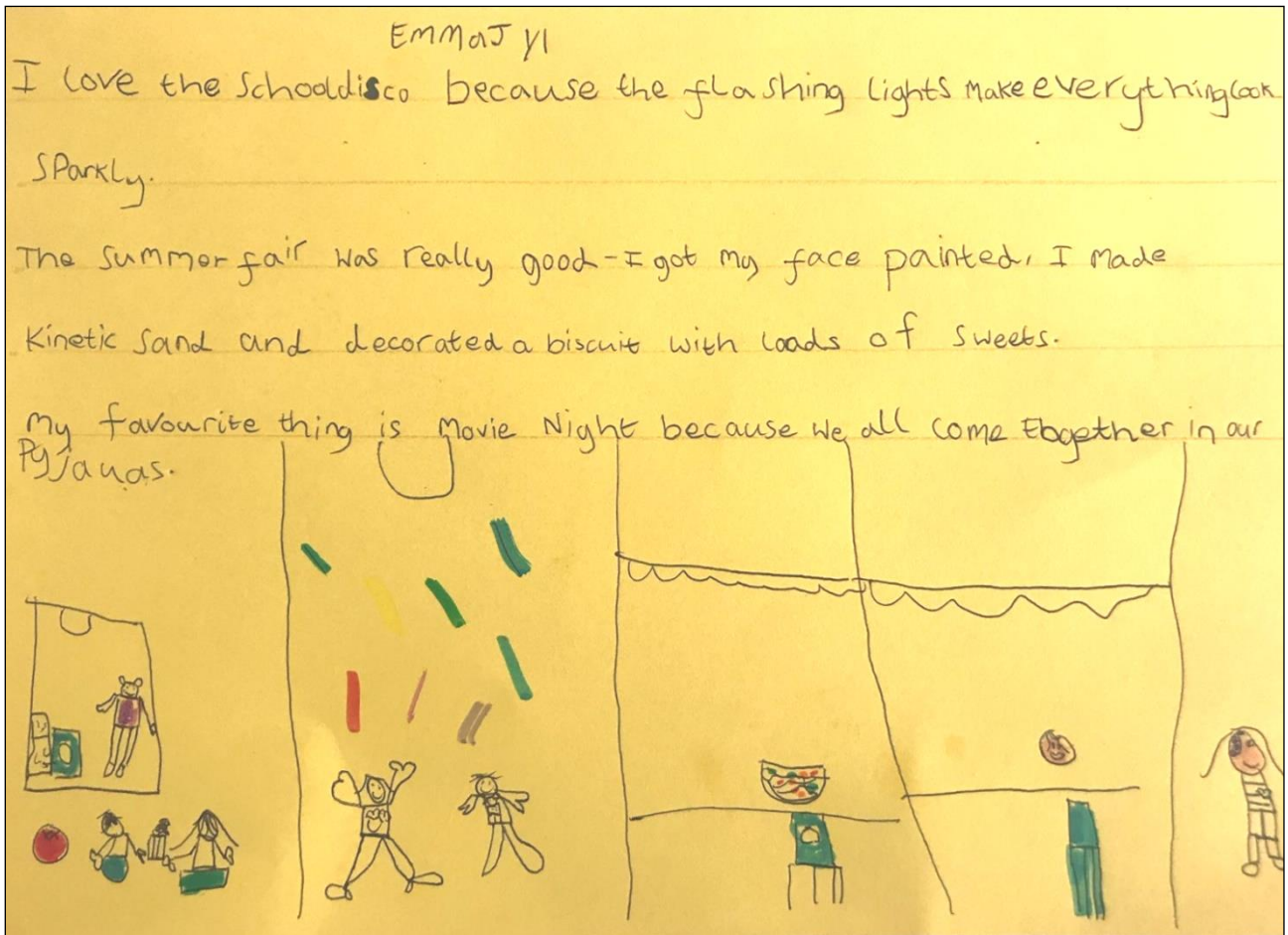
Thank you for taking the time to read our welcome pack. We hope you now know a little more about **your** School Association. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

With best wishes on behalf of the School Association Committee

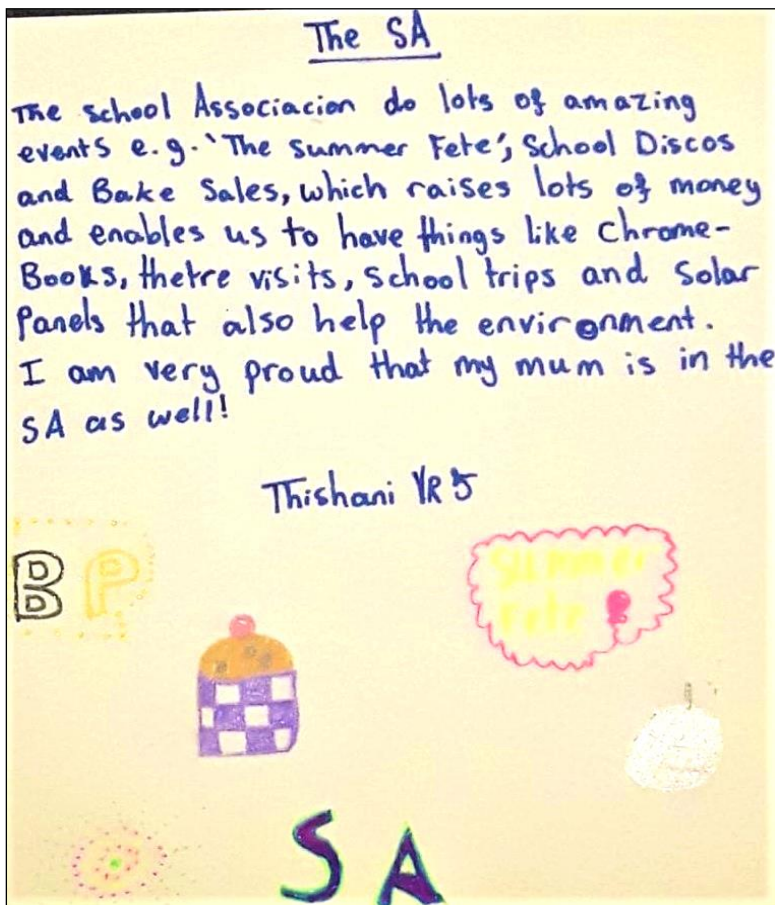
Madiha, Hannah and Ijlal.

Co-Chairs and Treasurer

What the SA means to our school – CHILDREN



- Year 1 Pupil



- Year 5 Pupil

What the SA means to our school – PARENTS & STAFF

“The SA is a valuable asset to the school community. It provides financial subsidy for trips and events, social gatherings for parents and children, and is a hub of information, knowledge and support. Bishop Perrin all the better because of it. “

- **Year 2 Parent**

“Our School Association is a great way to participate and be involved in supporting the school. The money we raise through running events helps our children directly with the things the school just cannot afford from their budget.

Not only does it help our children, it’s a really fun and friendly way to get to know other parents in the school from various years.

I would thoroughly recommend getting involved.”

- **Year 6 and Year 3 Parent**

“The School Association is an essential part of our whole school community. They provide an excellent link between the school and the parent body by organising a range of events aimed at both children and adults. As well as the social aspect of the School Association events, they also raise much needed funds to help the school with equipment and resources. Not all schools have School Associations or Parent Teacher Associations, so we count ourselves very lucky to have such a committed, dedicated and hard-working group of parents who add so much more to what we do as a school. We are incredibly grateful for all the work the SA do for Bishop Perrin and the children, and I hope that you are able to support them in whatever way you can over the course of the time your child is with us.”

- **Mr Corke, Headteacher**

SA Committee Roles & Responsibilities

CHAIR PERSON(S)

- To be a main point of call
- To have knowledge of how individual aspects of the SA are running
- To lead the whole committee in planning events, fundraisers and in delegating and finding resources/ support/help needed
- To lead meetings where needed
- To make sure legal requirements are met for the SA's charity status
- Review the policies.
- Will need to have a DBS or apply for one (the SA and or school can do this), undergo level one safeguarding and fire marshal training.
- To liaise with school management
- To liaise with the charity team
- To be 2nd or 3rd signatory for financial records
- To oversee any other matters as required

SECRETARY (1+ Role can be shared)

- Set/type agendas and photocopy for SA meeting
- Taking minutes at SA meetings.
- Typing up SA meeting minutes, circulate to chair and vice for checking then forward to mailing list
- SA Newsletter-liaise with chair & vices on content, produce as MS Word doc, proofread, forward to BP office administrator (Newsletter deadline: Thursdays at 12 noon)
- Liaise with chair/vice and office for booking rooms/ events and book accordingly
- To assist with providing posters for events and meetings
- Provide administrative support as required eg email updates to SA mailing list, meeting reminders etc.

TREASURER (1 person)

- To manage and keep accurate financial records which comply with legal accounting records
- To manage banking and be the main signatory
- To provide SA meeting updates on financial matters and account records
- To manage expenses for the charity
- To pay invoices for charity
- To provide and keep records of memberships, legal charity requirements and licences as required
- To provide an end of year report and organise a suitable audit
- When possible, be a point of call for financial matters.
- Count and record monies after SA events.
- Complete level one food and hygiene (via SA).

ASSISTANT TREASURER (2 people)

- To assist the treasurer in above duties and provide suitable support.
- Be available for queries and be a point of call for financial matters
- Assist with Banking
- To be a 2nd signatory on the SA bank account

CHARITY TEAM LEADER & TEAM

- To manage and source donations and other giving for SA events
- To manage 'free fundraising' initiatives (eg easyfundraising)
- To provide updates at SA meetings
- To manage raffles with support from others
- To provide administration for the above
- To manage Thank Yous for giving and sponsorship (with support as needed)

CLASS REPRESENTATIVES (2 or more per class)

- Facilitate effective communication and a sense of community among the class parents, especially during the infant years as people are "settling in" to school life.
- To be the liaison between parents, teachers and SA (attending committee meetings)
- To help with SA events and help recruit parent helpers for these events eg, tickets sales for SA events, class cake sale reminders, parent rotas for school fete and Whitton Lights, first aiders for cinema night. (Each year group is allocated stalls for any fairs organised by the SA and some class fundraising events).
- To organise a few parents' socials, which are an effective way of helping class parents get to know one another and build a sense of community.
- To undertake tasks for the class as agreed/requested by the class parents eg end of year card/collection for gift for class teacher, Christmas gift and card.
- To be persons listed as point of contact for the class teacher for some (but not all!) parent communications. Teachers mostly ask class reps to help with communication to parents when helpers are needed, eg. requesting ad-hoc parent helpers to assist in school trips, walking to church, assisting with specific activities in class (eg cooking), class charity events etc.