



ST JOHN'S COLLEGE

Policy on Parents' Committees

November 2022

DOCUMENT MANAGEMENT	Document Title	St John's College: Policy on Parents' Committees
	Current Edition	November 2022
	First Edition	2020
	Revised	Annually
	Next Review Due	November 2023
	Document Custodian	St John's College: Deputy Head

Policy on Parents' Committees

Committees must have approval of the Headmaster and must comply with general Terms of Reference (TOR)

Parents' Committees can be formed to support:

Sports, clubs, cultural activities or specific events.

OBJECTIVES:

1. To support the various sporting and cultural activities that the students participate in by running various fundraisers and community events.
2. To encourage the participation of parents in promoting and supporting the College's extra mural activities.
3. To support College staff and Management.
4. To help develop strategies/initiatives that enhances the development of sports and cultural activities.

KEY REQUIREMENTS:

A. Committee Members:

1. Appointment to the committee to be made by the existing members by invitation.
2. Where possible, each year group shall have one representative on the committee.
3. A committee member must be an active parent/guardian.
4. The term of office for each member shall not exceed six years.
5. If a committee member acts in a way that is considered by other members to undermine the objectives of the committee and the College, their membership shall be terminated if the majority of committee members agree.
6. TIC/ Director of Sports/Culture are non-voting members of the committee.



B. Committee must appoint:

Chairman, Secretary and Treasurer

1. Treasurer must establish an account with the Bursar and must deposit all funds into that account.
2. Annual financial accounts shall be prepared for each financial year and presented to the Committee and Headmaster. Financial year for Committee's accounts shall be 1 August to 31 July.
3. Secretary to take down minutes of every meeting and make them available to the Headmaster through the Director of Sports within 48 hours.
4. TIC/ Director of Sports/Culture may spend Committee's funds in areas of need **ONLY** with the prior consent and approval of the Committee in writing.

KIT SPONSORSHIP:

Only apply to 1st or 2nd teams. Must be approved by the Headmaster. Juniors are allowed sponsored kit only in selected tournaments with the approval from the Headmaster.

ADVERTISING:

New advertising for specific events to be approved by the Headmaster. Board approval is needed for new general campus advertising.

FUNDRAISING:

Must be **OPTIONAL** and for the benefit of all and not just a specific activity or sport, i.e. a particular sport cannot request that the entire school support its fund raising requests.

TOURS:

1. Funds to be raised by parents for the tours, including staff costs (excluding personal spending).
2. Staff costs / contribution to be clearly agreed upon.
3. Selection to be on the basis of merit, not affordability. Where affordability is an issue it is expected the committee concerned should handle this aspect sensitively.



4. Must adhere to the general requirements pertaining to tour preparation as outlined in the Staff Handbook.

NB* The day to day running and management of various sports codes and clubs and the facilities thereof is the responsibility of the respective Directors of Sports and Culture and ultimately the Headmaster.

GOODWILL

**These guidelines are intended to ensure maximum transparency and to ensure best practice. There are potential pitfalls, but every effort must be made to avoid these.*

