
Fundraising Framework 2022/23 Academic Year

Friends of Radley Primary School

Introduction

Friends of Radley Primary School (FoRPS or “the Committee”) is a charity that has been set up with the objective of raising money for projects and resources for the children of Radley Primary School (RPS). The charity is formed through the attendance and commitment of individuals that have a connection with RPS who come together to establish and implement fundraising initiatives.

This Fundraising Framework (“the Framework”) has been produced to outline a number of factors and considerations of the Committee. This includes:

- Individuals that are deemed to be Trustees and those that form the Committee
- Meetings that will take place
- End of financial year balance, starting balance for the next academic year and known expenses
- Fundraising needs that are identified by the Committee or other parties
- Proposed fundraising to be undertaken
- Marketing and communications
- Banking and signatories
- Information retained within Annexes to the Framework to assist in record keeping

It is viewed that this is a fluid document and that matters may arise within the 2022/23 academic year that may take precedence. The aim of the Framework is to assist in providing structure for reference and record keeping.

Charity number: 1029245

Formal registered name: Radley Primary School Association

Trustees and Committee members

Trustees are the people responsible for controlling the work, management, and administration of the charity on behalf of its beneficiaries. Generally trustees are the Chair and Treasurer, or any additional formal committee member. The Trustees are responsible for keeping the information on the Charity Commission list up to date, in addition to conducting their formal roles for the charity.

The Trustees of FoRPS are Jessica Dhiman (Chair) and Nichola Winton (Treasurer).

Formal Committee Members:

- Chair: Jessica Dhiman (Trustee)
- Deputy Chair: Amanda Stead
- Secretary: Claire Jowett
- Treasurer: Nichola Winton (Trustee)

Primary role requirements of Formal Committee Members are:

Chair: Schedule periodic Committee meetings and host. Acting as the intermediary between FoRPS and RPS's Headteacher/Chair of Governors. Supporting the work conducted by Formal Committee members and assisting with the wider requirements to meet the objective of FoRPS. The **Deputy Chair** will support the Chair in meeting these requirements.

Secretary: Taking minutes of formal Committee meetings and circulating thereafter. Primary ownership of marketing and communications to ensure wider awareness of FoRPS throughout the Radley community (and beyond where possible).

Treasurer: Overseeing all income and expenditure requirements for the Committee. Providing financial information to the Committee to support decision-making. Ensure awareness of annual payments, returns and account requirements.

Committee Members:

- Kate Wood
- Gemma Fraser

Committee Members support the Formal Committee Members in establishing and implementing fundraising initiatives. New Committee members are always more than welcome to join.

Meetings

Committee meetings: The Committee will meet as the need arises to progress with any specific upcoming fundraising requirements. It is noted that the Committee does not always need to formally meet in person to progress with ideas as communication will also take place via the Committee's Whatsapp and email groups. It is viewed that at a minimum the Committee would formally meet once a quarter and such meetings will be minuted for record keeping purposes.

Annual General Meeting (AGM): The Committee is to ensure that there is an AGM and this is to take place in June 2023 (last AGM was June 2022).

Meeting with the Headteacher of RPS: It will be beneficial for the Chair and Deputy Chair to meet with the Headteacher of RPS at the start of each academic year (or communicate via email) to ascertain the school's fundraising needs that they may wish FoRPS to help assist with. Additional meetings may take place on an ad-hoc basis however it is viewed that the majority of communication will take place via email. It is understood that the Chair and Deputy Chair do not necessarily need to meet with the Chair of Governors of RPS as the vision from the Governors will be ascertained through communication with the Headteacher who controls the operations aspects (whereas the Governors control the strategic).

End of financial year balance, starting balance for the next academic year and known expenses:

The FoRPS cash balance at the end of our Financial Year (as of 30/06/22) was £4235.88. As at the start of the 2022/23 academic year the cash balance within the FoRPS bank account is £4497.76. Known expenses during an academic year are:

- £20 gambling licence renewal due to a raffle being held (Christmas)

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- £21 temporary events notice if the Committee chooses to serve alcohol at a school event (cost per event)
 - £116 to Parentkind which covers event insurance and other benefits (January 2023)

In addition to this, it is known that ForPS has agreed to:

- Pay for the works to renovate the Quiet Room into The Sanctuary (this is not expected to be more than £1,000)
- Renovate the library area (this is not expected to be more than £750)
- Pay for the next Christmas Pantomime which is booked and scheduled for January 2023 at a cost of £649

Fundraising needs identified by RPS's Headteacher

Communication with Claire Thomas has indicated that the school would appreciate the fundraising activities of ForPS to go towards:

- Helping with the long-term aim of providing some funding towards an all-weather pitch
- **TBC once Claire Thomas advises**

Proposed fundraising to be undertaken in 2022/23

- September 2022: End of summer and welcome picnic
- October 2022: Disco
- December 2022: Christmas celebration activities including a raffle
- February: Movie Event
- March 2023: Rags to Riches
- March/April 2023: Easter celebration activities
- June 2023: Disco
- July 2022: Sports/Celebration Day

Marketing and communications

A key consideration for ForPS is to ensure that the wider Radley community (and beyond where possible) is aware of our existence – what we do, what we need and why. There are a variety of channels that can help to achieve this if taken forward and promoted in the most efficient way. Channels of consideration are:

- **JustGiving:** JustGiving is a trusted platform for online giving. It is important for us to ensure that our platform is live, current and being utilised due to the Radley community having awareness of its existence.
- **Easyfundraising:** Easyfundraising is a free and simple way for UK schools, charities, sports clubs, community groups and any other good causes to raise money simply by people shopping online. People can choose our cause to support and join for free. An individual will shop as normal with over 4,200 retailers. All they have to do is start their shopping journey first at easyfundraising.org.uk, or get the App. Once an individual makes a purchase, the platform's retailer partners will make a small donation to our chosen cause to say, 'thank you'. It is therefore important for others to be aware of this facility.

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- **Banner:** FoRPS had a banner produced in June 2022 which communicates what we do, why, our JustGiving account name and a QR code for donations
 - **Facebook:** There is a FoRPS Facebook page that is active and currently has 62 members (up from 57 in November 2021). Considering the number of children and parents at RPS, it would be useful if this forum could be promoted to try and increase members (noting however that not all parents will be on Facebook]. Any increase in membership can help increase our message. In addition, to date, the use of the Radley Village Facebook page has also been utilised to promote FoRPS activity and requirements. This is a useful platform to continue to use as there are a greater number of members to the Radley Village Facebook page.
 - **Whatsapp groups:** Within RPS, each year group has established a Whatsapp group that the vast majority of parents and carers of children in the applicable year group are a member of. It is viewed that this is a platform to utilise as it can get FoRPS's message out in a more personal manner. This is addressed by one individual, who is a member of a particular years' Whatsapp group, taking the lead and sending a message to their contacts which they are likely to have a reasonable rapport with, instead of people solely receiving blanket communications. This could help to encourage additional interest in a fundraising events taking place.
 - **Eduspot:** To date, when needed, RPS has posted brief notes of communication to those that utilise Eduspot for FoRPS to commute to the whole community of RPS. This is a channel that is to continue as a useful brief, blanket communication tool to the appropriate target audience.
 - **Word of mouth:** Although the channels above are of benefit, it is important that our message is discussed with others, as and when possible, to raise awareness from those directly involved.

Banking and signatories

FoRPS holds one bank account with NatWest. The primary responsibility for monitoring and controlling income and expenditure for FoRPS lies with the Treasurer.

There was previously one debit card held by the Committee however the pre-October 2021 Committee cancelled this. The view of the pre-October 2021 Committee was that instead of utilising an online banking facility, the process of record keeping was maintained through spreadsheets and paper copy bank statements in order for reconciliations to take place.

The current Committee concluded that a debit card would make matters much more streamlined and also reduce Committee members being owed money unnecessarily. Action is currently taking place by the Treasurer to address this. In addition, online banking has been set up for the NatWest account which will be beneficial going forwards. It is viewed that bank statements will be part of a standard 4-eye check during a Committee meeting (or ad-hoc meeting) to take place regularly to ensure adequate control and oversight.

The named signatories are:

- Treasurer: Nichola Winston
- RPS Office Manager: Jackie Crook
- Chair: Jessica Dhiman

It is a requirement for two of the above-named signatories to sign-off on an invoice prior to payment being processed.

Summary

FoRPS is committed to raising as much money as possible for the benefit of RPS and the children. As outlined within the Introduction, this is a fluid document whereby additional needs within the period and new ideas of how to fundraise will always be considered. We plan to work as a team within the Committee and in conjunction with RPS to reach the primary goal of best meeting the children of RPS's needs.

01 September 2022

Annex 1 – Calendar of events

The below summarises the fundraising events that are scheduled to take place during the academic year of 2022/23

Month event takes place	Event	Preparations to begin
September	End of summer and welcome picnic	September
October	Disco	October
December	Christmas celebrations (to be determined what this consists of e.g. raffle, Santa gifts)	October
December	Christmas cards	October
January	Christmas Pantomime	Completed
February	Movie Event	January
March	Rags to Riches	February (minimal work)
March / April	Easter Celebrations (to be determined what this consists of e.g. quiz trail, bonnet competition)	February / March
June	Disco	May
July	Celebration Day (selling of snacks and drinks)	June

Annex 2 – Contact details for raffle prizes

The below summaries the companies that have been contacted in the past to ascertain if they are willing to provide raffle prizes to help FoRPS raise money.

Company	Prize	Contact information

TO BE POPULATED: JD NOTE – I believe I made a list of companies to contact and their contact details but I am having trouble finding it. Will keep looking prior to reproducing

Annex 3 – Calendar of payment/submission requirements and contact details

The below summarises the known annual payments and reporting requirements of FoRPS.

What is the payment for?	Who is it payable to?	How much is it?	When is it payable by? /Comments
Gambling licence	Council	£21	Annually prior to event taking place (if it lapses then the cost is increased)
Temporary Events Notice	Council	£21 per event	As an when FoRPS wishes to sell alcohol at an event
Parentkind (PII and other general benefits)	Bank details held by Treasurer	£116	January
Accounts and annual returns			Accounts and annual returns are to be submitted by 30 April (an email is received from the Charity Commission in March as a reminder)

*When there is a change in Formal Committee member(s), NatWest needs to be informed. This will entail name and address verification documents and signatures being provided. In addition, a copy of the minutes produced confirming the voting of the change will need to be supplied.