



FOSM Policies and Procedures

Introduction

Welcome to our school. This policy and procedure has been compiled by Friends of St Mark's Association (FOSM) as the PTA for its members, active members of the committee and Trustees. It gives more in-depth explanation about the PTA, safety and procedural policies which are required for Charity organisations and runs alongside our constitution, which is a legally binding document.

If you have any questions that remain unanswered, please contact one of the committee members (Chair, Treasurer or Secretary) via ptafosm@gmail.com.

Why do we have a PTA?

We are fortunate at our school to have a PTA that is and has been an integral part of the school community since 1994. In its time the PTA has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education and whole school experience as well as the school's facilities.

Our PTA is about much more than simply fundraising. The PTA exists 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 PTA helpers!! Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our PTA has always succeeded in its efforts.

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 FOSM when their child joins St Mark's C of E Junior School.

Role of the Committee

The FOSM constitution states the aims of the PTA and the minimum number of Officers of 2 as required for the Charity Commission. The FOSM committee shall consist three Officers: Chair, Secretary and Treasurer with a Teaching Representative. It is aspirational to have four members on



the committee with a Vice Chair and or Vice Treasurer to aid in the more intensive rolls. We positively encourage active PTA members who form a dedicated team to lead events.

The Committee meet on a regular basis usually once per term, with smaller working groups meeting as necessary when we are planning larger events.

Annual General Meeting (AGM)

Our Annual General Meeting is held in the autumn term and provides an opportunity for all parents to come along and hear in more detail about the work of the PTA, 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.

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 PTA and how we conduct ourselves financially as well as an entity. If you would like to see a copy of the constitution, please contact a member of FOSM. Being a registered charity enables the PTA 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
- apply for Gift Aid

Links with local businesses

We have, over time, developed strong links with the local community and are always well supported by businesses, for which we are very grateful. Many of our businesses and local shops are very generous providing donations for raffle prizes, auction items etc and some have taken part in our fairs. We are also extremely grateful to the local businesses who have participated in charity matched giving schemes and donations. This has made a huge difference to our fundraising efforts.



Support from Parentkind (formally PTA-UK)

Our PTA is a member of Parentkind, which is a national charity and membership organisation for Parent Teacher Associations. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all PTA run events, support and advice on running the PTA plus fundraising ideas and good practice hints and tips. Parentkind has provided our constitution which is approved by the Charity Commission.

How we raise money

Like most PTAs, the majority of our funds are raised through the events that we run. Some of our most popular events are the Christmas and Summer Fayres and the termly Discos.

We always try and respond to the children's requests; it is great to see them having fun at the events or enjoying using a piece of new equipment that the PTA has donated.

We raise money in other ways too. 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.

We have also introduced Gift Aid to maximise the funds raised.

How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our PTA meetings, that the decisions on how to spend the money are agreed in line with the aims of the constitution. Usually, our Teacher Representative will have a consultation with the children and staff to discuss items that the school would like the PTA to consider funding.

At other times it will be for resources to improve a particular area of the curriculum or school environment. The PTA funds are 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. The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your child/ren will feel the benefit, along with everybody else. Of course there will be times when we may choose to fundraise for a large project in the future.

A separate Financial Policy details FOSM's financial procedures.



Gift Aid

If you are a UK tax payer, we are able to claim 20p in every pound that you donate to our PTA for events that are for sponsorship only. There are strict guidelines as to what can be claimed and further information is found on HMRC website.

A form for an event will have a tick box option to donate and your name and address will be required. These details will be used to apply to HMRC and the donation received. As per HMRC requirements these financial details will be kept for the minimum period of seven years.

Company 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
- the company can endeavour to get publicity for their giving
- our PTA 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 talk to one of the PTA committee members.

How we get information to you

All PTA letters are sent via the school email with hard copies available for those not on the internet. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events. FOSM information is also posted on the PTA notice board, which is situated in the school playground by the main entrance gate. We maintain an active Facebook group where details of events and requests for help are also posted.

How you can get involved

There are lots of ways you can help and support your child through FOSM.

- Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping



gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

- If you would like to be more involved you can volunteer to be a Committee Member or active member. Or you can simply support the AGM and give us your ideas for fundraising events. This is also the time to ask questions or voice your opinion.
- You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us.
- For sponsorship events, consider giving via gift aid.
- And finally, we are always extremely grateful to receive donations through vouchers, wish lists, legacy items and services in kind as mentioned before.

Summary

We hope you now know a little more about your Parent Teacher Association and policies. 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.



PTA Safeguarding Policy Statement and Guide for Members

The health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. In order to do this, a wide range of measures and policies are put in place by St Mark's C of E Junior School including the Safeguarding Policy. These are all available to view on the school website. FOSM support and abide by these policies.

FOSM will ensure that it prioritises child safeguarding at every event that is held. FOSM will complete a risk assessment which will be reviewed and approved by the school. This risk assessment will consider the safeguarding element.

All members of FOSM that visit school during the working day will adopt and follow school policies for signing in at the school office and other safeguarding procedures.

All FOSM members are aware that any concerns regarding events they witness or are concerned about should be raised with the FOSM Chair and Designated Safeguarding Lead (DSL) - Mrs Helen Fielder 01723 333497 hfielder@wyndhamstmarks.uk immediately. It is crucial that PTA members recognise the importance of sharing information confidentially. Support will be offered if needed.

First Aid arrangements will be included as part of the risk assessment for any event. Should a child be injured or taken unwell during an event FOSM will liaise with school staff to agree whether a parent/carer needs to be contacted to advise or collect the child or whether further medical attention is required.

Note:

Not all people who have contact with children are required to have a DBS check. It depends on how the frequency of contact and whether that contact is considered regulated activity. Most activities carried out by a PTA volunteer cannot be considered regulated activity because they are not unsupervised, and are not carried out on a regular basis.

Any event where children are not accompanied by their parent or nominated guardian (for example Discos) shall be only undertaken when there is a member of St Mark's C of E Junior School Staff present.

Committee members are encouraged to undertake a DBS check with the school.



Members Code of Conduct

This Code of Conduct binds both committee and non-committee members of FOSM. These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

Our school community consist of staff, children and parents learning together in an environment in which each person feels safe, valued, respected and stimulated. This code should be viewed as a means to strengthen our community of learners. It goes on to describe the basic expectations for behaviour, as well as the rules and consequences at PTA sponsored activities

The Code

- Any parent or guardian of a pupil attending St Mark's C of E Junior School and all members of school staff are deemed to be members of the PTA - FOSM, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of FOSM is voluntary and is done for no personal gain.
- All members will act in the best interest of FOSM and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member or the school. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the FOSM email address (ptafosm@gmail.com) may not be answered immediately. All committee members work on behalf of the PTA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and if necessary will be added to their next meeting agenda.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined



to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.

- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- Active members involved in events are asked to ensure the safety of children as a priority and retain an appropriate level of confidentiality i.e. we don't talk about other people's children or their behaviour.
- All members must respect the School and personal property.
- All paperwork and assets relating to FOSM are the property of FOSM, and not that of the individual. When leaving the PTA a member should return any relevant paperwork or assets to FOSM Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the FOSM or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a FOSM member or FOSM committee member is stated in the constitution.

Behaviour expectations

School Rules and Guidelines for Behaviour are applicable at PTA Functions. The children will:

- Do their best
- Listen
- Be kind
- Be helpful
- Be responsible
- Be honest.

What happens if a child behaves unacceptably at a PTA sponsored functions? Adult Responsibilities:

- It is the right and responsibility of active PTA members attending a PTA function to verbally correct, or to report to the event coordinator, staff member / parent (as applicable) of any misbehaviour by any pupil or parent that occurs at that specific PTA event.
- Parents/carers attending PTA sponsored functions with their children are expected to assume responsibility for their children's and their own behaviour and safety.
- Parents/carers unable to accompany their children to PTA sponsored functions are expected to designate or identify an adult who will be present and who will assume responsibility for their children's behaviour and safety. In the case of a school Disco, the St Mark's C of E Junior School staff member present will assume this responsibility.



- The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil have a short time out to calm down. If the behaviour is significant it will result in immediately contacting the child's parent/carer. The parent/carer will be expected to remove the child from the event. At any subsequent events a child may then need to be accompanied 1 to 1 by a supervising adult or permission to attend future PTA sponsored functions may be withdrawn at the Head Teachers discretion. Normal School sanctions still apply at FOSM events.

Significant Severe Behaviour:

- Wilfully endangering yourself or others.
- Wilfully destroying property.
- Wilful disobedience of adults attending PTA functions.
- Engages in abusive language or behaviour.

Events held within School grounds – Safety and Risk Assessment

All PTA run events will have a comprehensive Risk Assessment which will be approved by the school prior to the event. The Risk Assessment will include health & safety, safeguarding, supervisions levels and first aid arrangements.

Before the start of any event a short briefing will be held to ensure that all PTA members/helpers understand their role and responsibilities, safeguarding, Health & Safety and who to go to if they have any concerns or need help, the location of the first aider and kit will be clearly identified. This will also include information about which senior leaders are available and who is the DSL.



Complaints Policy

This is a procedure if there is a complaint against FOSM. St Mark's C of E Junior School has its own complaints procedure. See the school website for details.

The PTA defines a complaint as any expression of dissatisfaction about the PTA's action or lack of action or about the standard of a service provided. A complaint can be written or verbal.

A complaint is not:

- a request for service (such as FOSM not holding enough events)
- a request for information or an explanation of FOSM policy (such as why FOSM charges an amount for an event).

These issues will not be treated under the complaints procedure but instead can be addressed as seen fit by the Chairperson.

Making a complaint about FOSM

1. If you feel that the PTA has failed to meet its requirements and you want to complain in the first instance you should contact the Chair of FOSM.
2. If the complaint received by FOSM is in respect of the Chair, the complaint should be referred to the Secretary and Treasurer. If it is about all three Trustees it should be reported to the Head of School.
3. FOSM would expect that the vast majority of all complaints you have about the service from FOSM could be resolved at the first point of contact. You are encouraged to contact FOSM to let the PTA know of any problems and give the FOSM the opportunity to put it right as soon as the PTA can.
4. If, after you have contacted the Chair, you are still not satisfied or the issue has not been resolved, then you have the right to elevate your complaint. You can do this by contacting the PTA formally in writing detailing your complaint.
5. The committee will meet to discuss any complaint made within 20 working days of receipt of the written complaint.
6. The committee will respond to the complainant, detailing the committee decision made and whether there will be any further discussions or meetings regarding the complaint.
7. If a meeting is arranged for the complainant to meet with the committee, the complainant may bring additional representatives with them. The complainant is also required to supply any documentation or evidence that they wish the committee to view at least 7 working days prior to the meeting
8. At the meeting the complainant should detail their grounds for complaint PTA may ask questions of the complainant. Minutes of the meeting will be taken.
9. Any decision made by the PTA in response to a complaint will be confirmed in writing within 7 working days with details of any action to be taken.



Conflicts of Interest

As Committee Members and Trustees of FOSM we understand it is our duty to make decisions that are in the best interests of the PTA. We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interest of our PTA.

FOSM takes the following steps to identify and deal with any conflicts of interest:

- We ask all committee members to declare any conflict of interest
 - When they are appointed
 - At the beginning of each meeting
 - Whenever a committee member becomes aware of a possible conflict of interest
- Any committee member with an identified conflict of interest is asked to withdraw from any discussion of and/or vote on that issue.
- Where conflicts of interest arise we will detail in the minutes of the meeting how this has been addressed.
- The PTA will work to try and ensure there is a good mix of parents and staff across the school involved within the PTA. This will stop any one part of the school being over-represented.
- Where decisions made may favour one year group, subject area or particular aspect of the school over others we will ensure we have consulted with our members and over time will ensure that all aspects of the school will benefit equally.



Risk Management

The purpose of Risk Management is to identify risks as early as possible, develop a strategy to mitigate those risks and implement a risk management process as part of our PTA event planning process.

For all PTA events:

- A Risk Assessment is to be carried out by a committee member to:
 - Identify potential hazards
 - Identify who may be harmed by such hazards
 - Determine whether existing precautions are adequate or whether further action needs to be taken
 - Record the findings on the FOSM Risk Assessment template.
 - Review the assessment and update when necessary.
- Take advice from the school/venue where appropriate – look at previous risk assessments and adhere to recommendations.
- Take advice from the HSE where appropriate – www.hse.gov.uk
- A copy of the Risk Assessment to be kept in a designated folder digitally for use by the PTA Committee – this can be used for reference if the same event is being run in the future.
- A copy of the Risk Assessment are sent to the Head Teacher as a matter of procedure prior to the event to allow advice/support to be sought if required.
- All committee members should be made aware of each risk assessment.



Volunteering Policy

FOSM acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The organisation also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy and skills to benefit FOSM.

Volunteer Co-ordination

All volunteers should report to the FOSM committee, who will offer guidance and support to the volunteer so they may carry out task effectively. Volunteers may be given an individual name of a committee member to report to.

Volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.

It is the volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity

Rights and Responsibilities

FOSM recognises the rights of volunteers to:

- Know what is expected of them
- Have adequate support and training
- Receive appreciation
- Volunteer in a safe environment
- Be insured
- Be free from discrimination

FOSM expects volunteers to:

- Be reliable
- Be honest



- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the association
- Carry out tasks within agreed guidelines
- Respect the work of the association and not bring it into disrepute
- Comply with the association's policies including the financial policy.

It should be noted that any items bought for any PTA event by a volunteer, that have been agreed in advance with a PTA committee member, will be reimbursed by the PTA committee once a receipt/proof of purchase has been received. Please see the separate Financial Policy.



Data Privacy Statement

Under data protection law, individuals have a right to be informed about how the PTA uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair collection notices') to individuals where we are processing their personal data.

This privacy policy explains how we collect, store and use personal data.

About us

The Friends of St Mark's known as FOSM (PTA) is a registered charity in England and Wales.

- Charity no.: 1041853
- Address: FOSM, St Mark's C of E Junior School, Somerset Road, Salisbury SP1 3BL
- Website: <https://st-marks.wilts.sch.uk/friends-of-st-marks-2/>
- Email: ptafoism@gmail.com

Information we hold

Personal Data is anything which identifies you as an individual, either on its own or by reference to other information.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name of parent / carer / guardian
- Name of child
- Email address
- Phone no.
- Address

Why we use this data

The purpose of processing this data is to support FOSM to achieve its roles as stated in the PTA Constitution:

- Develop more extended relationships between the staff, parents and others associated with the school.
- Engage in activities that support the school and advance the activities of the pupils attending it.



Our lawful basis for processing your data

We only collect and use personal information about you under any of the following circumstances:

- You have given us consent to use it in a certain way.
- You are one of our suppliers / service providers and we have a contract with you.
- To comply with a legal obligation.
- We need to protect your vital interests (or someone else's interests).
- We have legitimate interests in processing the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time by emailing ptafoism@gmail.com. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

How we store this data

Data will only be stored for as long as required. Electronic personal data is stored in access restricted folders in Google Drive or Dropbox. Access of these folders are only given to PTA committee members and PTA event organizers in order to fulfil the roles of the PTA as stated in this policy. Any paper based information will be stored securely and confidentially disposed on or before the stated time.

After your child has left St Mark's C of E Junior School, we will dispose your personal information unless there is a legal obligation to maintain the data.

Data sharing

FOSM will not share your personal information with any third parties without your consent.



Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that FOSM holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please email ptafoism@gmail.com

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy policy, please email ptafoism@gmail.com

Whilst this privacy policy sets out a general summary of your legal rights in respect of your Personal Data, this is a complex area of law and this privacy policy is not intended to represent legal advice. More information about your rights in respect of your Personal Data can be found on the Information Commissioner's website at: <https://ico.org.uk/for-the-public>



FOSM Financial Policies

All PTA-sponsored events must follow FOSM Financial Policies. The purpose is to ensure secure and open financial information. In order to achieve its purpose, the PTA recognises that steps must be taken to ensure that all monies are collected, securely held and spent or given to appropriate people to spend on items or services that improve and augment St Mark's C of E Junior School.

The key areas are:

- The role of the Treasurer including the collection, saving and payment of monies.
- The role of the Committee in identifying and approving appropriate causes.
- The individual role of each Committee member in declaring conflict of interests.

The PTA Committee is collectively responsible for its finances and must formally agree to any project. However, it is the responsibility of the Treasurer to ensure that all financial transactions are presented and recorded correctly.

Money Authorisations

The following controls will be applied when managing the money raised by the PTA:

- All purchases/donations to the school over £100 must be agreed by the Committee before they are made either at Committee meetings or via majority agreement email or Whatsapp in extraordinary circumstances. Smaller purchases must be authorised by Chair/Vice Chair/Treasurer/Secretary before they are made. Any unauthorised purchases will not be reimbursed by the Treasurer.
- At any PTA Committee meeting which agrees expenditure members will be reminded of the Conflicts of Interests policy and asked to declare any such conflicts before decisions are reached.
- Reimbursement requests must be accompanied with a receipt showing details of the expenditure.
- There will be no payment of expense claims to Committee members for petrol, telephone or childcare costs incurred when organising PTA events.
- All other purchases including stationery costs will be paid when accompanied by receipts as long as they have been agreed in principle by the Committee.
- Reimbursements requests must be submitted within 30 days of expenditure. Reimbursement requests older than 30 days will require the approval of the Treasurer and Chair.
- Reimbursement Requests will be processed as soon as reasonably practical, cheques will be available and a message will be sent to arrange collection.
- No money should be removed from the amount raised. Full amount should be deposited; reimbursements will be made in cheque.



Bank Account Management

The bank accounts will be maintained according to the following rules:

- The bank mandate shall require two out of three or four signatories for each cheque.
- The Treasurer is authorised to operate the bank accounts and will retain passwords for electronic banking. Electronic banking will only be permitted for viewing of transactions and statements.
- If someone makes a payment to the PTA by cheque and the cheque is returned, because the writer of the cheque (that resulted in being returned) will reimburse the PTA for the original cheque amount plus the amount of the bank's charges. The cheque writer may be asked to pay in cash or the result will be that the PTA will not provide them with the service.

Accounts and Recording Transactions

The Treasurer shall keep the accounts up to date in order to produce accurate reports for the Committee and to keep track of cash and bank balances:

- The financial year runs from 1st August to 31st July
- The Treasurer shall produce an income and expenditure statement and bank reconciliation for all Committee meetings plus breakdown of events as requested.
- A review of the Bank Statements and Reconciliation will be done quarterly and signed off by both the Treasurer and the Chair.
- The Treasurer will make arrangements for an independent examination of the accounts at the end of the financial year by a financially competent person or local accountant, who is not on the Committee or related to a Committee member.

The Treasurer shall record the flow of money into and out of the PTA:

- All the money received by the PTA must be recorded, no matter how small the amount may be. The full income figure should be recorded and not netted against any expenditure.
- All payments made from the account or out of cash income must be recorded and the receipt should be produced before the payment is made.
- Bills must be paid when they are due.
- Donations to the school must be recorded and broken down into general headings so that everyone knows what the money was used for.



Money-Handling and Security

There are extra rules for the handling of cash due to the difficulty of tracking transactions:

- Best practice is that all monies should be handled and counted by 2 PTA members.
- For large events, such as the Summer Fayre, there will be a minimum of two people counting cash one of which will be the Treasurer.
- Money from events must be taken to the bank as soon as practical following the event but no longer than 5 working days.
- Large amounts of cash must be stored securely in the school safe until it is practical to bank.



FOSM Social Media Policy

This policy explains how our association uses social media. It is available and applies to all members of our association. FOSM uses both Facebook and Twitter.

Access to the social media used by our association

FOSM uses Facebook through a closed group meaning that you can apply to join but this will need to be approved by FOSM through our Facebook group administrator/s. Only approved members can see posts made to the group. However, once you are a member of the group, you can also post and these will be seen by all other members of the group who have been similarly approved. Please enter <https://www.facebook.com/groups/FOSMpta/> into your web browser and make a request to join the group.

FOSM uses Twitter which can be viewed and followed by anyone @FosmStm .

Permitted members

The Facebook group of FOSM is only intended for members of the association, in this case the parents, carers and teachers of St Mark's C of E Junior School. This is regulated through this being a closed group and members needing to gain permission to join from the PTA's Facebook group administrator.

The Twitter feed can be followed by anyone.

How this is used by FOSM

FOSM uses the Facebook group for PTA matters such as to communicate with members, promote events or elements of events, to recruit volunteers to support the PTA's activities, thank local supporters and canvass members' views, social events and meetings, it can also be used as a community forum for matters such as homework questions and lost uniform. The school may also post useful information and notices. This group should not be used as a method of contacting the school.

FOSM uses Twitter for PTA matters such as to communicate with members, promote events or elements of events which are open to anyone and to thank local supporters. Due to the open nature of Twitter, less information will be shared on this platform.



Usage that is not permitted

Inappropriate content on both social media platforms is defined as, but not restricted to, the following:

- Criticism of school policy, practices or staff
- Obscenity, nudity, defamation or hate
- Comments/posts that threaten to harm individuals, groups or organizations
- Endorsement or encouragement of illegal activities
- Multiple off-topic posts or repetitive posts that are copied and pasted
- Personal information including but not limited to e-mail addresses, telephone numbers, mailing addresses.

Any inappropriate posts, including any derogatory comment, can and will be removed by the administrator and the PTA retains the right to ban any user who continues to make inappropriate use of the group.

Photographs

Social media on Facebook and Twitter allows members to post photographs. However, it is explicitly assumed that anyone posting a photograph will own the rights to the image and will have the permission of anyone featured to do so. FOSM accepts no responsibility regarding ownership or permissions for any photographs posted by members.

Application of this policy

By using the Facebook group of FOSM and interacting with the FOSM twitter account you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of the group or unfollow FOSM on Twitter.

Availability of this policy

This policy is publicly available through the PTA section of the school website and is available on the FOSM Facebook Group.



General Good Practice for social media

A simple list of do's and don'ts to help you use the social media resources correctly.

Please do the following:

- Use good judgment - Regardless of your privacy settings, assume that all of the information you share is public information.
- Be respectful - You cannot see a smile or understand nuances of speech on social media. Please keep the tone of discussion positive and respectful.
- Be responsible and ethical - Any issue or concerns you have with the school should be raised directly and not via social media.

Don't share the following:

- Confidential information - If it seems confidential, it probably is. Online "conversations" are never private.
- Private and personal information - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. NEVER give out or transmit personal information of students, parents, or colleagues. Always respect the privacy of the school community members.
- Images - It is not acceptable to post pictures of children without the expressed consent of their parents.
- Other sites - Link to other sites may provide useful and interesting content. Don't blindly repost a link without looking at the content first.

Posts will be removed if they are:

- Personal attacks (posts deemed libellous, profane, defamatory, disparaging, hateful, harassing, threatening, or obscene)
- Break the law
- Fraudulent, deceptive or misleading
- Not compliant with the criteria set out in this policy.



FOSM WhatsApp Group Policy

This section should be used alongside the FOSM Social Media Policy.

For the start of the academic year, the Class Representative usually sets up a WhatsApp Group for their class. The main purpose of these groups is to share important information regarding class activities, reminders of events, deadlines, dates in the School calendar, etc. quickly and efficiently. The WhatsApp Groups are an extremely beneficial tool when used successfully but can be negatively misused. FOSM in consultation with the School has set rules and etiquette regarding the use of the Class WhatsApp Groups.

Points to note:

- The group should be used to make our lives easier and not become a nuisance.
- It is a quick and easy network for Class Representatives to remind parents of School events and activities and inform about FOSM events.
- The group should not be used to raise grievances about the School or other parents, children or families.
- Parents should always refer to the official channels of communication from School in the first instance. The class WhatsApp group should function mainly as a source for reminders.
- The group should be used keeping in mind mutual respect and cultural sensitivity between all its members.
- We ask parents to be considerate regarding the time they post messages: early morning or late-night posts are discouraged.

FOSM actively encourages the use of the groups for:

- Reminders about deadlines, school activities, and events.
- Questions about school activities or special events e.g. what date work is due in, uniform or non-uniform day, when the deadline to pay for a trip is, etc.
- Sharing important information already posted by School to help reach more parents.
- Sharing information which can be useful to the other parents in the group e.g. where to source costumes for dress-up days, ideas for projects, etc.
- Fostering a sense of community e.g. organising a class social event, sharing local relevant events and opportunities.
- Sharing relevant community notices e.g. road closures or new traffic lights in the local area, etc.
- Re-uniting lost property.



What the WhatsApp group will not be used for:

- Raising individual concerns or complaints: if a parent has a particular concern or complaint regarding the School or any member of the Staff, that issue should be raised directly with the School.
- Discussing the work of teachers: if a parent has a concern regarding the teacher, that parent should speak with him or her directly.
- Voicing grievances, gossip or sharing personal problems.
- Pointing out another child's behaviour.
- Sharing political posts or discussions.

Group administrators / Class Representatives are not responsible for comments posted by individual members of the group. In their role, they have the right to restrict admission or remove anyone from the group without notification. The FOSM Committee Chair in consultation with Senior School Leadership can add a Parent Committee moderator to Class WhatsApp Groups at any time if it is deemed necessary.

By accepting the request to join, you are sharing your telephone number with other parents within your child's class. Once you join, you always have the option to leave the group. For individual concerns, raise directly with the parent or, where necessary the School directly.