

FOSE COMMITTEE 2015-2016 – HOW IT WORKS

- Three elected officers (Chair/Secretary/Treasurer) with the option to have a Vice Chair/Co-Chair
- Elected Officers to be in post for a minimum of 1 year and no longer than 2 years
- Remainder of Committee membership to be drawn from across all year groups
- Committee membership will include 1 school staff and 1 school Senior Management representative
- One Committee meeting per term, specific date and time tbc but at a mutually agreeable time to allow maximum staff and parent representation
- One AGM at the beginning of Michaelmas term (September) to elect new Committee
- The FOSE Committee oversees and co-ordinates the various events and activities that bring together parents, staff and pupils socially and that may also, from time to time, help raise funds for items of benefit for the pupils of school as well as external charitable causes.
- FOSE has the freedom to choose which and how many events it may wish to organise in any year. The school recognises that this may be none or many depending on Committee membership and level of parent involvement.
- Each FOSE event is run by an organising team of parent volunteers who may also be members of the FOSE Committee but this is not obligatory by any means.
- If FOSE agrees not to organise an event, the school may decide it will run the event instead. FOSE notes that, in this case, there would be no opportunity to keep proceeds from that event.
- Any scheduling of an event needs to be agreed at least a term in advance with the Calendar Committee.
- Large-scale events such as Bonfire Night and the Summer Fete should be arranged on weekends when other school activities are taking place as staff are already expected to be on site.

ELECTED OFFICERS – ROLES AND RESPONSIBILITIES

CHAIR

- To oversee the operation of the FOSE Committee
- To chair Committee meetings and organise relevant paperwork in conjunction with FOSE Treasurer and Secretary
- To liaise with school SMT regarding calendar scheduling for FOSE events
- To provide content for termly update to parent community
- To provide guidance to the organising sub-committee for each event based on existing procedures
- With the FOSE Treasurer liaise with school bursary/accounts department regarding FOSE donations to school activities or purchase of items for the benefit of school pupils
- With the Treasurer be the designated signatory on the FOSE bank account
- The Chair is not required or expected to attend every FOSE event
- To maintain annual FOSE registration with Cost Co/Bookers and any other similar supplier as necessary

VICE- or CO-CHAIR (OPTIONAL)

- To support the Chair in delivery of the above responsibilities

SECRETARY

- To attend all Committee meetings and produce minutes for circulation
- To compile and maintain an up-to-date Committee contact list
- To compile and maintain an up-to-date list of Class Representatives and to provide the Registrar with up-to-date list of Class Representatives for new parent liaison

TREASURER

- To provide regular financial reports at Committee meetings and AGM
- To manage FOSE Bank Account and associated paperwork

- With the Treasurer be the designated signatory on the FOSE bank account
- To provide floats for all FOSE events including cake sales and as requested by event organisers
- To make payments on behalf of FOSE as required to internal and external suppliers/contractors via BACS/Cheque/Cash etc
- To provide annual audited accounts
- To maintain membership of PTA-UK and other professional associations
- To ensure that FOSE is meeting the terms of its registration with Charity Commission
- With the Chair to liaise with school bursary/accounts department regarding FOSE donations to school activities or purchase of items of items for the benefit of school pupils

COMMITTEE MEMBERS

- To attend FOSE Committee meetings (1 per term)

SM 19th May 2015