

Tilston School Association



Tilston Parochial C of E Primary School, Church Road, Tilston, Malpas, Cheshire. SY14 7HB.
TSA Committee: Joint Chair: Lucy Cheshire & Donna Adair, Treasurer: Kirsty Edgington, Secretary: Sam Andrews
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Tilston School Association TSA Policies and Procedures Introduction

Introduction

Welcome to our school. This policy and procedure has been compiled by the TSA for its members, active members of the committee and Trustees. It gives more in-depth explanation about the TSA, safety and procedural policies which are required for Charity organisations.

If you have any questions that remain unanswered, please contact one of the committee members (Co-Chairs, Treasurer or Secretary) via the school office.

Why do we have a TSA?

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

Our TSA is about much more than simply fundraising. The TSA 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 TSA 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 Tilston School Association when their child joins our school. The Tilston School Association 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 of our events are run as fundraisers. The TSA financially assists events aiming to giving the children extra learning opportunities and a good time on the school grounds.

A Message from the Chair of Governors

The TSA is an essential part of our school. All parents and carers are members and everyone's contribution is highly valued. The work of the TSA underpins the whole school. Financial support enables us to create a richer learning environment for our children e.g. the investment in iPads and Chromebooks, the outdoor learning equipment and the Little Wandle phonics programme. These could never have been purchased so quickly without the incredible support of our TSA.

Numerous curriculum resources have been provided which children throughout the school are able to enjoy.

The wide variety of social functions, allow us all to get to know one another in a more relaxed setting. The children see their parents and the school staff working together for their benefit. Our school would not be the vibrant, nurturing and welcoming learning environment it is without the enthusiasm, commitment and hard work of our TSA. The Governing Body and everyone at Tilston Parochial Primary School hugely value your support.

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 TSA and how we conduct ourselves financially as well as an entity.

Being a registered charity enables the TSA to: -

- receive charitable donations from local and national companies
- apply to grant-making charitable trusts; most charitable trusts will only give grants 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 both residents and 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. 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.

Membership of the Committee

Our TSA committee consists of:

Co-Chairs- Lucy Cheshire & Donna Adair

Treasurer- Kirsty Edgington

Secretary- Sam Andrews

As a registered charity, we have 3 Trustees:

Miss Kelly Allnutt

Miss Kirsty Edgington

Mrs Kelsey Mort

The TSA committee meets on a regular basis, usually the first Monday of every month (term time only). Dates for committee meetings are shared via the school newsletter. All parents are encouraged to have a say either by attending a meeting or emailing the Co-Chair- Mrs Lucy Cheshire.

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 TSA, 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.

Support from Parentkind (formally PTA-UK)

Our TSA 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 TSA run events, support and advice on running the TSA plus fundraising ideas and good practice hints and tips.

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:

- Christmas Fayre
- Summer Fayre
- Quiz
- Family Fun Nights- Easter Bingo
- Movie Nights
- Discos

So, you can see there is always something going on.

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

How we spend the money we raise

Following a fundraising event, the money is banked straight away. It is at our TSA meetings, that the decisions on how to spend the money are agreed. Usually, our Headteacher will have a consultation with the children and staff to discuss items that the school would like the TSA to consider funding.

At other times it will be for resources to improve a particular area of the curriculum or school environment. The TSA 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. Many of the resources purchased; Little Wandle Phonics Programme have a direct link to the School Development Plan.

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 TSA 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 TSA committee members.

How we get information to you

- All TSA 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.
- TSA events are posted on the notice board, which is situated in the school grounds by the main building.
- Text messages via the school systems.
- Twitter page.

How you can get involved

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

School Rules and Guidelines for Behaviour at TSA Functions

The children will follow the Tilston Code-

Be Ready

Be Respectful

Be Safe

Safety and Risk Assessment

All TSA 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 TSA 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 Designated Safeguarding Lead.

A Message from the Headteacher

"I am totally overwhelmed by the support and dedication of the TSA. TSA activities not only provide us with exciting social events, but also raise funds which help to give the children such an enjoyable education, through new resources. Our TSA has achieved so much, and I look forward to continuing this valuable partnership in the coming years". Mrs Kelsey Mort

A Message from the TSA Committee/Trustees

We hope you now know a little more about your Tilston School 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.

Appendix 1: TSA Safeguarding Policy Statement and Guide for Members

1. 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 Tilston Parochial Primary School. These are all available to view on the school website. The TSA support and abide by these policies.

2. The Tilston Parochial Primary School Safeguarding Policy is updated on an annual basis and approved by the Governing Body.

3. The Designated Safeguarding Leader (DSL) is Mrs Kelsey Mort, and the Deputy Designated Safeguarding Lead is Mrs Pam Edwards. The governor responsible for safeguarding is Mrs Sue Fryers

4. Tilston School Association will ensure that we prioritise child safeguarding at every event that is held. We will complete a risk assessment which will be reviewed and approved by the school. This risk assessment will consider the safeguarding element.

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

6. All TSA members are aware that any concerns regarding events they witness or are concerned about should be raised with the TSA Chairs and DSL immediately. It is crucial that TSA members recognise the importance of sharing information confidentially. Support will be offered if needed.

7. 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. The Lead TSA member 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.

Safeguarding and volunteer checks

All TSA members have a duty of care to consider the safety and well-being of children and vulnerable adults, so this is always considered when risk assessing each event.

Appendix 2: Members Code of Conduct

The TSA Code

- Any parent or guardian of a pupil attending the school can volunteer to become a member of the TSA with the vested interest in enhancing the school for all pupils
- All members work is voluntary and for no personal gain
- All members will act in the best interest of 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 other member's opinions
- All members have the right to communicate together responsibly. Consideration must be used when using social media or in a public place
- 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 and not shared on any social networking site
- All members must respect staff and pupils privacy whilst carrying out TSA activities during school time
- All members will respect the Committee's decisions, even those that they do not personally agree with
- The Committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject
- All members must respect the school and personal property
- All members have a Duty of Care to keep themselves and any TSA function attendees safe. Any safety concerns must be raised immediately with the senior member of staff attending the TSA function
- Any members attending a TSA function with their children are expected to assume responsibility for their children's behaviour and safety
- All paperwork and assets relating to the TSA is the property of the either the TSA or the school and not that of the individual. When leaving the TSA a member should return any relevant paperwork or assets to the TSA Committee

Consequences

Should it be deemed by the Committee that any member has disregarded this code or their actions have brought the TSA or the school into disrepute, the Committee has the right to exclude that member from future involvement. The member will be notified in writing of any decision and notified of their right to respond within 14 days and the matter reconsidered in light of any response.

Appendix 3:

Complaints Policy

1. This is a procedure if there is a complaint against the Tilston School Association
2. Tilston Parochial Primary School has its own complaints procedure. See school website for details.
3. The TSA defines a complaint as any expression of dissatisfaction about the TSA's action or lack of action or about the standard of a service provided. A complaint can be written or verbal.
4. A complaint is not:
 - a request for service (such as the TSA not holding enough events)
 - a request for information or an explanation of TSA policy (such as why the TSA 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 TSA Chairperson.

Making a complaint about the TSA

1. If you feel that the TSA has failed to meet its requirements, and you want to complain, in the first instance you should contact the Chair (Co-Chairs) of the TSA
2. If the complaint received by the TSA is in respect of the Chair, the complaint should be referred to the Secretary and Treasurer.
3. The TSA would expect that the vast majority of all complaints you have about the service from the TSA could be resolved at the first point of contact. You are encouraged to contact the TSA to let the TSA know of any problems and give the TSA the opportunity to put them right as soon as they 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 raise the matter with the school. You can do this by contacting the school office and asking to speak to the Headteacher. You may be asked to put your concerns in writing.

Communication

The TSA want to hear your ideas and views and welcome you to attend the meetings or email the chair. All ideas will be shared and considered at the next committee meeting. We do ask that you respect the TSA committee members and only send emails during term time. We value the wellbeing of our school community.