



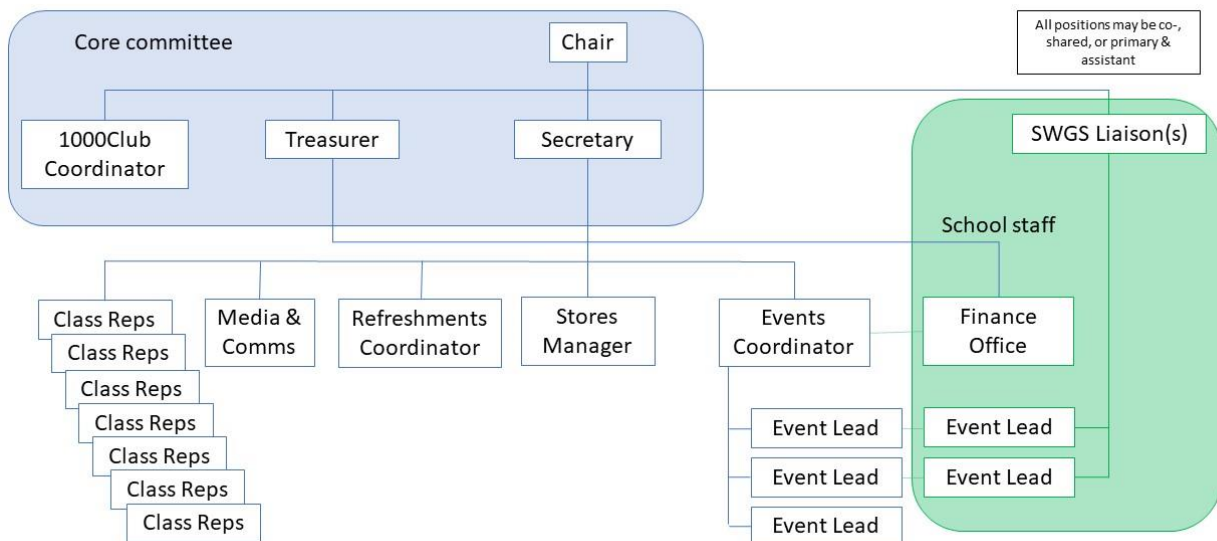
Working Arrangements between South Wilts Grammar School and the Friends of South Wilts Grammar School

1. General Purpose

This document sets out the working relationship between the school and the Friends, to include the roles, responsibilities, and decision-making positions to best benefit the pupils.

2. Organisation Chart

The following diagram illustrates the variety of positions and relationships within FoSWGS and the school.



3. Events supported by FoSWGS.

The following types of events are supported by the Friends

- a. Type 1- Offsite FoSWGS events. Wholly off school, planned, set up and operated by the Friends, with limited or no input from SWGS. Examples include the annual Christmas Fair in conjunction with BWSPA.
- b. Type 2 – FoSWGS supported events. School events supported by the Friends providing drinks, selling tickets, general fundraising. Examples include the New Parents evening, concerts and drama productions at the clear request of those departments.
- c. Type 3 – Onsite FoSWGS events. Events run wholly by the Friends on school property with the coordination of the school. Examples may include a Summer Fete, Quiz Night, Disco(s).

4. Events Coordination

All events will come primarily under the remit of the Events Coordinator. The post may be shared, or temporarily deputised if needed. The Events Coordinator will be responsible for assigning an Event Lead for each event or activity taking place. This may be themselves.

- a. Type 1 Events. One individual will lead on the planning, organisation, and volunteer recruitment. Progress will be reported to the committee at each meeting; this may be in person or by written report for presentation by the Events Coordinator. Questions may be raised, or assistance requested by the same means.
- b. Type 2 Events. School may request FoSWGS involvement in an event through one of the School Liaisons. In reverse, FoSWGS may suggest coordination for an event that would provide suitable fundraising opportunities by the same means. This would include but may not be limited to selling of drinks and/or food, raffle tickets, or 1000 Club promotions.
 - i. For a specific event one further member of staff may communicate with the FoSWGS lead for that event. For example, for a concert evening, a member of the music department may be nominated as the lead individual for SWGS.
 - ii. No other members of staff or FoSWGS may be involved in the planning or execution of the event unless specifically named. Others wishing or needing to be involved need to coordinate through the event leads.
 - iii. Where possible, for example drama or music productions, an agreed number of seats will be reserved for supporting volunteers.
- c. Type 3 Events. FoSWGS may request the use of school property for some events. For example, the main hall for a Disco, or tennis courts for a table sale. The SWGS liaison will coordinate all requests to and questions from the school. A FoSWGS lead will be nominated by the Events Coordinator in the same manner as other events.
- d. Following all events, the Event Lead should produce a brief set of notes on the positives and negatives for addition to the lessons learned on the website.
- e. TENS licences for the temporary selling of alcohol are coordinated through the Finance Office. If the event takings are wholly for FOSWGS, the Association will pay the licence fee.

5. Funding Requests

Requests for funding from the school will be made through the school liaison(s). This should include the value and the scope of benefit (i.e. the whole school, a specific department, sports team, or activity) and requested date of funds to be released. Requests will be discussed by the committee and approval given by a vote. See entry in the constitution on forming a quorum.

- a. Items bought with FoSWGS' funds will be promoted as such through the Friends' social media channels & website. The school will share such posts as well as acknowledging the donation in the next newsletter.
- b. Where possible items will be marked 'Purchased with funding from the Friends of SWGS'. FoSWGS will hold stickers for this purpose.
- c. Purchases will be added to a 'Funded Items' page on the FoSWGS website
- d. When such information is available, funded items will be promoted with mention of 'next project'.

6. Parent Communications

FoSWGS communications with parents will be conducted through the Classlist platform.

- a. Platform Terms and Condition and Community Guidelines will be followed at all times.
 - i. Terms and Conditions, and Guidelines will be shared on the platform at the beginning of each academic year.
- b. SWGS will maintain silent oversight of posts
- c. The Chair will hold the position of Ambassador.
- d. Core committee members, as defined in the FoSWGS Constitution, will have the function of Community Representatives
- e. Event leaders will be responsible for creating and maintaining a chat group for the event in question
- f. Individuals will be encouraged to become Class Representatives to support the wider committee and FoSWGS community in recruiting volunteers and expertise for events and activities.
- g. Event management, including sign ups, ticket sales, and any event communications will be managed through Classlist.

7. Wider Communications and FoSWGS Promotions

FoSWGS operates a website and a range of social media channels

- a. The website provides the primary promotional function of FoSWGS listing events, foundational documents, crib sheets and templates for activities and meetings.
- b. FoSWGS also maintains a presence on Facebook, Instagram and Twitter.

8. Management of Funds

FoSWGS' funds are held at Lloyds Bank.

- a. The following position holders will be named on the bank account for the purposes of withdrawing and transferring funds.
 - i. Treasurer
 - ii. Secretary
- b. The 1000Club coordinator may have sight of the accounts to confirm payments for membership of the 1000Club.
- c. FoSWGS floats are held in the school finance office. The is responsible for maintaining the contents of the floats
 - i. When signed out, the float will be counted, and the balance signed for by both Treasurer and Events Coordinator or Event Lead.
 - ii. The same for the replacement of the float at the end of the event
 - iii. Certain events need specific monies to be available. For example, the discos require an unusually high number of £5 notes and £1 coins.
- d. Following an event all monies will be counted, and the balance signed by 2 individuals. This should be the Event Lead and a member of the committee if present, an event volunteer may stand for the latter if there are none available.
- e. FoSWGS owns 2 Zettle machines that work off a base station. This makes it possible for any volunteer to take card payments without the need for mobile phone apps or accounts.

9. 1000Club

The 1000Club is operated by the 1000Club Coordinator

- a. Individuals become members of the club by signing up through the website or using a paper form.
- b. Cost is £1 per number per month
 - i. Members can pay £1 per month for each number, or
 - ii. £12 per year for each number
- c. There are 3 double draws each year at Christmas, Easter and the end of the summer term.
- d. Winners are notified by email or phone
- e. Winners are announced on Classlist, and social media, identified by their initials only.
- f. Winners are asked to contact the Treasurer with their bank details for payment of prizes.

10. Storage Management

FoSWGS owns a quantity of decorations and other equipment for use at events. These are housed in a FoSWGS cupboard at school. Access to the cupboard is granted to the core committee and Events Coordinator; the latter may accompany or grant access to any event leader who requires contents.

- a. **Before visit** Notify Mrs Lewis.
- b. **During school hours**, Mrs Lewis will arrange for someone to accompany the FOSWGS member. The visiting individual should sign in as a visitor at the front desk. This is to comply with child protection and safeguarding requirements.
- c. **Outside school hours**, The keys will be available to collect from reception. Reception closes at 1630 and if visiting after this time, arrangements will be made for the keys to be available. Sign in to the book, collecting the keys and red lanyard.
- d. **When leaving** please be off school premises by 1800 as this is the time the site manager locks up. Sign out of the book so they know you have left, leaving the keys and lanyard.

11. Volunteers

FoSWGS exists because people are willing to volunteer time and experience to benefit the pupils. As well as committee and class rep positions, volunteers will be needed to help run all events on an ad hoc basis.

- a. For any activity, the Events coordinator and Event Lead will be responsible for enrolling volunteers through the use of the volunteer management function on Classlist. Sign up links will be promoted through announcements on Classlist, and by whole school email through SWGS.
- b. In accordance with 3.b.iii, if appropriate, volunteers supporting events will be guaranteed a seat to watch the event or part thereof.
- c. Where feasible volunteer hours will be counted to enable continued promotion of the effort involved in supporting activities.

12. Refreshments

FoSWGS provides refreshments for a range of different events; the following general principles will apply:

- a. For events involving hot drinks (tea, coffee etc.), attendees will be invited to bring their own reusable cup.
- b. To account for differing dietary requirements, sweets and snack items will be bought in individual, pre-packaged sizes. We recognise that this may

increase the packaging waste created, but it is important to be able to clearly identify ingredients for health, cultural, and religious reasons.

- c. While we are not formally a nut free organisation, FoSWGS will not knowingly provide items containing nuts for any event.

13. SWGS Expectations

The majority of this document has dealt with the tasks and actions surrounding the day-to-day operational activities of the Association. In doing that, SWGS has written a short list of their expectations of the relationship.

Firstly, we are incredibly grateful for all that the FOSWGS do to support us and our expectations should be read in that context, with all decisions arrived at via discussion and through effective working relationships.

- a. Abiding by the usual parents' code of conduct.
- b. For the Committee to form positive working relationships with the SLT at SWGS, keeping the lines of communication open.
- c. Abiding by the agreed Constitution.
- d. Supporting agreed SWGS events.
- e. Fundraising for SWGS for infrastructure or other provision which would not normally be able to be facilitated.
- f. Acting as a sounding board for the SLT, offering parental perspectives on initiatives as relevant.
- g. Overseeing Classlist.

14. Document Change Record

Date	Edition	Changes
2023-08-03	Working Arrangements Version A	New Document
2023-09-10	Vb	Minor updates to the text following meeting with SWGS. Para 2. Update to the organisation chart to include coordination between the Events Coordinator & Treasurer, and the School Finance office. Para 4e. New to add detail on TENS licences. Completion of paragraph 10. New para 12.
2024-02-26	Vc	Completion of para 9. Extension of para 10, extending details on access to the school.
2024-03	V1	Published.
2024-06	V2	Update to Para 12.

15. No further paragraphs.