

St Bernadette's Parent Council

Sub-Committee Terms of Engagement

The Purpose

- Q.** It is sensible to give the subcommittee a name that reflects its purpose. The fundraising subcommittee can still be called the PTA if that is easier.
- A.** *"St Bernadette's Parent Council Fundraising Group"*

Membership

- Q.** How should people become members of the subcommittee? Do they just volunteer or should there be a nomination process?
- A.** *Volunteer*
- Q.** How many people should there be on the subcommittee – it is sensible to specify a range (say 3 – 10 people) rather than a fixed number.
- A.** *Minimum of 2, no maximum*
- Q.** Should it be restricted to people within the school or could there be co-optees?
- A.** *Co-optees*
- Q.** Will someone from the subcommittee be invited to Parent Council meetings? Communication between groups is very important
- A.** *Frances Burke and Debbie O'Donnell will represent the Fundraising Group and attend all Parent Council meetings*

Powers

- Q.** Will the subcommittee be independent or will it simply do what the Parent Council asks it to do?
- A.** *Not be independent, but rather be treated as an extension of the Parent Council*

Q. Should the subcommittee be free to decide on a programme of events and activities and then run them?

A. *No*

Q. When should the subcommittee seek the approval of the Parent Council?

A. *For decision making on fundraising events, and what money raised is to be spent on*

Q. Will the subcommittee have an operational budget it can use to buy supplies/equipment for events?

A. *The members of the subcommittee can claim expenses back from the treasurer of the Parent Council. The subcommittee should keep all expenses to a minimum*

Q. If the subcommittee raises extra money who will decide how this money is to be spent?

A. *It is particularly important to think through the powers to avoid disagreements in the future*

Finance

Q. Will the subcommittee be responsible for its own finances?

A. *No*

Q. If not, should they be given permission by the Parent Council if they want to buy supplies/equipment?

A. *Yes, within reason. Expenses should be kept to a minimum to ensure monies raised are put to best use possible*

If the subcommittee manages its own finances then it could share a bank account with the Parent Council but keep separate records of income and expenditure.

Are there any rules that all subcommittees must observe?

Not at the moment, but this may change once the multi-stage groups are up and running fully.

The subcommittee must always remember that it is a subcommittee of the Parent Council, not totally independent, and this places certain burdens on it.

If the Parent Council has a general policy, for example, that only Free Trade products must be used for refreshments, then the subcommittee must abide by this policy

If there are any rules about sponsorship then these must also be followed

When the Parent Council is preparing its annual report for the Parent Forum, the subcommittee should submit a brief note on its activities for inclusion in this report

If it has been decided that the subcommittee is responsible for its own finances, it must still submit its accounts for inspection and inclusion in the accounts of the Parent Council.

Who deals with complaints?

If someone has a complaint against a subcommittee, then it is the responsibility of the Parent Council to deal with this.

What about public liability insurance?

If there is a clear paper trail that provides evidence that the subcommittee comes under the “umbrella” of the Parent Council, then the activities of the subcommittee are covered by the Parent Council’s SPTC membership insurance

If there is no clear evidence of this and/or if the PTA was not properly disbanded, then the insurance company might refuse to cover the activities of the subcommittee on the grounds that it is acting independently and is a separate body.