



Simpson Primary School & Nursery Class Parent Council
Fundraising and Social Committee
Terms of Reference

This is the Terms of Reference for the Fundraising and Social Committee of Simpson Primary School & Nursery Class Parent Council (herein referred to as 'the Committee').

PURPOSE

The purpose of the Committee is to raise funds to support school activities, agreed by the Parent Council in conjunction with the school in line with its needs. To do this we will:

- Make recommendations regarding fundraising projects and events
- Manage fundraising activities and events

MEMBERSHIP

The membership of the Committee is open to all parents/carers of children attending the school as selected by the Parent Forum. Membership will be reviewed on an annual basis.

Representatives from the School Staff are welcome to join the committee.

The Committee will be led by the Parent Council Events Co-Ordinator.

MEETINGS

All meetings will be chaired by the Events Co-Ordinator and meetings will be held as required to discuss Fundraising and Events either virtually or in person.

REPORTING

The Committee reports to the Parent Council.

An overview of Committee business will be presented at each Parent Council meeting.

The Events Co-Ordinator will keep the Chair of the Parent Council up to date with ongoing business on a monthly basis.

FINANCES

The Committee will not hold its own bank account or finances.

The Committee will request funds from the Parent Council as per the voting procedures set out in the Parent Council Constitution.

REVIEW

The effectiveness and membership of this committee will be reviewed annually.