



September Newsletter: Welcome Back from the Friends of Maple Infants

The Friends Committee welcomes all students and carers back to school! And a very special welcome to new nursery and reception parents. The Friends of Maple Infants' School is a charitable organization that raises money to enrich the learning experience of the students. The money that we raise through various activities are spent on such things as classroom resources or subsidizing school trips.

AGM Monday October 12, 8 pm on Zoom

Get involved – you can make a difference!

Being involved in the Friends is a brilliant way to meet other parents, contribute to the Maple community, have fun, and support the school. The results we achieve are down to the collective efforts of the whole Maple community and everyone is invited to participate.

Parents/carers of a student at Maple are automatically members of the Friends. Please tune in via Zoom to our AGM where we will present our fundraising results from the past year and what the money was spent on. We will also be voting in a new committee. The Zoom link for the meeting is posted on classlist under the events tab.

Now is the time to consider becoming a class rep or even stepping into a Friends committee role as the current committee will be stepping down. The Friends Committee is usually made up of a Chair, Vice-Chair, Secretary and Treasurer who are trustees of the charity, serve 1-2 years and coordinate activities and fundraising. Each class also has at least one Class Rep (and often 2 or 3) to facilitate communication between the committee and parents and to source volunteers for various projects. Please see further notes on committee job descriptions and responsibilities at the end of this newsletter. Nomination forms can be requested from contact@friendsofmaple.org. You are also welcome to contact us to discuss any of this further.

Now, and perhaps more than ever, the Friends of Maple Infants need to continue even though fundraising may look a little different to what we are used to in the past.



Classlist – Connect with other parents!

A friendly reminder that Classlist is there for anyone wishing to reach out to the wider school community and connect with class parents. For returning reception parents: please go into your Classlist profile and edit your child to add them to your new reception class. If you have not yet signed up, go to www.friendsofmaple.org to download the form and send back to the school office via your class' red tray. Parents that have recently signed up will be approved shortly.

EasyFundraising

We are extremely grateful to those who have continued to use EasyFundraising when shopping online. If you have not yet signed up, it is a great way to generate income for the Friends with truly little effort! Find more details at www.friendsofmaple.org.

Second Hand Uniform Sale – Deadline for Orders Oct. 9!

Looking for a spare jumper or trousers? We have plenty of kit available from logo'd jumpers to summer dresses to PE shorts. Find out more details at www.friendsofmaple.org about the pricelist and how to submit your order. The items will be delivered via the school. All monies to be handled by BACS transfers and NOT through the school office.

IQ Cards Christmas/Seasonal Card Project

Keep a lookout in your child's bookbag for the very popular seasonal card project where you are invited to submit your child's creation to be printed onto high quality greeting cards, post cards, gift wrap, sticky labels and more! More information will follow but note that the deadline for submissions will be **Friday October 16**. The Friends will receive a portion of the purchase so it is a great way to support the school!

If you have any suggestions or comments for the Friends please go to www.friendsofmaple.org and fill out the suggestions/feedback form. We would love to hear from you – positive or negative.

We wish you a safe autumn term.

Tansy, Udari, Kelly and Rebecca
The Friends Committee 2019-2020



September 2020

Charity No. 1147762

The Friends Committee

Constitutional Requirements:

- Minimum of two committee members/trustees (*generally a Chair and Treasurer)
- 1 committee meeting to be held per term (or 3 per academic year)
- The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees
- All members of the committee are trustees of the charity
- Committee Members must hold a valid DBS Check and sign the Trustee Declaration

Sub-Committees

The Committee can delegate functions to Sub-Committees:

- Made up of at least 2 people appointed by the Committee
- At least 1 member of the Sub-Committee must also be a Committee member
- All Sub-Committee proceedings must be reported to the Committee

***Chair**

- Chairs committee meetings and AGMs
- The Chair is the only Committee member with a casting vote
- Provides the Chair's report for the AGM
- Delegates specific tasks and holds committee members accountable
- Manages the relationship between the Friends and school leadership
- Manages the relationship between the Friends and school governors
- Liaises with school leadership on the Wish List and requests for funds
- Manages Risk, Health and Safety, Food Hygiene, First Aid, and insurance cover for all events and activities
- Responsible for overall Governance including ensuring that the requirements of the Constitution, Charity Commission, and licensing bodies (e.g. Royal Borough of Kingston) are met (e.g. TEN licenses, Small Society Lottery License)
- Ensure that all personal information is held and dealt with in accordance with the Friends' Data Protection Policy and GDPR legislation
- Ensures committee and sub-committee members are familiar with the Constitution and understand their roles and responsibilities
- Manages and supports Class Rep network
- Ambassador on Classlist

Vice-Chair(s) – there could be several...

- Supports and works closely with the Chair in all areas
- Deputises as Chair when required
- Supports all other Committee members and Class Reps in their roles as required
- Ambassador on Classlist

Secretary

- Ensures all required records of AGMs, Committee meetings and Sub-Committee reports are kept i.e. agendas and minutes, and are uploaded to the Google Drive
- Maintains Google Suite and use of www.friendsofmaple.org domain name and associated email addresses
- Communicates with the Charity Commission and assists with reporting requirements
- Handles written and email correspondence received by The Friends
- Maintains data protection policy and procedures including adherence to GDPR legislation
- Manages website and social media content
- Works with the Chair to produce termly newsletters and the annual calendar of events
- Ensures good communication with members across all platforms
- Ambassador on Classlist

***Treasurer**

- Maintains accurate financial records
- Ensures best practice of accounting and banking
- Reports regularly to the committee and at the AGM
- Provides yearly reports to the Charity Commission
- Manages The Friends' bank account and PayPal account
- Manages Gift Aid
- Manages the issuing of floats (and or tokens) at events and fairs, counts takings, and deposits proceeds with the bank
- Liaises with the Council to obtain relevant licenses for raffles and events and makes necessary reports to the Council (in collaboration with the Chair)
- Ambassador on Classlist

Playground Sales Coordinator

- Liaise with Class Reps to ensure that each class does one Cake/Second Hand Books/Uniform/other sale in an academic year
- Organise the Bonfire Cake Sale (Nov) and Valentine's Cake Sale (Feb) in collaboration with Class Reps
- Update and issue instructions for how to run Cake Sales to assist Class Reps
- Work with the Treasurer to ensure that floats are available where required
- Liaise with school to set up dates for playground sales
- Take necessary steps to ensure all Cake Sales are Nut Free

Quiz Night & Charity Auction Coordinator

- Create, sit on, and manage a Sub-Committee to run the event
- Take overall responsibility for event delivery but delegate where possible:
 - Posters and Publicity



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- Refreshments: Food and Drink (Bar or BYOB)
- Recruit a Quiz Master to write/source quiz questions and run the quiz
- Recruit an auctioneer and organize a microphone/PA system
- Source auction lots from the community and produce a lot sheet
- Set up an online auction to run alongside
- Sell tickets and advertise the event via Classlist
- Write invite letter for ParentMail and have it signed off
- Liaise with the Treasurer to ensure auction lots are paid for and delivered after the event

Christmas/Summer Fair Coordinator

- Create, sit on, and manage a Sub-Committee to run the fair
- Take overall responsibility for Fair delivery but delegate where possible:
 - Posters, Programmes, Publicity
 - Sponsorship (Matthew James)
 - Allocation of tokens for PPG families
 - Running the Raffle (see coordinator roles below)
- Liaise with Class Reps and allocate Stalls
 - Support Class Reps in managing their stalls
 - Where necessary buy resources required for stalls
 - Liaise with school leadership and caretaker on stall requirements and set-up/tidy up
- Advertise for and manage outside stallholders and any performances
- Update the Christmas/Summer Countdown letter
- Liaise with school leadership on holding mufti days in exchange for donated items

Raffle Coordinator: Tickets & Admin

- Get raffle tickets printed
- Manage distribution of raffle tickets in book bags and in the playground
- Collect returned stubs from the school office and ensure that all paid for stubs are entered into the draw
- Liaise with the Treasurer regarding BACs payments, and to ensure all cheques are paid in
- Assist with running the draw
- Ensure accurate recording of prize winners
- Assist Chair/Treasurer in completing a Raffle Return for RBK within 3 months of the draw

Raffle Coordinator: Prizes

- Recruit and coordinate a team to request and collect prizes
- Update prize request letter to go to local businesses
- Record local businesses who have agreed to and donated prizes – ensure their inclusion in the programme and on the list of donors on the website
- Ensure that all prizes are collected prior to the Fair and are available on the Raffle Stall at the time of the draw
- Use Classlist etc to advertise prizes as they get donated
- Coordinate with Class Reps to produce Hampers (supply themes if needed)
- Manage distribution of prizes not collected on the day
- Thank contributors after the event with an official communication
- Maintain accurate records of any expenses incurred