

Moor House School & College



A Policy Proposal to establish Friends of Moor House

Version:	As adopted
This Version Dated:	March 2023
This Policy Is To Be Read By:	Governors, the Principal, the Bursar and other members of the SMT.
Subsequent Review Dates:	Initially after 12 months. Thereafter at 5 year intervals.
Most Recently Reviewed By:	Governors
Status:	Approved by Governors Dec 2017. Amended by Governors March 2023.
Next Review Date:	March 2024 (then 5 year intervals)
The committee responsible for reviewing this policy is	Fundraising and Marketing Committee

1. There shall be a voluntary association to be known as Friends of Moor House.
2. The membership, purpose and ways of working are described in the attached **Constitution**. Power to amend the Constitution or to wind up the body rests with the Governors of Moor House School & College.
3. The **Governors** shall appoint one of their number to sit on the Steering Committee of the association as their representative and spokesperson.
4. The **Fundraising and Marketing Committee** shall monitor the activities and role of Friends of Moor House and may offer advice and suggestions to the Steering Committee.
5. The **Principal** shall ensure that Friends of Moor House are kept informed of developments at the School & College, meeting all reasonable requests for written information or oral briefings.
6. The **Bursar and Business Manager** shall give administrative support, shall arrange for an invitation to be sent to potential new members, shall maintain a membership list, shall meet the expenses of the association and maintain annual accounts.
7. The **Finance and HR Committee** shall set a budget each year for the Friends' expenditure. This will be limited to administration, incidental expenses and modest hospitality.
8. This policy shall be reviewed annually by the Fundraising and Marketing Committee.

FRIENDS OF MOOR HOUSE

The Constitution of Friends of Moor House School & College

1. This is the Constitution of Friends of Moor House. It is established by the Governors of Moor House School & College and the power to amend it rests with the Governors.

Membership

2. Friends of Moor House is a voluntary association. Members may be current parents, former parents and students, former staff and Governors, or any interested persons from the local or wider community.

Purpose

3. The purpose is to further the aims of Moor House School & College by enrolling well-wishers in a supportive association. In particular:
 - 3.1 Members are to be kept informed of news and developments;
 - 3.2 They may be invited from time to time to assist Moor House School & College, its students and staff, including individual students, in any way which they feel qualified and able to offer; there will be no obligation to help however;
 - 3.3 The association shall particularly encourage membership of persons from the local or wider community who have no direct links with the School or College.

Ways of working

4. This shall be a voluntary body, supported financially and administratively by Moor House School & College, working in accordance with this Constitution. The Bursar and Business Manager will give administrative support, maintain accounts and meet agreed expenditure from Moor House funds.
5. There is to be no membership fee, although this does not preclude possible requests for strictly voluntary donations. Neither shall members receive any remuneration. Invitations to join shall be sent by the Bursar to all potential new Friends and a membership list shall be kept by Moor House School & College (in compliance with laws on data).
6. There will be a Steering Committee which will meet from time to time and at least once a year:
 - to plan such collective activities as may be thought desirable,
 - to be briefed on developments at the School & College,
 - to consult the membership from time to time, and
 - to offer views and advice to Moor House School & College.
7. This committee will have a Chair elected by the members annually through postal or electronic ballot; this appointment shall be subject to approval by the Governors of Moor House School & College. The Governors will also appoint one of their members to sit on

the Steering Committee as their authorised representative. The Chair and the Governors' representative shall jointly appoint at least two other committee members, to be drawn from members of the association. Three members of the committee shall constitute a quorum.

8. Friends of Moor House shall not speak or act on behalf of the School or College without the consent of the Governors. Neither shall they incur expenditure without consent. These consents may be given by the Governors' representative on the steering committee, or by the Principal or the Bursar and Business Manager.
9. The Steering Committee shall liaise with the Parents and Staff Association of Moor House with the aim of mutual support and co-ordination.

Activities

10. There may be collective activities for groups of members or, where authorised by the Steering Committee, actions by individuals. All activities must have the consent of the Governors or someone on their behalf. Examples of possible activities are given in the annex.
11. In all communications and activities, particular care shall be given to ensuring that Friends from the community, with no direct links with the School or College, are made welcome and kept informed.
12. When members are invited onto the premises, they will do so as visitors subject to the normal regime of permissions for visitors. On occasion some members might be asked to undertake commitments that involve frequent or regular visits, in which case it could become appropriate to seek Disclosure and Barring System (DBS) clearance and to include them in safeguarding training; it shall be the responsibility of the Bursar and Business Manager to initiate that.
13. The Principal shall arrange that Friends of Moor House are kept up to date with news through social media or newsletters.

APENDIX

POSSIBLE ACTIVITIES OF FRIENDS OF MOOR HOUSE

The following list suggests the kind of activities that Governors have in mind at the time of establishing Friends of Moor House. The list is purely illustrative. Subject to the consent of the Governors, it shall be for the Steering Committee to determine activities in the light of its own consultations with members and discussions with Moor House School & College as time goes on.

Possible activities:

Collective:

- Invitations to attend events such as sports day and Christmas carols;
- Social evenings to bring Friends together with Governors and staff;
- Briefing talks by the Principal or senior staff; opinion surveys among members;
- Organising letter campaigns to MPs, local authorities and others;
- Fundraising (but voluntary and not onerous);

Individual:

- Prize giving;
- Finding work experience or job opportunities;
- Creating contacts with potential philanthropists;
- Assisting on school trips;
- Assisting individual students e.g. by listening to reading;
- Placing their own professional experience at the service of Moor House School & College when needed.