



St John's
Educational Trust

Policy on Parents' Committees

January 2026

DOCUMENT MANAGEMENT	Document Title	St John's Educational Trust: Policy on Parents' Committees
	Current Edition	January 2026
	First Edition	2020
	Revised	Annually
	Next Review Due	January 2027
	Document Custodian	St John's Educational Trust: Governance Committee



Policy on Parents' Committees

Committees must have approval of the relevant School's Head and must comply with general Terms of Reference (TOR)

Parents' Committees can be formed to support:

Sports, clubs, cultural activities or specific events. Any committee formed under this policy is not a universitas or body corporate and shall not be capable of being sued or to sue in its own name. Any proposed committee should apply to the relevant School's Head for approval, submitting its specific objective, timeline, target budget and proposed activities; with the aim of avoiding duplication of effort, and minimising parent/donor fatigue.

1. OBJECTIVES

Every sports/cultural committee formed under this policy shall have as its aims and objectives:

- 1.1 To support the various sporting and cultural activities that the students participate in by running various fundraisers and community events.
- 1.2 To encourage the participation of parents in promoting and supporting the Schools' extracurricular activities.
- 1.3 To support staff and Management and the mission and values of the Trust.
- 1.4 To help develop strategies/initiatives that enhance the development of sports and cultural activities.

2. FUNCTIONS

Every sport/cultural committee's mandate shall be:

- 2.1 To plan, organise, and execute a calendar of fundraising activities throughout the school year to support a particular sport or club within the relevant School.
- 2.2 To allocate raised funds to support the School's teams/clubs with needs such as new equipment, tournament/event fees, travel costs, specialised coaching, and end-of-year awards.



- 2.3 To provide volunteer and logistical support for major school sporting and cultural events (e.g., tournaments, sports days, award ceremonies).
- 2.4 To foster a strong, positive, and enthusiastic community of parents and supporters around the schools' sport and cultural programmes.
- 2.5 Report to the School's Head on all activities of the committee once a term.

3. FINANCIAL MANAGEMENT

- 3.1 All income raised by the sport/cultural committees through their activities shall be banked with the relevant School within 24 hours of the activity, under the custody of the School's Finance Manager.
- 3.2 All funds raised by the sport/cultural committees are the property of the St John's Trust.
- 3.3 All expenditures to be incurred by each committee must be pre-approved by the relevant committee and the relevant School's Head.
- 3.4 All expenditures must be conducted through the Trust.
- 3.5 Each committee shall raise, manage, utilise and administer any funds, resources or assets required to achieve its objectives and also be empowered to source funding for its work from donations. It shall undertake such fundraising activities and utilise the funds raised from such fundraising activities as may be approved by the relevant School's Head in writing and through the Trust.
- 3.6 No committee may give or lend any of its money or property to its members or office bearers. A member of a committee can only get refunded or paid by the committee for expenses properly incurred for or on behalf of the committee with the specific approval of the committee and the relevant Head. Receipts and other relevant documentation should be supplied for the purposes of reimbursement.
- 3.7 Committees will only have full power and authority to enter into any binding contracts in the name of the relevant School and with the prior written consent of the relevant School's Head.
- 3.8 Each committee will ensure that financial records will be transparent and available for audit by the School's Finance Manager upon request.



4. BOOKS OF ACCOUNTS

- 4.1 Every committee shall cause to be kept proper minutes of all meetings which shall be maintained in a minute book, available for inspection by parent members or the relevant School's Head upon written request.
- 4.2 Cause to be kept proper records and books of account with the school of all the committees' transactions.

5. KEY REQUIREMENTS:

5.1 **Committee Members:**

- 5.1.1 Appointment to the committee to be made by the existing members by invitation and shall always include a minimum of one Trust permanent staff member.
- 5.1.2 Where possible, each year group shall have one representative on the committee.
- 5.1.3 A committee member must be an active parent/guardian.
- 5.1.4 The term of office for each member shall not exceed six years.
- 5.1.5 If a committee member acts in a way that is considered by other members to undermine the objectives of the committee and the relevant School, their membership shall be terminated if the majority of committee members agree or at the decree of the relevant School's Head.
- 5.1.6 TIC/Director of Sports/Culture are non-voting members of the committees.

5.2 **Committee must appoint:**

Chairman, Secretary and Treasurer

- 5.2.1 Treasurer must establish an account with the Bursar and must deposit all funds into that account.
- 5.2.2 Annual financial accounts shall be prepared for each financial year and presented to the Committee and the School's Head. Financial year for Committee's accounts shall be 1 August to 31 July.
- 5.2.3 Secretary to take down minutes of every meeting and make them available to the School's Head through the Director of Sports/Culture within 48 hours via email.



- 5.2.4 TIC/ Director of Sports/Culture may spend Committee's funds in areas of need ONLY with the prior consent and approval of the Committee in writing.

6. KIT SPONSORSHIPS

Only apply 1st or 2nd teams. Must be approved by the School's Head. Juniors are allowed sponsored kit only in selected tournaments with the approval from the School's Head. Any kit supplied must conform with the Trust Brand manual, and final designs/advertising logo placement should be approved by Marketing committee prior to sourcing.

7. ADVERTISING

New advertising for specific events to be approved by the School's Head. Approval of the Marketing Committee of the Board is required for any new general campus advertising.

8. FUNDRAISING

Must be OPTIONAL and for the benefit of all and not just a specific activity or sport, i.e. a particular sport/activity cannot request that the entire school support its fundraising requests.

9. TOURS

- 9.1 The committee should draft an overall target tour budget prior to commencement of fundraising activities for the relevant period. This should be shared with the Finance Manager.
- 9.2 Funds to be raised by parents for the tours, including staff costs (excluding personal spending).
- 9.3 Staff costs/contribution to be clearly agreed upon.
- 9.4 Selection to be on the basis of merit, not affordability. Where affordability is an issue it is expected the committee concerned should handle this aspect sensitively.



- 9.5 Must adhere to the general requirements pertaining to tour preparation as outlined in the Staff Handbook.
- 9.6 The relevant staff member leading the tour will be required to submit a Tour budget reconciliation (including receipts for all expenditure) to the Finance Manager and Committee within 1 week of returning from tour as per the approved Template.

NB* The day-to-day running and management of various sports codes and clubs and the facilities thereof is the responsibility of the relevant Directors of Sports and Culture and ultimately the School's Head.

GOODWILL

*** These guidelines are intended to ensure maximum transparency and to ensure best practice. There are potential pitfalls, but every effort must be made to avoid these.**

