



Terms of Reference

September 2019

Vision

For children attending Guildhall Feoffment to achieve the highest standards within a secure and stimulating environment.

Purpose

To advance the education of the children and to enhance their time at the school by assisting in the provision of facilities, which are not normally provided by the local education authority.

Objectives

- Promote fund-raising activities to benefit the pupils and the school.
- Organise social events to foster parent / school relations.

Structure

- The Friends of Feoffment is a registered charity.
- All parents/carers at the school are Friends.
- The Friends is run by a committee.
- The committee will consist of at least a chair, a secretary, a treasurer, a communications rep and committee members.

Ways of Working

- Events / fund-raising activities are organised by the committee which meets as appropriate throughout the school year.
- Meetings are open to all Friends.
- The committee welcomes new fundraising ideas from all.
- A committee member to be appointed as representative for each year group.

- The rep to assist in the submission of bids and monitor fair allocation and spend across year groups.
- To present formal accounts yearly at AGM and financial updates at each meeting to assist in monitoring distribution.
- Committee members and volunteers to attend meetings and take an active role in at least one event per year.
- Minutes and agendas published in good time prior / after each meeting.
- Publicise activities and achievements to all Friends through the Friends of Feoffment page on the school's website.

FoF Committee - School Year 2019/20

Role	Name
Chair	Lynsey Ailey
Secretary	Jerry Hoy
Treasurer	Michaela Breilmann

Review date

The Terms of Reference will be reviewed annually. The next review will be in September 2020.