



Dunottar School PTA

Fundraising and Funding Policy

1. General Fundraising Guidelines

1.1 Dunottar School PTA is a registered charity under the name 'Love Dunottar PTA' ([Charity Commission: 1092269](#)) and its charitable objects are:

TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL IN PARTICULAR BY 2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL; 2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Charity Commission of England and Wales

Please see the Charity Commission website for full details, including the names of current trustees.

1.2 As a registered charity Dunottar School PTA must abide by charity law and the guidance of the Fundraising Regulator.

1.3 Dunottar School PTA will raise funds by conducting activities in the school community. These activities may include: sales of nearly new uniform; social events for parents; events for pupils; and any other fund-raising activities deemed appropriate by the trustees and named committee members of Dunottar School PTA.

1.4 Dunottar School PTA may also request donations from the wider school community and from businesses or members of the public.

1.5 All funds raised and money donated will be added to the general funds of the PTA and used to benefit the school and its pupils, unless it has been donated for a specific named purpose. If it has been donated for a specific named purpose it will be restricted to being spent on that purpose.

1.6 In accordance with HMRC guidelines the PTA may opt to reclaim Gift Aid on monetary donations. HMRC guidelines do not generally allow Gift Aid to be reclaimed on ticket sales. Donors must keep a record of any Gift Aid donations for their own tax purposes.

2. External charities and charitable initiatives

2.1 As part of its community-building initiatives Dunottar School PTA also aims to engage with good causes in the local community, especially where there may be need or disadvantage. This may be in the form of informal partnerships, for example arranging collections of tinned or dried goods and giving those goods to local food bank charities.

2.2 From time-to-time, Dunottar School PTA may set up initiatives to fundraise for an external registered charity. It will be made clear to parents, pupils and the school community which registered charity is being supported so that they can make an informed choice before donating.

2.3 Dunottar School PTA will only support registered charities where a broad cross-section of society benefits from the funds raised. For example, as a school serving pupils from a broad cross-section of faiths, Dunottar School PTA would not usually support charities promoting or supporting a single religious cause or group.

2.5 Dunottar School PTA may also respond to public national or international emergencies, such as war, conflict, accidents and natural disasters. In these situations Dunottar School PTA will only work with registered charities, prioritising those with a recognised track record in humanitarian response.

3. Grant making

3.1 Dunottar School PTA operates a small grant scheme, whereby teachers and other members of the school community can request funding for a piece of equipment, training or other item that will benefit the school and its pupils.

3.2 The value of the funding will generally be under £1,500.

3.3 Dunottar School PTA will prioritise applications that:

- Explain how the funding will benefit pupils or an identified group of pupils;
- Have a long-term benefit e.g. equipment that will last several years;
- Clearly itemise costs and show the rationale for a preferred supplier;
- Show a plan for meeting the cost of any consumables or repairs.

3.4 Pupils are encouraged to submit requests for funds to support a club, activity, piece of equipment or initiative that will benefit a wider group of pupils, ideally working with a member of staff to assist them to make the purchase and implement the project.

3.5 Applications for funding should be made via the Deputy Head, Operations, who will pass the details onto the PTA Secretary. Applications can be made via email.

3.5 Dunottar School PTA will not generally grant funds to benefit an individual pupil or a very small group of pupils unless:

- The pupil(s) are already in receipt of bursary funds or other support from United Learning and/or;
- A member of the Dunottar School Senior Leadership Team has confidentially advised the trustees of the PTA that the pupil(s) in question should receive financial support for reasons of significant medical, social, financial, emotional or educational need.
- These applications will be assessed on a case-by-case basis.

3.6 All purchases must be made promptly and an invoice passed to the PTA within four months of the funds being granted. After that time the money can no longer be held aside and the applicant must reapply.

3.7 Funding decisions will be made by a sub-committee of the PTA, known as the Funding Committee. This will generally comprise of the trustees of the Dunottar School PTA and the people currently holding the named PTA Committee roles. All decisions taken will be summarised at the next PTA meeting.

3.8 Fund recipients must provide the PTA with an informal report on how the funded item is being used and/or photographs of it in use. This can be emailed via the Deputy Head, Operations.

4. Project Funding

4.1 From time-to-time, Dunottar School PTA will engage in special projects to support the school and its pupils. This may involve fundraising for a specific named purpose.

4.2 In order to implement longer-term projects Dunottar School PTA may hold designated funds aside until the project has been completed.

4.2 The Treasurer will be asked to provide a financial report on the status of funds for each PTA meeting. The charity's most-recent financial statements can be viewed on the Charity Commission website.

END

Policy written: March 2024

Approved at PTA meeting: 18th March 2024