



St. Agnes' Catholic Primary School

Rosedale Road, Ryton, Tyne And Wear NE40 4UN



FRIENDS' ASSOCIATION

Dear teachers,

The allocation of money raised by our Friends' Association is a subject that is always up for debate.

As a committee we have discussed the fairest way of allocating these funds. The result of our discussions is the creation of a funds request form (attached to this letter) for you to complete with details of your request. We have tried to keep the form as simple as possible as to not add any unjust layers of bureaucracy or eat in to your valuable time.

Once you have completed a request form, submit it to the Friends' Association and, as a committee we will discuss and decide upon which requests we can honor bearing in mind the amount of money being requested and the number of requests we have received. An electronic copy of the request form will be available on the Friends' Association section of the school website for you to download and complete as well.

This system aims to provide everybody with a fair chance to access our funds and ensure that we do not simply operate under a first-come-first-served basis.

Please feel free to come and speak to the committee or me if you have any questions or queries about this process.

Thank you all again for your continued support.

Karla Martinez-Horan
Chair



St. Agnes' Catholic Primary School



FRIENDS' ASSOCIATION

Treasurer use only

Request No.

Received:

Approved:

Cost:

St. Agnes' Catholic Primary School Friends' Association raises money to enable the school to pay for events, facilities or equipment outside the normal school budget, and thus advance the education of the pupils. Furthermore, the Friends' Association supports events that promote a friendly and social atmosphere within and between all pupils, staff, parents, governors and the local community.

To request funds please return this form (see guidance notes) to the Friends' Association.

NAME:

DESCRIPTION:

COSTS:

Total:

FRIENDS' ASSOCIATION USE ONLY

DECISION:

Approved

Declined

Further information needed

MEETING DATE:

NUMBER OF COMMITTEE PRESENT:



St. Agnes' Catholic Primary School

Rosedale Road, Ryton, Tyne And Wear NE40 4UN



FRIENDS' ASSOCIATION

Guidelines for Friends' Association funding applications

Funds raised by the Friends' Association are to **enable the school to buy facilities or equipment, as well as additional resources outside the normal (core) school budget and thus advance the education of the pupils.**

The Friends' Association committee wants to ensure that funds are spent in an **effective way** that will **benefit and support the children** as well as staff in their role of developing and educating children.

We want the funding application process to be as simple as possible, and wish to make staff aware of the following guidelines when applying for funding.

Procedure:

- Name: person making the application
- Description: the equipment/services funds will be spent on; how will the school and/or the children benefit from the request?
- Costs:
 - ✓ Estimated Costs: include supporting documentation from 3rd parties, this is preferred.
 - ✓ Ongoing Costs: if applicable include any annual fees.
 - ✓ Amount Requested from Friends' Association: the whole amount or part of the amount.
 - ✓ Time Constraints: if funding is required by a particular date;

Each application will be considered at the **next Friends' Association meeting.**

Additional Notes:

Friends' Association funds are intended for the equipment/services that cannot be funded through the normal school budget. This is to ensure that the education of children does not become reliant on Friends' Association funds, which cannot be guaranteed.

In special circumstances, core items that would ordinarily be expected to be funded by the normal school budget could be approved for Friends' Association funding. However, assurance from the head teacher must be acquired that provisions in the school budget for such items will be made in the future.

Typically, applications should benefit as many children as possible. However, where there is a need for a specific group of children, this will be considered.

The Friends' Association will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.