
Friends of Drayton Green Primary School PARENT TEACHER ASSOCIATION(FODG) INFORMATION HANDBOOK

**Compiled by the Friends of Drayton Green
Parent Teacher Association (FODG)**

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Introduction

If you are a parent, carer, guardian or relative of a child at Drayton Green Primary School or a member of staff then you are a member of the Friends of Drayton Green Parent Teacher Association (FODG).

Welcome to our school

This booklet has been compiled by the Friends of Drayton Green Parent Teacher Association (FODG) especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-racking starting at a new school and there always seems to be so many questions to ask. This booklet aims to provide you with information about FODG which forms a major part of school life.

If you have any questions that remain unanswered, please contact one of the committee members (See contact list in appendices or email us at fodg@outlook.com).

Why do we have a PTA (FODG)?

The main aim of the FODG is to raise funds to enrich our children's time at Drayton Green Primary. We are fortunate at our school to have a PTA (FODG) that is and has been an integral part of the school community for many years. In its time the FODG has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's educational experiences and the school's facilities.

However, our FODG is about much more than simply fundraising. The FODG works closely with class representatives (Class Reps) and school staff and together we provide links between home and school. FODG events are an excellent way to bring staff, parents/carers and friends together socially in support of the school, working towards a common goal whilst having fun! With the continued support of parents/carers and staff, the FODG has always succeeded in its efforts.

All parents/carers and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the FODG when their child joins our school and are invited to attend monthly FODG meetings, which are held in school on the first Friday of every month.

Role of the FODG Committee

Our committee members are elected at the AGM which is usually held in the first half of the autumn term. The committee consists of four officers: Chair, Vice-Chair, Treasurer and Secretary. We also have between 5 and 10 ordinary committee members to make up the full committee.

The **Chairperson** will chair the FODG meetings. The Chairperson will be the link between the Head Teacher, the administration, the teachers, the support staff, the Class Reps and the parents /carers of the school. The Chairperson will keep the Vice Chair informed of all activities. Ultimately, it is the Chairperson's responsibility to ensure FODG share all necessary/vital communications with the school.

The **Vice Chairperson** will assist the Chair and will be prepared to occupy the Chair's post in his/her absence.



The **Treasurer** will receive all the FODG's money and will maintain a record of all the receipts and payments and will be responsible for all payments authorised by the FODG Committee. He/she will present a statement of accounts, both oral and written, at the AGM. The Treasurer will ensure the fundraising thermometer is kept up-to-date of FODG funds.

The **Secretary** will prepare and publish the agenda for each FODG meeting. The Secretary will take minutes of FODG meetings. The minutes will be sent to the FODG Chair, Vice Chair and the school Head Teacher for approval and will then be distributed by email to those who attended as well as posted on Facebook & WhatsApp groups of the FODG committee and Class Reps within one week of the FODG meeting. The Secretary will 1) manage the FODG email account (fodg@outlook.com) by checking it at regular intervals and responding appropriately; 2) manage the updating and distribution of various FODG documents, including the FODG meeting minutes, event flyers & other related documents, class sign up sheets; 3) ensure the website and newsletter is kept up-to-date of FODG information. These documents are stored in the FODG OneDrive account.

Class Representatives (Class Reps)

Our class reps undertake a very important role. There are usually two representatives per class who provide a link between the school/class teacher and the parents/carers of that class. They meet with the Head Teacher of the school twice a term to:-

- (i) discuss issues that have been raised by you (the parent/carer community) and your children – and
- (ii) enable the Head Teacher to share important information from the school with you.

Class Reps do not have to attend the monthly FODG meeting, although they are always welcome.

Class Reps also support FODG by sharing information from the FODG to parents/carers e.g. details regarding forthcoming events. They also obtain views and opinions from parents/carers which are shared with the FODG. Class Reps also help out at our main fundraising events – ensuring the whole school community work together to ensure events are a success!

Class Reps are elected at the beginning of the academic year. Parents/carers are given the opportunity to meet their new class reps along with their child's new class teacher at the "Meet the teacher meeting" held early on in the autumn term. If you are interested in becoming a class rep, please contact the chairperson of the Class Reps (contact details are available via the school office or email on draytongreenparentreps@gmail.com).

Annual General Meeting (AGM)

Our Annual General Meeting is held at the beginning of the academic year and provides an opportunity for all parents/carers to come along and hear in more detail about the work of the FODG, the events we have run, the funds we have raised and how the money has been spent. It is also when we elect our new committee members. At this meeting or the first meeting thereafter, the committee members will agree on expenditures for the coming year based on current and projected budget.



Charitable status

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by the Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules on how we operate as a PTA and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members (See contact list in appendices) or email us at fodg@outlook.com.

Being a registered charity enables the FODG to:-

- receive charitable donations from local and national companies
- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- receive donations made through payroll giving and company matched giving schemes
- apply for Gift Aid

Support from PTA-UK

The FODG is a member of PTA-UK, which is a national charity and membership organisation providing support and guidance for all home school associations in England, Wales and Northern Ireland. The PTA-UK association has over 13,600 current members. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all PTA run events, support and advice on running the PTA plus fundraising ideas and good practice hints and tips. PTA-UK also provides us with the opportunity to meet and communicate with other PTAs to discuss and share experiences. We receive guidance to ensure our events are legal and safe. In addition, we have a valuable resource at our fingertips – www.pta.org.uk

How we raise money

Like most PTAs, the majority of our funds are raised through the events that we run. We try and cater for a variety of interests and always aim to respond to children's requests. Some of our most popular events are:

- International family event
- Celebration of light
- Adult Quiz night
- Children's Discos
- Cake sales
- Second-hand uniform sales
- Non-uniform day

There is always something going on! It is great to see our children having fun at the events or enjoying using a piece of new equipment that the FODG has donated towards. We also hold a number of free events throughout the year e.g. Father Christmas and Mrs Christmas visit the school to deliver presents to the children of Drayton Green every year. This is always a well-received event! We raise money in other ways too. Donations from parents are extremely important. You can donate your time, skills, money, good quality unwanted items, raffle prizes or offer your services. As our FODG is a registered charity, we are able to raise money through Gift Aid and company-matched giving schemes.



Gift Aid

In the past, Gift Aid has boosted our funds considerably. It is tax claimed back from the Inland Revenue from donations made to us out of your earned income.

If you are a UK tax payer, we are able to claim 25p in every pound that you donate to our FODG. The procedure for this is very simple. We ask our parents/carers to sign the declaration form attached or available to download from the website. This only has to be done once whilst you are at school to confirm you are a UK taxpayer. The declaration can be cancelled at any time. Following this, every time you support the FODG with a cash donation or if you support a sponsored event, the FODG can claim the Gift Aid on your contribution.

There is nothing further for you to do and we need no other information from you. The issue of Gift Aid is taken on trust and you can support more than one charity in this way. We do not, and are not required to divulge any personal information to the HMRC from your completed forms.

If you are a UK taxpayer, please complete the declaration form at the back of this booklet. If both parents are taxpayers, please request another Gift Aid form from our FODG Treasurer or copy the one you have. As a PTA, we are very conscious that with a relatively small school community, the demands are often not as widely spread as in larger schools, and because of this, we try to raise our funds from as many different sources as possible.

Links with local businesses

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. Many of our local businesses & shops are very generous providing donations for raffle prizes etc. and some have taken part in our International Family Event. We are also extremely grateful to the local businesses who have participated in charity matched giving schemes. This has made a huge difference to our fundraising efforts. Donors to date include Amanda's Action Club, Castle Hill Properties, Cross Rail, the International Presbyterian Church in Ealing, Party Popperz Entertainment and Make Believe Ealing (in alphabetical order).

Company matched giving

Company matched giving is very simple. Companies or businesses pledge to donate to a charity, such as ourselves, an amount of money relating to the amount that an employee(s) donates or fundraises for us. We have been helped enormously in the past by this type of donation, and there are several benefits to both ourselves and the company involved:

- employees' morale is boosted by having their efforts supported by their employer
- the company benefits from having charitable donations written off against taxable profits
- the company can endeavour to get publicity for their giving
- our FODG benefits from receiving perhaps double what we have raised at an event

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to one of the FODG committee members, or ask in the school office.



How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our FODG committee meetings, that the decisions on how to spend the money are agreed.

Usually, Mrs Doherty, our Head Teacher will have a wish list of items that the school would like the FODG to consider funding. Our Class Reps, staff, parents/carers, school council and pupils can also put in requests for items they feel the school and the children would benefit from having.

The FODG funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. At times FODG funds will pay towards resources to improve a particular area of the curriculum or school environment. Our ultimate aim is to enrich our children's education as much as possible.

FODG funds are not generally spent on improving the fabric of the school building as this is the responsibility of the school Governing Body. Our Constitution commits the FODG to spending money on things that will benefit the children directly.

We always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum. The money we raise is usually spent in a timely fashion. That way, you can be sure that in supporting our school, your children will feel the benefit immediately.

Recently we have raised funds to provide a new stage and other related equipment including lighting and a sound system to make the children's performances even more enjoyable! Currently we are supporting the redevelopment of our school playground through grant fund applications. This is a huge project that will benefit the children for many years to come.

Whilst saving for larger scale projects such as a stage and playground equipment, we have still managed to find funds for smaller items, such as books, thanks to the generous and continued support of our parents/carers.

We also make sure that each year a proportion of funds raised go towards supporting the lives of children and families less fortunate than us.

How we get information to you

We always let you know upcoming events, dates and details of how you can help with each event via our weekly school newsletter and class rep forums. Also all event information and monthly meeting minutes are posted on the FODG page on the school website and parents' notice board, which is situated outside the gym.

The school website is <http://www.draytongreen.ealing.sch.uk/>

Following a FODG event, we inform you how much was raised and what the money will be spent on.



How you can get involved

There are lots of ways you can help and support your child through the FODG.

Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

If you would like to be more involved, you can volunteer to be a Class Rep or FODG Committee Member. Or you can simply support the FODG AGM and give us your ideas for fundraising events. This is also an opportunity to ask questions or voice your opinions.

You can help by letting us know if you have any contacts or skills that could be potentially valuable to us.

If either or both parents complete the Gift Aid declaration form, your donations will be worth a lot more to us.

And finally, we are always extremely grateful to receive donations as mentioned before.

There is brief questionnaire at the back of the booklet to fill in and return if you are able to help in any way, no matter how small. Don't forget to include an email address if possible.

What the FODG means to our school

Because the FODG involves the whole school community we thought you would like to know what others think about our PTA.

From the Governing Body – Diane Coyle, Chair of Governors

The governors, like the rest of the school community, greatly value all the time and energy which goes into creating such special events; raising much needed funds and celebrating the life of the school and its extended community. The events have become highlights of the calendar, joyous occasions bringing together the whole school community: pupils, families and carers, staff, governors and our neighbours. The other activities are part of the fabric of how we meet each other and get to know each other, and involve so many parents and carers in the everyday life of the school. So we are hugely grateful to the FODG, and proud of them too.

Diane Coyle

Chair of Governors

From our Head teacher – Mrs Karen Doherty

The FODG is a vital part of our school community. The fundraising they do enables us to enrich the children's school experience. We are committed to providing our children with memorable learning experiences and this is achieved through the partnership that has blossomed between the school and The FODG. The contribution of the FODG goes far beyond simply financial. The FODG is an example to our children of what a real community looks like and feels like. We now have a wonderful stage, with sound and lighting – this would have never been possible with The FODG. Doing the best for our children is doing the best for our future and The FODG do this so very well – thank you!

Mrs Karen Doherty

Head Teacher



From all the PTA Committee

Thank you for taking the time to read our booklet. We hope you now know a little more about your Parent Teacher Association and we hope you will want to get involved! Being a part of the FODG can be truly rewarding. If we all work together we can make a real difference to the lives of these young children.

On behalf of all the pupils we would like to thank you for your very valuable support in making Drayton Green Primary School an exciting, enriching and thoroughly enjoyable place to learn.

FODG Committee

A list of attachments at the back of the booklet should include:

- a list of Committee Members
- a copy of our PTA's Constitution
- a Gift Aid form
- Parents' Questionnaire for parents to complete and return
- a list of money raised in the last few years and the items bought for the school

