



LANESBOROUGH SCHOOL
PARENTS' VOLUNTARY ASSOCIATION

Terms of Reference

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1. Introduction

The Lanesborough Parents' Association (the "LPA") is a voluntary association comprised of parents whose sons attend Lanesborough School.

In 2019, the LPA set out to update and clarify its governance arrangements, as well as give some general guidance to new members as to what their role entails. From now on, these terms of reference are what parents will use to set out how we work together to support the School.

What is the LPA?

The LPA is a group of parent volunteers including:

- Members of the LPA Managing Committee, who are elected by parents;
- Class representatives (generally 1 or 2 parents appointed by each class); and
- Members of sub-committees formed to help organise specific school event.

The LPA works on behalf of the entire parent body. It generally meets twice every term. Members of the LPA Managing Committee and event sub-committees meet as needed.

The Aims of the LPA

The aims of the LPA are to:

- encourage all parents to participate in and support School events and activities;
- fundraise to purchase items to enhance facilities at the School, as recommended by the Headteacher from time to time;
- organise social events for the School community in order to promote a welcoming and inclusive environment for boys and their families; and
- create a space where parents can make suggestions or provide support to the School, where appropriate.

2. LPA Managing Committee

The LPA is led by the LPA Managing Committee, which is made up of the following roles: Chair, Vice-Chair, Treasurer and Secretary. Each of these positions can be held jointly by more than one volunteer.

Generally, positions are held for one academic year, with school-wide elections run in the Michaelmas Term. All parents whose sons attend Lanesborough School at the time of the election may stand as candidates and all parents may vote in the elections.

No committee member may hold the same position for more than four consecutive academic years. However, parents can hold other positions within the Committee without a term limit imposed.

Previous committee members take part in a handover meeting to their incoming elected counterparts each year.

Roles of the LPA Managing Committee

Chair

The Chair's role is to provide leadership for the other LPA volunteers in the planning of events, ensuring communication between the School and the LPA is clear and effective, and keeping the LPA on track.

Vice-Chair

The Vice-Chair supports the work of the Chair and helps to ensure the LPA and the events it organises run smoothly. The Vice-Chair runs the annual election process alongside the Secretary, to ensure transparency.

Treasurer

The Treasurer handles all financial matters involved in delivering LPA sponsored events, and preparing annual financial accounts to present at the AGM each Michaelmas Term, and overseeing fundraising contributions to the boys' annual chosen charity.

Secretary

The Secretary's role is to ensure clear and supportive communication about LPA events to class representatives and the wider school parent body. This includes preparing and publishing all LPA and LPA Managing Committee meeting minutes and circulating agendas in advance of meetings. The Secretary runs the annual election process along with the Vice-Chair.

3. LPA Class Representatives

Each class will choose one or two parents to serve as their representatives per academic year. For the majority of classes, representatives nominate themselves and are appointed at the very end of Trinity term, so they are ready to begin their volunteering in Michaelmas, or they may nominate themselves in the Michaelmas term. Existing class representatives are asked to handover to their new representatives and offer them support. There are no term limits for how long parents can serve as parent volunteers for their son's class.

For indicative guidance about what the role of class representative may entail, please see the Appendix.

4. LPA Event Sub-Committee Members

Typically, the LPA organises:

- The boys' Christmas Fair in December during the school day (for boys only)
- Parents' Quiz Night (usually held in February)
- The Easter Bazaar held before the Easter holidays (March/April depending on when Easter falls in any given year)
- The Summer Fair, usually held in late June for existing and new boys and their families
- Bi-annual social event for all parents

Some of these school-wide events may have a corresponding mufti day, fundraising element, and a donation of books/toys by families.

In addition, the LPA runs second-hand uniform sales and fundraising events for the boys' annual chosen charity, and also helps organise volunteers for open days, shows and other school events.

Usually, the following sub-committees are formed to help organise each event and activity:

- Christmas Fair Committee
- Quiz Night Committee
- Easter Bazaar Committee
- Summer Fair Committee
- Bi-annual Social Event Committee
- Uniform Shop Committee

One of the LPA's goals is to create an inclusive and welcoming parent volunteering culture at the School. These large community-wide events require many volunteers to make them happen. As such, all parents are encouraged to come forward to help lead and deliver events, even if they are not LPA Managing Committee members or class representatives.

Generally, at least one LPA Managing Committee member will serve on each of the above in order to oversee communication with the parent body and school and to provide financial oversight. Lead volunteers for these committees are recruited every year at the AGM, and parents are encouraged to volunteer throughout the year whenever they can.

5. Annual General Meeting (AGM) and Elections

The LPA holds its Annual General Meeting in September or October each year. All parents are invited to attend.

Typically, during the meeting, election results for the new LPA Managing Committee are announced. At the AGM, the outgoing Chair provides a summary of the activities of the previous academic year's events, including a brief summary of financial income, expenditure and reserves. At the AGM, the priorities for the new academic year are set and discussed.

Election Process for LPA Managing Committee Roles

- In September of each academic year, all Lanesborough parents may self-nominate and submit a brief typed introduction about themselves.
- The outgoing Secretary circulates the summary of parent nominations to the parent body (via Classlist) and arranges the online voting process with the School.
- Parents will have at least 7 days to nominate themselves for any of the roles.
- Online elections run for at least 7 days to allow all parents the opportunity to vote.
- Election results are announced online before the AGM.
- The AGM should generally be held well in advance of the October half-term.

Typically, successful candidates take up their roles during the AGM. At that point, previous Managing Committee members step down and newly appointed members begin their term.

6. Decision-taking

The LPA takes decisions in two ways.:

- Regular, scheduled matters are discussed and agreed twice per term in the LPA meetings; and
- For ad hoc business and matters arising in between meetings, the LPA Managing Committee may request a vote by or comments from class representatives electronically and/or the LPA Managing Committee will meet and take the decision on behalf of the LPA.

Class Representative Electronic Voting

Where class representatives need to vote electronically on a matter and there are an uneven number of representatives across the classes, only one vote will be cast per class with representatives deciding which course of action to take based on class parent feedback.

7. How the LPA Works

Finances

The LPA helps organise activities and events in order to support the School. When it fundraises, it does so through a dedicated LPA Lanesborough School bank account.

The LPA as a whole, and each event sub-committee, use a template for reporting financial information so we are able to communicate effectively to parents. It reports income, expenditure, and reserves and we use this information to plan future events and authorise special items for the School to purchase at the recommendation of the Headteacher.

The Treasurer keeps the LPA updated regularly on its finances and provides an annual report at the AGM for the parent body as a whole.

The LPA Managing Committee have discretion to approve payments of up to £500.

Charity Fundraising

The LPA fundraises for the School directly and also to support the charity selected each academic year by the boys themselves.

Insurance

When LPA events are held on School property, the LPA pays for the School to purchase supplemental insurance, and an LPA representative works with the School on a jointly prepared risk assessment for each event. If events are held offsite, the LPA event lead will make sure reasonable insurance is in place.

Communication

In order to ensure the School management team's time is not unduly taken up with LPA matters, and to support clear lines of communication between the School and the LPA, generally only LPA Managing Committee members should request meetings with School staff in respect of LPA matters (including for school events).

Classlist may be used by the LPA to communicate with parents subject to the following guidelines:

- LPA Managing Committee members may send messages to the whole parent body and/or to all LPA volunteers;
- Class representatives may send messages to their own classes or year groups; and
- LPA event sub-committee leads may send messages to the whole parent body and/or to all LPA volunteers if agreed in advance with a member of the LPA Managing Committee.

The above guidelines are intended to avoid too many messages going out in a short period of time and to make sure information is always accurate and consistent.

8. Code of Conduct

Values

As volunteers from the parent body for the School, the LPA wholeheartedly supports the School's core values. Any events undertaken by the LPA are done so in this spirit.

It is expected that all parents and all LPA volunteers will uphold School values and act as a positive example role model for our children and the School community generally.

When parents join the LPA as Managing Committee members, class representatives or event sub-committee members, they are agreeing to uphold the School's values in carrying out their duties.

Complaints Procedure

Parents participate in the LPA as volunteers with the sole purpose of supporting the School and its pupils. If at any time, a complaint about a volunteer's behaviour emerges, the complaint should be submitted in writing to the Chair of the LPA Managing Committee. The Chair will review the complaint with the full Committee, discuss the matter with the individuals involved and decide on a course of action.

If a volunteer (a class representative or an event sub-committee member) has purposefully taken action that has been deemed independently to have not upheld our values, that volunteer can be required to step down from LPA or sub-committee volunteering for a period of one academic year. If the person wishes to volunteer again once the one-year period has passed, the LPA Managing Committee at that time needs to vote by a two-thirds majority to allow the volunteer to participate in LPA activities once again.

Complaints against LPA Managing Committee members (excluding the Chair)

If a complaint is brought against a member of the LPA Managing Committee (other than the Chair), a meeting of the LPA Managing Committee will take place without that individual, and the individuals involved may subsequently be invited to attend a separate meeting. A course of action will then be determined and must be agreed by two-thirds of the LPA Managing Committee (excluding the member who is the subject of the complaint). This may include removing the volunteer from the LPA Managing Committee for the remainder of the academic year and/or precluding the person from volunteering for the LPA in the next academic year.

Complaints against the LPA Managing Committee Chair

If a complaint is brought against the LPA Chair, a meeting of the LPA Managing Committee and all class representatives will be held without the individual present, where the complaint may be discussed and the individuals involved may be invited to speak separately. A course of action will be determined and must be approved by two-thirds of attendees. This may include removing the volunteer from the LPA Managing Committee for the remainder of the academic year and/or precluding the person from volunteering for the LPA in the next academic year.

Role of the School

On principle, the School will not intervene in the operations of the LPA unless an issue arises where the School is directly affected. At that stage, it is up to the discretion of the Headteacher and Board of Governors to determine the appropriate course of action.

Appeals Process

Parent volunteers who are unhappy with a decision taken regarding complaints are able to appeal by presenting the case to the entire LPA at the next scheduled LPA meeting. At that stage, a two-thirds majority vote of parent volunteers in attendance at the meeting will decide the outcome.

9. Consent to abide by these Terms of Reference

Before volunteers take on their roles in the LPA or any of its committees or sub-committees, parents should read these Terms of Reference (which will be available on the parents section of the school website). New volunteers will also be signposted to these Terms of Reference at LPA meetings and as part of handovers of roles. The willingness of each parent volunteer to take on their role in the LPA (or one of its committees/sub-committees) will indicate their consent to abide by these governing rules.

Appendix

Class Representative Role - Indicative Guidance

Below is guidance on what may form part of the class representative role, as put together by past volunteers. It is not intended as a prescriptive list, but rather to support parent volunteers who take this on.

- Collect Class Kitty contributions from parents (to cover teachers presents, Christmas party food, hampers for summer raffle etc). In pre-prep, as there is a main form teacher and a teaching assistant, this tends to be on average £25 to £30 per family per year, collected during the Michaelmas term. In prep, this is on average £20 per year.
- Purchase teachers presents agreed at the beginning of the calendar year, typically a Christmas gift, a small Easter present, a birthday present, and an end of year gift.
- Attend LPA meetings (2 per academic term) and share key information/reminders with classes via Classlist.
- Help organise Class/Year group socials for parents and families.
- Help run/organise rota for parent volunteers for year group's stall at Christmas Fair, Easter Bazaar and Summer Fair.
- Help with organising parents to help serve drinks for any concerts/ shows/ events at School as requested by the Headteacher.
- Help with other School-wide LPA family events, including organising Quiz Night (in Lent Term) or bi-annual parents' social event (in Trinity Term).