

Model Events Organisation Policy

Introduction

This policy sets out the principles for event organisation within Hardwick and Cambourne Community Primary School PTA.

It is relevant to all within the association and is endorsed by the committee of Hardwick and Cambourne Community Primary School PTA

It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers' needs annually.

Purpose

The purpose of this policy is to ensure an event is organised as early as possible, develop a strategy to ensure smooth running of an event and carry out the event effectively as part of our PTA event planning process and where, when intended to be a revenue generating event, shall reduce the risk of incurring losses.

For all PTA events:

- All events held by the PTA on school grounds must be approved by the head. For events held outside the school grounds the headteacher will be informed and advice or information offered by the headteacher will be duly considered.
- All events must be run past the headteacher as soon as practicably possible and ideally at the beginning of the school year or the beginning of each term to ensure dates do not clash with other school events/ trips. A rough estimate on expenditure should also be given at this time.
- Only named and voted committee members may run events and a named and voted committee member must always be present at an event.
- Events held in the school will be organised in coordination with those responsible for the coordination of the facility spaces (Catherine Mitchell for both sites and the caretakers, Alison Berkley at Hardwick site and Sean Turner at Cambourne site). The PTA committee member leading the organisation of the event will lead the communication with the facility coordinator from the school.
- Events will adhere to the constraints identified in the finance policy and all outgoings through funding, purchases and expenditures are to be reported to the treasurer.
- Most events will be pre-planned and announced and discussed at the membership meetings. Where events fall outside that normal process, the committee can, subject to the above constraints, plan further events.
- Larger events, in particular the summer carnival and winter fair or similar sized events will be planned with the use of an outline budget and any contracts are to be reviewed by the committee before signature.
- In the event that there is no agreement on an issue, the headteacher will arbitrate and can make the final decision on the matter.
- Before an event has been agreed by the headteacher, the event organiser should make themselves familiar with all the model policies provided by the PTA and ensure that they are happy and familiar with these and that the plan for the event ensures ongoing compliance with the policies.
- Once an event has been agreed by the headteacher the event organiser should produce a risk assessment. This should be specifically created for each new event and templates are available to use for this to help save time and to give guidance. A wet weather plan should also be in place for outdoor events.
- In all events there is a preference for pre-bookable events due to accessibility of data relating to safeguarding. This is particularly pertinent where such events are impacted by aspects of the safeguarding policy such as the maintenance of registers and information pertinent to the safety and welfare of attending children.

- ALL pre-bookable events should either be put on our booking system PTA Events or added to the SumUp shop online, depending on the type of event, and these systems should always be used to ensure that data and information is collected correctly and in compliance with GDPR guidelines. This also allows for collation of parent details as set out in our risk assessment policy and also any medical/allergy information that would be needed. Cash should not be used for these types of events.
- Access to the PTA Events booking page is only available to the co-chairs at Cambourne and Secretary Charlotte Cutmore at Hardwick. Sign in details should not be shared with any other members.
- For ad-hoc events such as cake sales, ice cream sales, uniform sales or incidental raffles held at school productions/events then cash and Sumup machines may be used.
- No cash should be paid through either school office to book any events as there is no reliable tracking of information and cash is not always able to be kept safe and accounted for at all times.
- SumUp machines are to be used only by appointed committee members and should a volunteer need to use one they should be set up as an employee on the system so that they are not able to amend prices and settings on the system. Named committee members are solely responsible for the machines. The minimum amount allowed to be taken on a machine is £1.
- When an event has finished, the handling and counting of any cash taken should always be done with at least 2 people present and one of those should be a named member of the committee such as the chair, treasurer or secretary. Cash should then be handed to the treasurer as soon as practicably possible to allow it to be safely banked.
- PTA equipment is for PTA events only and should not be lent to any outside groups. Use by the school will be considered by the committee as requested and agreed on by discussion.
- Credit cards cannot be taken in payment for any raffle tickets, either online or via Sumup.
- For events that run across both sites such as Christmas cards, Christmas puddings, Winter and Summer Raffles, Year 6 Leavers Hoodies and Reception Book Bags, the responsibility of organising these will fall to the Cambourne site Co-chairs unless by prior agreement of the committee and headteacher.

This policy will be reviewed by the Hardwick and Cambourne Community Primary School PTA committee annually before the AGM.

Availability of this policy

This policy is publicly available through the website of Hardwick and Cambourne Community Primary School PTA,

<https://hardwick-and-cambourne-community-primary-school.secure-primariesite.net/pta-constitution-and-model-policies/>