

School Donation Request Policy

Introduction

This policy sets out the principles for funding request from the school within St James and St John PTFA.

It is relevant to all within the association and is endorsed by the committee of St James and St John PTFA

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

School Donation requests

Donation requests from the school are considered and approved with consideration of the aims and objectives of the of St James and St John PTFA as set out in the constitution (Parent kind model constitution adopted in October 2025).

The approach to request's received is a as follows:

- Has a request form been completed with full details to enable the proper decision-making process to be followed.
- Chair or Treasurer review the request form received to identify the category of spend i.e.
 - Whole school
 - Chackmore or Akeley site only
 - Year specific
 - Whether capital or current year expense
- For all school donation requests we must consider whether nature of spend fits the PTFA's constitution
 - If not in line further discussion required with school on options
- If in line with constitution circulation for voting:
 - Whole school
 - circulate to committee mailing list by email for voting.
 - Chackmore site only and of capital nature
 - Circulate to committee mailing list by email for voting. (all children will either be at this site currently or will pass through during the lifetime of the asset)
 - Akeley site only and of capital nature
 - Consider which groups of children will get to benefit to determine if it should be considered capital or current year expense for balancing calculations.
 - Circulate to committee mailing list by email for voting.
 - Akeley or Chackmore site only and of current year expenditure nature.
 - Circulate to committee mailing list by email for voting.
 - Additional consideration is needed of the funding levels per site.

- Aim to achieve roughly even donation levels between the sites per academic year. Calculated on a per pupil head basis. If become uneven notify school to consider any additional needs at other site.
- £250 per class budget has been agreed and is available for each class to spend as it sees fit per academic year. This should be used on current year expenses such as school trips or visits/workshops to school rather than capital items. Can be used to pool together for a whole site trip or visit if all relevant year teachers agree.
- Decision is based on a majority of the votes received.
- The Chair's decision is final if the committee cannot agree.

This policy will be reviewed annually by the St James and St John PTFA committee prior to the AGM.