

AGREEMENT BETWEEN HIGHGATE WOOD SCHOOL (HWS), HIGHGATE WOOD SCHOOL'S GOVERNING BODY (HWSGB) AND HIGHGATE WOOD SCHOOL'S PARENT SCHOOL ASSOCIATION (PSA) Charity Number: 1161094

1. Introduction and background:

- 1.1. Highgate Wood School (HWS)'s Parent Carer Fund (PCF) is a voluntary donation scheme to enable parents/carers to provide a financial contribution to school funds.
- 1.2. The contributions to the PCF will be administered through the Parent School Association of the school (PSA), which as a registered charity, enable donations to be eligible for Gift Aid. The PSA requires no change to its constitution to support the PCF. However, this agreement (a) records the understanding of Highgate Wood School's management, Highgate Wood School's governing body and PSA and (b) sets out the operational aspects of the PCF, as acknowledged by all the parties.
- 1.3. This agreement will be made available for HWS parents/carers to view (see further paragraph 6.1).

2. Alignment with PSA:

- 2.1. *Standard PSA fundraising:*
Existing PSA events and fundraising will continue as before, with the funds raised being deposited into the PSA Bank Account (including the PSA lottery) and allocated to the initiatives and bids from the school as laid out in the PSA's constitution.
- 2.2. *PCF fundraising:*
The contributions raised through the PCF scheme will be managed and maintained separately and will be allocated in accordance with the system outlined in this agreement.

3. Application of PCF funds:

- 3.1. Funds raised by PCF will be applied to school projects, as identified by HWS and the HWSGB.
- 3.2. Funds received by the PCF will be allocated to projects and expenditures that conform to the object of the PSA, which is to advance the education of pupils in the school. This objective is achieved in actions, initiatives and resources that:
 - (a) Develop more extended relationships between the staff, parents and others associated with the school.
 - (b) Engage in activities which support the school and advance the education of the pupils attending it.
 - (c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority or other statutory funders).
- 3.3. The funds raised by the PCF may also be applied to projects that require additional financial investment to that which the school budget (as provided by the Local Education Authority or other statutory funders) and standard PSA funds allow. This is likely to include the following areas:
 - (a) Building construction, refurbishment or upgrade
 - (b) Addition and enhancement of school equipment and facilities
 - (c) Emergency funds.
 - (d) Match funding for projects/events where external funding can be applied for.

3.4. Allocation decisions of PCF Funds

A PCF Committee, made up of representatives of the PSA [a quorum of 5, which includes from the PSA its Chair, Treasurer, Secretary and two other members of PSA], two members of the HWS Leadership team (including the Headteacher or Business Manager) and representatives from HWSGB (including the Chair of Finance) shall meet **at least once each academic year**, with an expectation of one meeting each term. At these meetings, the PCF Committee will agree proposals for the allocation of the PCF funds and discuss the progress of existing PCF funding and PCF funded projects. The PSA shall agree to funding/spending requests from HWS and HWSGB where these do not contravene the PSA constitution as noted in 3.2 and 3.1 above.

3.5. The PCF Committee meetings should include a review to ensure the avoidance of unnecessary duplication of spending between PSA and PCF.

4. **Operational aspects of PCF:**

The PCF will operate as follows:

4.1. PCF contributions can be collected through:

4.1.1. The *Virgin Money Giving* PCF webpage at <http://bit.ly/hwsdonate> (See Appendix 2: Details of *Virgin Money Giving* for further details) or

4.1.2. payments made directly into the PSA Bank Account (under reference PCF FUNDS).

4.2. PCF funds in the PSA Bank Account will not be separated from PSA funds, but will be identified as either coming from *Virgin Money Giving* or labelled with the PCF FUNDS reference. In the event that the PSA Bank Account is in receipt of funds which DO NOT contain the reference PCF FUNDS or are not otherwise easily identifiable, the PSA Treasurer must make reasonable attempts to trace the provenance of those funds to ascertain whether they are PSA funds or PCF funds.

4.3. A link to *Virgin Money Giving* will feature on the HWS website, together with information about the PCF, as well as other PSA activities, fundraising events and initiatives.

(A different hosting platform could be considered and approved during one PCF Committee meetings. Conditions to drive that change would include commission and hosting charges. The head teacher, HWSGB and PSA can vote to change the hosting site. Necessary communication would then be required to prevent a break in donations to the PCF.)

5. **Transfer of PCF funds:**

5.1. Once a decision has been reached by PCF Committee on how the PCF funds will be applied in accordance with paragraph 3.4 above, HWS shall provide to the PSA a signed summary of the project to include the following information:

5.1.1. a breakdown of the funds required,

5.1.2. a description of what the funds are required for,

5.1.3. confirmation of the HWSGB's agreement to allocate the funds and

5.1.4. a request to release the funds by a specified date(s), either by way of installments or as an outright single transfer.

5.2. The PSA will not be under any obligation to assess the quantum of the funds requested, or the suitability of the application of the funds or to substantiate the HWS's decision-making process. However, the PSA Chair and the PSA Treasurer reserve the right to request further and fuller details of the summary, including a further breakdown of the funds required.

- 5.3. Once agreed, and subject to there being sufficient PCF funds in the PSA Bank Account, the PSA will arrange for the transfer of the requisite PCF funds to the HWS Bank Account by cheque.
- 5.4. Should there be insufficient PCF funds available to fully meet the cost of the bid, the PCF Committee may decide to fund the bid through a schedule of instalments. The PSA will thereafter transfer available PCF funds as they accrue, in accordance with that decision.
- 5.5. In the case of all transfers of PCF funds, whether by cheque or bank transfer, HWS will provide the PSA with a receipt of payment, detailing exactly how the funds have been allocated and including any evidence of allocation of the funds, will be kept in the records of the PSA. VAT should be identified in all records.
- 5.6. The PSA Treasurer will account to an independent accountant on accounting and tax matters.

6. Accountability and communication to parents/carers:

- 6.1. HWS agrees to use reasonable endeavours to make available at all times updated versions of the following on a dedicated section of the HWS website:
 - 6.1.1. the letter describing the operation of the PCF,
 - 6.1.2. the FAQ document,
 - 6.1.3. this Agreement
 - 6.1.4. a link to *Virgin Money Giving*.
- 6.2. HWS will use reasonable endeavours to prepare an annual statement setting out the amount of PCF funding received in the previous academic year (starting in September 2020), together with a breakdown of how any proportion of the PCF funds have been allocated, or are intended to be allocated, as the case may be (together, the PCF Statement). The school will also provide ad hoc reports during the year on the progress of PCF funding and PCF funded or part-funded projects as agreed between HWS and the PSA.
- 6.3. HWS agrees to use reasonable endeavours to send a letter to all HWS parents/carers to coincide with the start of the academic year
 - 6.3.1. containing the most recent PCF Statement,
 - 6.3.2. directing parents/carers to the HWS website where the information in 6.1 is available

7. Parent/Carer data and GDPR

The PSA is the responsible authority for personal data collected and stored for the PCF scheme. Virgin Money Giving are required to collect and store the details provided by donors but in doing so must adhere to strict GDPR (General Data Protection Regulation) guidelines. Personal data from Virgin Money Giving will never be shared with the school or its governing body.

The contents of this Agreement are hereby acknowledged.

Signed:

Date: 20th June 2019

Patrick Cozier, for HWS (Headteacher)

Signed:

Date: 20th June 2019

Tahra Zafar, for the PSA (Chair)

Signed:

Date: 20th June 2019

Gillian Gray, for the PSA (Treasurer)

Signed:

Date: 20th June 2019

Laurence Penn, for the HWSGB (Chair of the Governors' Finance Committee)

Appendix 1: Overall Summary of Fundraising for Highgate Wood School

	PSA	PCF
Funding Overview	<p>PSA fundraising supports teachers requests to support and enhance student experience and education whilst at HWS.</p> <p>Funding requests are identified by teachers and submitted to the PSA via a 'bid request'</p> <p>Smaller projects identified by the PSA committee</p>	<p>The PCF enables additional school projects to be facilitated, where school budget fall short, to enable the school to better deliver on its school ambitions and objectives – delivering core educational needs and experiences of students at HWS.</p> <p>Projects are identified by the school and the agreed with the school's Governing Body</p>
Funding support	<p>There are 3 funding pillars:</p> <ul style="list-style-type: none"> - Student enrichment - School equipment - Pupil premium/Hardship fund 	<p>All projects will support delivery of core educational needs for students at HWS at a typically higher budget requirement versus PSA funding:</p> <ul style="list-style-type: none"> - School refurbishment - School equipment - Emergency funding need
Sources of Funding	<ul style="list-style-type: none"> - Events - PSA one-off Donations - Lottery (to be reviewed) - Direct bank transfer (PSA Bank account) 	<ul style="list-style-type: none"> - Virgin Money Giving - Direct Bank Transfer (PCF Bank account – PSA managed)
Spending approvals	<ul style="list-style-type: none"> - PSA Committee (<£1000 bid) - PSA Members (>£1000 bid) 	<p>Agreement between:</p> <ul style="list-style-type: none"> - School - Governing Body - PSA

Appendix 2: Virgin Money Giving

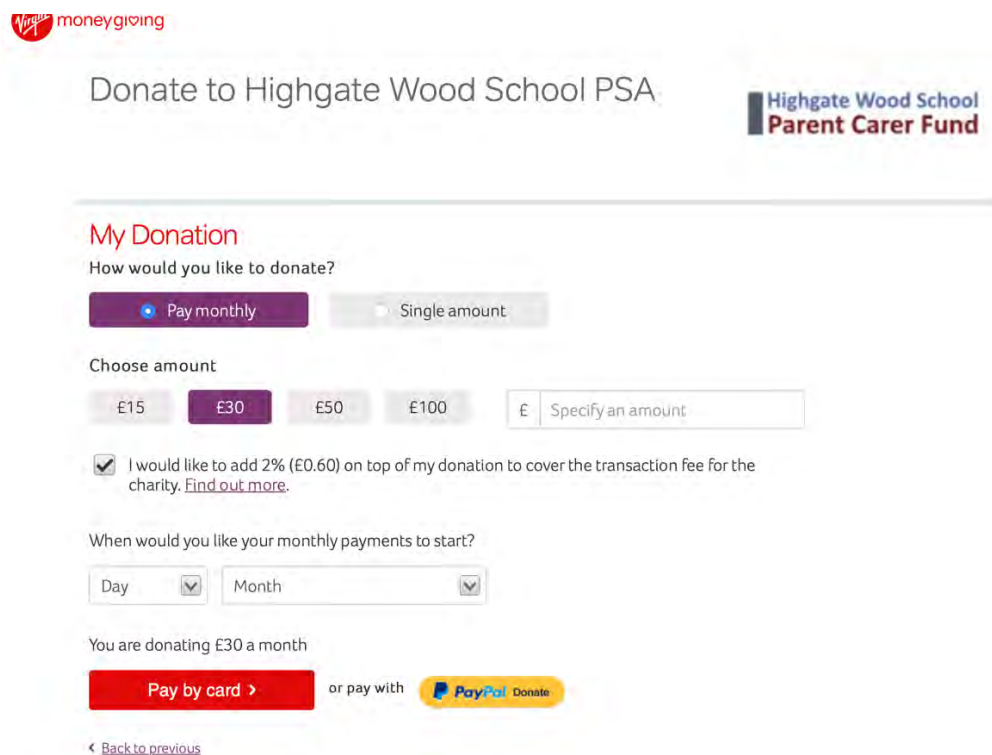
Members of the PSA have concluded and agreed that *Virgin Money Giving* is a suitable method for parents/carers to set up a donation to the PCF, and that an added benefit of using *Virgin Money Giving* is that they also collect the Gift Aid on the PSA's behalf.

The *Virgin Money Giving* site offers a range of options in terms of frequency of donations, amount of donations and timing of donations. Contributors can also elect to select their own donation figure.

Virgin Money Giving are required to collect and store the details provided by donors but in doing so must adhere to strict GDPR (General Data Protection Regulation) guidelines. Personal data from Virgin Money Giving will never be shared with the school or its governing body.

A link to *Virgin Money Giving* will also feature on the HWS Website.

Should Virgin Money Giving change its terms and conditions, or a new and better platform comes on the market, a different hosting platform could be considered and approved during one of the quarterly PCF meetings.



The screenshot shows the Virgin Money Giving website interface for donating to Highgate Wood School PSA. The page features the Virgin Money Giving logo at the top left and the Highgate Wood School Parent Carer Fund logo at the top right. The main heading is "Donate to Highgate Wood School PSA". Below this, there is a section titled "My Donation" with the question "How would you like to donate?". There are two radio button options: "Pay monthly" (selected) and "Single amount". Underneath, there is a "Choose amount" section with buttons for £15, £30 (selected), £50, and £100, along with a text input field for "Specify an amount". A checkbox is checked, indicating the donor wants to add a 2% transaction fee. Below that, there are dropdown menus for "Day" and "Month" to specify when payments should start. A summary line states "You are donating £30 a month". At the bottom, there are two payment options: "Pay by card" (highlighted in red) and "Pay with PayPal Donate". A "Back to previous" link is visible at the bottom left.

Virgin Money Giving Charges – as at 16.06.19

Company	Virgin Money Giving
Your donation	£20.00
Gift Aid added	£5.00
Total donation	£25.00
Total cost to charity	£0.69 (2.76%)
The charity gets	£24.31
Company set up	Not-for-profit UK company
What the fees cover	Running costs only
How the fees are made up	
Donation fee	£0.40
Gift Aid fee	FREE
Card provider fee †	£0.29
Total cost to charity	£0.69