**NORSEWOOD & DISTRICTS’**

 **SCHOOL**

*Coronation Street*

*P.D.C. Box 3,*

*Norsewood, 4943.*

*Phone/fax (06) 3740870*

*Principal - Nikkie Christie*

*Principal@norsewood.school.nz*

***“On a Great Learning Adventure”***

School Support Group Policy

Rationale:

The Norsewood & Districts’ School Support Group plays an integral role in fundraising and social activities that benefit the school and the learners. (Enhance the academic, sporting and cultural values within our school.)

Purposes

1. *Maintain* Norsewood & Districts’ School as the prime focus for primary education.
2. *Support* Norsewood & Districts’ School in enhancing academic, sporting and cultural values.
3. *Organise* fundraising and social events.
4. *Encourage* and *value* parent/community participation in events.
5. *Communicate* ideas, progress and outcomes of events.

Guidelines

1. The Support Group is formed under the umbrella of the B.O.T.
2. The Group will *meet regularly* during the school year and hold an *Annual Meeting in April* each year. The *regular meetings* will be *open to all school families*.
3. The make - up of the group must consist of one Staff Representative, one B.O.T. Representative, a Parent/Caregiver Committee plus Principal invitation
4. *Officer holders*, *to be elected* *at the annual meeting*  Must be a Parent/Caregiver Chairperson Representative, a Parent/Caregiver Minutes Secretary, and a Parent/Caregiver Financial Representative
5. The School Support Group *sets realistic targets* to fundraise for major projects and other resources *from a Wish List* derived from consultation with parents, students, staff, BOT.
6. The School Support Group *will agree to raise money being spent on prioritised projects* as indicated on the Wish List, providing sufficient funds are available.
7. The Board of Trustees in consultation with the Principal, will draw up a priority list of regular items for use of funds raised by School Support. This will be presented to School Support Group at the end of each year to be included in the next year’s school budget.
8. The *recording of minutes* to be written *by secretary*. Minutes to be *published by* *Secretary* and distributed within one week of meeting date to SSG members. A Meeting Agenda to be distributed to committee members at least three days prior to a meeting. All decisions made, to be recorded with a mover, seconder and outcome.
9. Publishing all School Support Group events may be a task that can be carried out by the School Office Staff.
10. The School Support Group *selects social events*, *organises and promotes events*.
11. *Reporting on progress* of an event and/or following an event should *be a priority*. Keep the School, District Community and B.O.T. well informed.
12. The School Support Group gives consideration in planning its fundraising events to target a variety of groups – School Community, District Community and the Wider Community.
13. The School Support Group *promotes and encourages full parent participation*.
14. Give the utmost *consideration to safety issues* that may arise when holding events.
15. Report to B.O.T. and Community.
16. The role of the Parent/Caregiver Financial Representative will be to liaise with the school /principal/office manager and prepare a monthly report. *All financial records* will be *kept in a folder and a computer file at the school office*. Engage elected members only in collecting money, which is to be banked through the school. List all possible expenses prior to an event. Present an Income/Expenditure report for each event.

 *Policy reviewed and adopted on 20 December 2018*

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**Signed Acknowledgement of Receipt of the SSG Policy and Code of Conduct**: - I \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_(n*ame*) acknowledge that I have received a copy of the Code of Conduct issued 20 December 2018. I have also been advised/received a presentation outlining my obligations under the Code. I understand that a breach of the Code may lead to disciplinary action, including dismissal.

*I can honestly tick yes for the following statements and I am agreeing to abide by the 16 guidelines set out in the policy.*

 *YES NO*

*I am a current parent/caregiver to a learner at Norsewood & Districts’ School [ ] [ ]*

*I will support all fundraising and organise events to benefit all learners and the school community [ ] [ ]*

*I will work collaboratively with all stakeholders as per policy [ ] [ ]*

* + - 1. *Approved by BoT/Principal, 2. Financial processes adhered to, 3. Health & Safety policy. Process adhered to*

*I will action all items on the year Action Plan [ ] [ ]*

*I will update all stakeholders of status of agreed actions [ ] [ ]*

*I will be a great positive ambassador of Norsewood & Districts’ School [ ] [ ]*

Signed: - \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Date: - \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_