

MANIFOLD HEIGHTS PRIMARY SCHOOL COUNCIL SUPPORT FOR PROJECTS AND ALLOCATION OF FUNDRAISING MONIES POLICY

RATIONALE

To provide parents/carers and other members of Manifold Heights Primary School (MHPS) community of School Council's policy and processes when deciding on support for project proposals and the allocation of fundraising money.

AIMS

- Transparency of School Council decisions to support projects and the allocation of fundraising monies.
- Prioritisation of School Council support and allocation of fundraising monies based on agreed criteria.
- A list of proposals for projects that is regularly updated and reviewed.
- A process to consider higher cost and/or more complex projects.

SCOPE

This policy applies to all projects seeking support from the School Council in the delivery of their following responsibilities:

- Creating interest in the school in the wider community
- Maintaining school grounds and facilities
- Representing and taking the views of the community into account
- Raising funds for school related purposes
- Facilitating after-hours use of the school

This policy also applies to the allocation of fundraising money generated for MHPS including student, teacher and Council led fundraising activities and supersedes existing allocations and processes that may be in place i.e. School Council grants.

IMPLEMENTATION

Objectives of MHPS School Council support and allocation of fundraising money:

Support for projects and the allocation of fundraising money should demonstrate alignment to the following (where applicable):

- MHPS strategic documents i.e. MHPS Annual Improvement Plan
- MHPS values i.e. I show respect, I am safe, and I take responsibility
- Other School Council agreed strategic goals such as support for a charitable cause i.e. bushfire recovery.

Promotion of School Council projects:

MHPS community members, teachers and administrators, School Council members and sub committees are encouraged to provide suggestions for ideas, initiatives and projects via the relevant proposal form.

- Attachment 1: Fundraising Expenditure – Proposal submission form
- Attachment 2: Project idea (proposal) form

These forms are to be available on the MHPS website and from School Administration.

Information on how to submit proposals will also be available on MHPS's website and/or by contacting MHPS Administration.

List of projects (pipeline):

A list of and projects will be maintained by the MHPS Principal / Administration and reviewed prior to each School Council meeting or more if required.

Generally, projects will be added to the list when deemed to have satisfied the requirements of the Project Idea (proposal) form. The level of detail and development required will be proportionate with the size and scale of the project proposed.

Higher value and/or complex initiatives and projects:

Proposals for higher cost or complex initiatives or projects that span over multiple years may require additional consideration, as a longer-term approach could be required. For example, the preparation of a funding strategy, asset renewal plan or communications plan may be requested to help inform School Council's decision making.

Prioritisation of School Council initiatives and projects:

The Financial Achievement Sub Committee of School Council is responsible for the oversight and management of this policy and the preparation of recommendations for School Council's consideration.

The Financial Achievement Sub Committee will ensure that proposals are referred to the entire Council and/or other Council Sub Committees as required for review and comment where the scope of the proposal is outside of the Financial Achievement Sub Committee's remit i.e. proposals for new fundraising activities should be referred for comment to the Parent and Friends Sub Committee.

Note: Section 9.6.1.1 of the Department of Education's Finance Manual for Victorian Government Schools outlines the mandatory policy requirements when considering fundraising initiatives.

The Financial Achievement Sub Committee will consider the following criteria when preparing recommendations for the School Council:

- Alignment with MHPS strategic documents and MHPS Values i.e. MHPS AIP
- Fair distribution across school curriculum areas and sections i.e. Arts, science and juniors, middles and seniors
- Level of impact and benefits i.e. triple bottom line, whole of school, charitable cause?
- Readiness and best value i.e. How ready is the project to proceed, is there cost estimates or quotes?
- Partners and other funding? Is there other funding or in-kind contributions? Who is involved?
- MHPS capacity to fund? Are there funds available?

MHPS Principal (or delegate) undertakes an initial review of submitted proposals and seeks additional information as required to enable consideration of the proposal to be undertaken.

The purpose of this step is to enable the Principal (or delegate) to identify considerations that may affect a project's ability to be progressed.

Benefits Realisation and Reporting:

Projects supported by the School Council requires a benefits statement to be generated and provided to the MHPS Council outlining the benefits, impacts, outcomes and lessons learned from undertaking the project i.e. case study. This information will be used for School Council reporting and communication to the MHPS community.

Financial Reporting of School Council Fundraising Money:

A financial report of fundraising income and expenditure will be maintained by MHPS's administration and reported on as a part of the Financial Achievement Sub Committee's regular report to School Council.

EVALUATION/REVIEW CYCLE

This policy was approved by School Council on 1st June 2020 and is scheduled for review in June 2021.