

COMMITTEE CONSTITUTION

PTA CHRISTMAS MARKET INVESTMENT GROUP (CMIG)

Effective date: 9th June 2021 and approved by CMIG, College of Teachers and Trustees.

SCOPE

The CMIG is responsible for the investment of funds raised by the Steiner School Christmas Market.

CHANGE OF COMMITTEE NAME

Until the end of 2020, the committee's previous name was PTA Christmas Market Spending Group. The name was changed to highlight more positively that the allocation of the funds by the committee will be of benefit to the school.

COMMITTEE'S OVERARCHING POLICY

The Group will aim to invest the totality of the fundraised amount at every Christmas Market within the following 12 months for the benefit of the school community. This may be on multi-year projects. It is desired that the families and pupils that participated in the fundraising effort are able to see and experience the benefit of their efforts before the next Christmas Market.

MEMBERS

Who can be a member

Members of the CMIG are volunteers from the school community and it is open to parents, guardians and members of staff.

If possible, it is recommended that a representative of the Estate Group is a member of CMIG to coordinate projects that may affect the infrastructure and school grounds. If this is not possible then a closest possible collaboration with the Estates Group is encouraged. Representatives from College and Trustees can also be beneficial to keep communication channels open to support projects.

Number of members

The minimum number of members should be three at any time with a maximum of 9. Members are encouraged to serve for a period of 1 to 3 years. If the membership is below the minimum required, then the main activity of the current members shall be to enrol new members to reach the minimum required.

How to become a member

People in the school community interested in joining the committee should contact the CMIG directly or by email cminvestmentgroup@endinburghsteinerschool.org.uk. New member application shall be approved by the existing members.

Roles

As a minimum, the CMIG shall appoint a Chair, a Treasurer and a Secretary among themselves. The Chair shall lead the committee, chair meetings and issue the annual report. The Treasurer shall keep track of application status, a ledger of income/expenses, and will also liaise with the school bursar to manage the bank account and arrange payment as necessary. The Secretary will record meeting notes and lead external communications for the group.

List of current members

A current list of members and roles shall be available and updated in the school website when possible.

GOVERNANCE

Meetings

A CMIG shall meet at least every two months and meetings will be scheduled with at least 2 weeks notice (in advance) when possible. Meetings can be in person or online. If the Chair person is not present, then a Substitute Chair for the meeting will be appointed among the attendees.

Decisions

Meetings must have at least three attendees to have a quorum. Decisions will be approved by simple majority. In the event of an evenly split vote, the Chair or the Substitute Chair will have the casting vote.

Reporting

For accountability reasons, the chair will be responsible for presenting an annual report to the school community every March each year, which has been compiled by the group. The report will be presented to the PTA, College, Trustees and emailed to parents and guardians. The report must outline at least:

- Funds raised in the last Christmas market
- Total number of applications received, rejected and approved in the year
- Number of projects completed in the year
- Update on major projects if appropriate

Managing conflict of interest

Members that have a conflict of interest with a particular proposal must abstain from voting.

Changes

Changes to the committee constitution can be made in consultation with the PTA, College of Teachers and Trustees.

WHO CAN APPLY FOR FUNDING?

Applications can be made by anyone in the school community, including members of the CMIG. Members of the CMIG must abstain from voting on the project they have applied for.

WHAT CAN BE FUNDED?

Investment should add value to the school, the pupils or the school community. This includes equipment, support for school events and activities, upgrade and improvements to infrastructure or school grounds. Investment in items that are periodically funded by general school budgets such as maintenance and teaching materials budgets (i.e. textbook and boilers replacements) are excluded from this scope.

Applications will be classified by the CMIG as a Community Investment or a Major Project. A Community Investment is a general application received, while a Major Project typically involves larger amounts and a wider school coordination for its execution.

APPLICATION PROCESS

Community applications process:

Applicants have the options (and should be encouraged) to contact the CMIG before the application to get a member of the CMIG assigned to act as a **Facilitator** during the application process. The applicant should be able to talk to the assigned member to discuss the application and receive guidance. If the application is approved, the same member of the CMIG should become the **Monitor** of the project until its completion, including payment of all due bills.

The application process is ongoing and open throughout the year, with applications being approved via email in between meetings and appointed with a committee Monitor, unless the application needs to be discussed in person, in which case the application will wait until the next scheduled meeting, or a meeting will be scheduled.

Major Project process:

Major Projects will be driven by the CMIG. The procedure as follows:

- A major project is identified by the CMIG or a member of the school community.
- Two **Champions** are assigned to the project, a member of the CMIG and a member of the school community.
- The Champions shall work together to produce the application for the CMIG approval.
- The Champions shall recruit a team of volunteers from the school community if needed to carry out the project.
- The committee Champion will monitor the progress until the project is completed, including payment of all due bills.

OPERATIONS

School bank account

The CMIG shall have a dedicated bank account that is managed by the school bursar. The CMIG Treasurer shall coordinate transaction approvals with the school bursar.

Working capital

A facility for working capital to cover setup cost for the Christmas Market has been agreed with Trustees as of March 2021. The committee Treasurer shall coordinate access to this with the school bursar.

MARKETING

Promoting community applications

Encouraging applications from members of the community can be made via, but not limited to, the Tuesday Notice, the school website, school wide email and the school's social media channels.

Promoting projects for the Christmas Market

It is encouraged that Major Projects in need of funding are promoted to the school community for the next Christmas Market, giving a clear objective to the fundraising effort.

Communicating completed projects

Completed projects funded by the Christmas Market should be listed on the school website. Extended content such as news and pictures is encouraged to show the community the benefits of the fundraising.



COMMEMORATIVE LABELS AND SIGNS

If suitable, to increase visibility of the projects funded by the Christmas Market fundraising efforts, labels shall be put onto equipment or signs on walls with the words "Funded by the Christmas Market in 2021" or the corresponding year. Signs could be bought or sourced by the applicant, or be done as craft projects by pupils of the school. Project Monitors shall encourage applicants to complete this task. The applicant shall check the suitability and location of labels and signs with the relevant(s) staff member(s) or teacher(s) that is (are) responsible for the particular location or equipment.
