

The Blue Coat School Parents' Association Bid policy and process

The Blue Coat School Parents' Association is a registered charity (charity number 1175079). As it is a charity the Committee must adhere to strict rules when decisions are made about how money is spent. The money must be applied in the pursuit of the charity's purpose which is:

To advance the education of the Blue Coat School students by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of its students.

The process for obtaining funding is:

1. School department(s) complete a bid form and submit it to the Stakeholder Engagement Officer by email.
2. The bid form is sent to the BCPA Bid email account for the attention of the Committee* (BCPABids@outlook.com).
3. All bids received will be sent to the members of the Blue Coat School Parents' Association for their consideration. Members have the opportunity to reply to the email with their comments/decision which will be received by the Committee.
4. All active members of the Blue Coat School Parents' Association are welcome to vote. Each member has 1 vote and a simple majority determines if the bid is approved or rejected. A minimum of 6 votes are required for the bid to be carried forward.
5. In the event of a tie, the final decision lies with the Chair.

6. The Chair of the Parents' Association (or a member of the Committee should the Chair be unavailable) will give a written response to the Stakeholder Engagement Officer advising the outcome of the vote.
7. Should the vote be approved, the Treasurer will arrange for a cheque to be raised for the agreed amount and given to the school for the relevant department.
8. Should a bid be rejected, a revised bid can be submitted following the above procedure.

We hope that by outlining the process it will provide transparency as to how the Blue Coat School Parents' Association funds are used. If there are any questions, please do not hesitate to email the PA Committee.

Criteria

With regard to the PA's funding criteria, the 'mantra' is that we like to pay or contribute towards the extras for students at the Blue Coat School where the required funds do not fall within normal school expenses or within curriculum budgets.

We like there to be a legacy element if possible. For example, something that can be re-used or there is a long-term benefit such as the outside table tennis tables and that as many students as possible should have the opportunity to be engaged.

On occasion, a bid may come to the PA for consideration that doesn't necessarily fall within 'the norm' and these can be dealt with on a case-by-case basis.

Please note: members need to either regularly attend meetings (at least three in an academic year) or have helped at some fund-raising events to be able to place a vote.

* The Blue Coat School Parents' Association Committee:

Chairperson – Dianne Sheerin

Vice Chair – Joanne Stokes

Secretary – Jess Leong

Treasurer – Faye Nelson-McIntyre