



The following charter outlines what the Friends of Capenhurst (FoC) are committed to, how decisions about funds are made and how we work with others.

Name of group – Friends of Capenhurst CE Primary School

Name	Capenhurst CE Primary School
Address	Capenhurst Lane
	Capenhurst
	Chester
	CH1 6HE
Telephone	0151 339 2685

Purpose of the group

- To be known as Friends of Capenhurst (FoC).
- To operate as a Parent Teacher Association within the school.
- To raise funds via appropriate and agreed fund-raising methods and events (but not by means of permanent trading).
- To publish and/or distribute information.
- To cooperate/liaise with other bodies where necessary.
- To acquire or hire property of any kind necessary to facilitate fund raising and/or provide services to the school and pupils.
- To set aside funds for special purposes as reserves for future expenditure.
- To deposit funds in FoC bank account regularly.
- To take out public liability and personal accident insurance to cover events organised by the group.
- To open and operate bank and other accounts as the members consider necessary.
- To receive and consider requests for funding from the School, its pupils and parents.
- Not to undertake any activity in the school premises without the consent of the Head Teacher.

Who can be a member of the group?

We welcome any carer, parent or guardian of any pupil currently attending Capenhurst Primary School, any member of staff (teaching and non-teaching) currently employed by the school, or any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the Committee as a Member.

The Committee

All members of the Committee control the Group, its property and funds.

Committee Meetings

The Committee undertake to hold at least three meetings every academic year, usually one per term, with minutes taken and recorded.

We will ensure that all parents are communicated with following meetings via a newsletter and by updating the relevant area of the school website.

We welcome members of the school staff to attend meetings.

We will aim for a consensus agreement on requests for funding. Where a majority is not achieved, the Chair of the meeting will have a second or casting vote.

Accounts will be transparent for all members, parents and carers and will be available upon request.

Members of the Committee

Chair	Sarah Evans	07414 684683
Treasurer	Gloria Jackson	
School Representative	Claire Green	
Other Members	Bev Guest Elizabeth Brocklehurst Judi Charalambides Jo Booth	
Secretary	Adele Ikin	