



# Tormead

## SCHOOL

### Fundraising Policy

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#### 1. Scope of fundraising activities undertaken

##### 1.1 Fundraising for the benefit of the school

1.1.1 Tormead directly undertakes activities to raise funds for use by the school. This fundraising is for the purpose of supporting hardship, capital investment and development of the school. All equipment and services required by the school to operate are financed from the school’s normal operating expenditure and capital expenditure budgets.

1.1.2 We do, however, have an active parents’ association (Tormead Parents Association – ‘TPA’) which is a separately registered charity and organises and runs a number of events during the course of each academic year, typically including a fundraising element – either through income from ticket sales exceeding event costs, or through the inclusion of a raffle or auction element. Examples of events include the annual pre-Christmas ‘Cracker Fair’, a Quiz Night and a Summer Party for parents. The TPA is responsible for managing all income and expenditure associated with these events and has its own separate bank account and maintains its own accounts. Whilst the school does not direct the TPA events in any way, they all require the prior approval of the Head to occur.

1.1.3 The TPA then donates funds to the school and the use of the funds is approved by the Head, who ensures that the funds are applied to investments and purchases that are in line with the

strategic direction and requirements of the school. The Head meets the Chair of the TPA regularly to ensure that the activities of the TPA are in line with the strategic direction of the school. All donations made by the TPA are recognised in the school's accounts. In some cases, the TPA may directly purchase an asset or item and donate it to the school; in other cases, the TPA will donate cash to the school and we then purchase the asset or item that the cash has been explicitly donated to fund.

1.1.4 We also, receive donations or legacies from third parties - we recognise these in our accounts as and when they are received and process them in accordance with our new Gift Acceptance Policy.

## **1.2 Fundraising for the benefit of third parties**

1.2.1 Service is an important part of the education we provide to our pupils, and we seek to help them develop their awareness of involvement in and commitment to the wider community and charity.

1.2.2 The pupils, under staff supervision, undertake a number of fundraising activities during the course of each year. We have four main school charities each year: the charities are nominated by the pupils in each House and are approved by the Head who, amongst other considerations, checks that they are all approved charities registered with the Charity Commission. In addition, the pupils may raise funds for other charities on a more ad-hoc basis – for example, following a natural disaster or emergency appeal.

1.2.3 The fundraising activities of the pupils must be approved by a member of staff before they occur and the Assistant Head: Co-curricular maintains overall oversight of their fundraising activities. Activities, such as cake sales, typically take place in school but may also take place off-site.

1.2.4 Funds raised by the pupils are taken the Accounts Office for banking.

1.2.5 We also offer pupils the opportunity to participate in expeditions. These involve travelling to different countries (recent examples include Zambia, Ecuador and Nepal) to assist with a local community development project; as part of this, the pupils are also required to raise funds to assist with the project and local communities. These expeditions are run by an appropriately vetted external provider, who supports with the fundraising activities of the pupils for these purposes.

## **2. Fundraising principles**

### **2.1. Delivery of the fundraising activities**

2.1.1 These principles apply to all the fundraising activities described above:

- i. All staff, pupils and volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness.
- ii. Fundraisers must not exploit their position for personal gain.
- iii. All funds received must be carefully recorded, counted and banked (as described above)
- iv. All funds raised must be used for the purpose for which they were raised.

v. Publicity and promotional activities must be truthful and non-deceptive.

2.1.2 This Fundraising Policy represents a commitment to the highest standards of good practice and seeks to ensure that all fundraising activities are open, legal and fair.

2.1.3 Any concerns about fundraising activities at Tormead should be discussed, in the first instance, with the Bursar. For any concerns or complaints regarding the fundraising organised by the Development and Alumnae Department, please follow the complaints procedure as detailed in the Gift Acceptance Policy.

2.1.4 Fundraising initiatives undertaken, are done so in line with the requirements of the Fundraising Regulator, as a benchmark for best practice.

### **3. Other policies**

3.1 This policy should be read in conjunction with Tormead's:

- Gift Acceptance Policy
- Anti-Bribery and Corruption Policy (please see the Employment Manual)
- Privacy Notice (Development and Alumnae)

**Date of Last Review: 27th June 2023**

**By Resolution of the Governing Body:**

MR MATTHEW HOWSE

Chair of Governors

MR DAVID BOYD

Head