



# St. Aubyn's School Society (SASS) Group Charter

## Purpose

The St. Aubyn's School Society (SASS) Group exists to build community within the School and enrich School life.

It does this by:

- a) Organising and hosting events & activities for children, families and friends of the School;
- b) Fundraising for school projects outside of normal educational spending & school budget.

Not all events make profits - some are simply for the enrichment of school life. Where profits are made, they are fair & reasonable and value for money at events is always considered.

## Our Values

SASS is intrinsically linked to St. Aubyn's School. The values, mission statement and aim of SASS follow those of the school and SASS work in partnership with the School at all times.

- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement. We are committed to putting on events and raising money for projects that bring the widest possible involvement across the school.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organisational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of all members and stakeholders as we work collaboratively to achieve our goals, treating everyone with respect along the way.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our school's strategy, in line with the aim and mission statement of the school.
- **Collaboration:** We will work in partnership with a wide array of individuals and organisations to broaden and enhance our ability to serve and advocate for all children and families.

## Committee

The Group comprises named positions (Chair, Deputy Chair, Secretary, Treasurer) as well as volunteers who provide general input and support, and lead on specific events. An allocated member of staff acts as a liaison between the Group and School.

## Meetings

Meetings are held at least once per half term, usually on a Tuesday [8pm] on site. Any St. Aubyn's parent or carer can join a meeting. Minutes are made available after the meeting. A financial update is provided by the treasurer at least once per half term. Outside of the meetings, organisations happen via subgroups and digital communication.

## Communications

The Committee can be contacted on email at [sass@staubyns.com](mailto:sass@staubyns.com). Committee members communicate with each other via a WhatsApp group.

## Events

Example events that the Group hosts include: Fireworks night, Christmas event, Annual Quiz, Comedy Night, Movie Night, Disco, camping weekend, Skills based events (like First Aid, Wreath Making etc.) Summer Fete and an International Day. New event ideas are always considered. The Group also contributes to seasonal gifts for pupils (Christmas and Easter), provides a contribution to Christmas decor and makes a significant contribution to the annual Year 6 leavers' party.

## Expenditure Decision-making

Requests for event and activity expenditure must be reviewed [for alignment with the School Strategy and Sustainability Plan] and authorised by the Head of School.

## Event Decision-making

The Chair collaborates with members of the Group on organising events and makes decisions through consensus.

## Uniform Shop

The Group operates a Uniform Shop for families to purchase high-quality second-hand items of uniform. Donations are taken in by the gatekeeper or volunteers then sorted, organised, occasionally repaired & cleaned, and then sold on at a fair price. Opening hours are provided at the start of every term as volunteer's childcare schedules change termly.

## Example Purchases

In the past the Group has funded the purchase of minibuses, tiered seating in the Performing Arts Centre, a 'secret' playground for Pre Prep children, improved Wi-Fi on School grounds, iPads and digital cameras, art boards, food tech equipment, playground benches, table tennis tables, play equipment for after school club, the wellbeing garden, funding a Lego club, new gazebos, a weather vane and the outdoor amphitheatre.

## Food & Drinks

All food and drinks served on school premises is in line with the school's policy. Any food served at an off-site venue is not subject to the school policy but serious allergies will always be considered and efforts made to eliminate these risks. When SASS provides food for children (e.g. chocolates at Easter), a SASS member liaises with the School Nurse and Deputy Head to ensure that individual dietary needs are met.

## First Aid

Qualified first aid cover is available at every event.

## Safeguarding

A SASS member will liaise with the Designated Safeguarding Lead re risk assessments for events. When an event is attended as a family, parents are responsible for their children. Parents are reminded of this and of any safeguarding procedures (e.g. First Aid or Lost Child) in the communications that go out for specific events. If an event is attended without parents present, during school time, school staff take responsibility for children. If external visitors are involved in events with children during School hours, the DSL will follow the School's 'Visitor Policy and Procedures' to safeguard children.

## Job Roles

### Chair

- Chair & and organise meetings
- Agree event dates with the team
- Create & maintain a motivated team that works together efficiently
- Ensure the team are adhering to set standards
- Ensure we are putting the interests of children first and fundraising second
- Cover any gaps in team activities
- Oversee all roles & activities
- Maintain relationships between SASS & the school

### Deputy Chair

- Support the chair and the team in execution and planning of tasks
- Cover any gaps in team activities
- Be a backup for any team member
- Attend most of meetings and step in for Chair if necessary

### Treasurer

- Preparation and submission of yearend financial statements and a minimum of a termly
- update on income and expenditure
- Prepare cash floats and banking cash after events
- Oversee the reimbursement of volunteers for expenses incurred and paying external suppliers
- Prepare budgets and pricing for proposed events, if requested
- In absence of attending meetings, financial statements can be prepared for reporting

### Secretary

- Take minutes at every meeting and circulate afterwards, including to Deputy Head if absent from meeting
- Apply for TEN licensing at Redbridge for events

### Communications

Communications will be shared amongst the team, i.e. emails re events, posters, reels, WhatsApp messaging, classlist administration and other marketing activities.