



## **MEMORANDUM OF UNDERSTANDING**

### **Purpose of Memorandum**

This memorandum of understanding between the Trustees and Members of Friends of Westways PTA formally underpins the ongoing operation and development of the long-term and successful partnership and relationship between Parents / Carers of pupils and Westways Primary School.

It sets out the aims and objectives of the association and clarifies issues around its role and responsibilities. It aims to reflect the spirit of collaborative working and partnership FOW enjoys as a Charitable Organization within the School Community.

This memorandum is not legally binding, but its adoption will serve to define matters of agreed principle and policy, which will help the Trustees and members to deliver the Charity's principal objectives, and facilitate and stimulate the widest possible engagement with interested parties.

### **Specific Aims and Objectives of Friends of Westways**

FOW is a Charitable Organisation that has as its objective the advancement of the education and experience of pupils in the School.

This objective is achieved through engaging in fundraising activities to offer financial support to the School, and through helping to contribute to social cohesion through organising events, and nurturing effective relationships between the staff, parents and others associated with the School.

### **Ethos**

FOW wants to work in close collaboration with the School in a supportive role, acknowledging and respecting at all times boundaries with recognized associated committees, groups and staff within the School structure.

To achieve its objective of the advancement of the education and experience of pupils, FOW has to develop and maintain effective relationships. FOW will do this by:

- being clear about the respective roles of FOW, the School, and other Parent Groups and Committees;
- communicating effectively about the activities of FOW and about the possibilities to participate in and contribute to FOW activities and events;
- Maintaining a clear track record of our activities through the School website which includes the minutes of our meetings.

## **Membership**

Membership is automatic to parents, guardians or carers of any pupil attending the School, and any teaching or non-teaching staff employed by the School. In addition, membership may be extended to any person over the age of 18 wishing to offer appropriate support or help to the school, who is accepted by the Committee as a Member.

## **Meetings**

Meetings are held every half term, and the Annual General Meeting is held in September at the start of the School Academic Year.

All members are welcome to attend FOW Meetings, at which they are able to put forward and share their views. All procedural aspects of Meetings including decision making processes are governed by the Constitution, and it is a requirement of all attendees that they conduct themselves in accordance with the agreed Code of Conduct.

It is recognised and acknowledged that members may not be able to attend all meetings. If you are unable to attend a meeting at which you would wish an issue to be raised, then this will be taken forward on your behalf by one of the Committee. Details of how to contact the Committee Members of FOW are to be found on the School website at:  
[www.westwaysprimary.co.uk/friends-of-westways/](http://www.westwaysprimary.co.uk/friends-of-westways/).

## **Spending**

Monies are raised via fundraising activities or via the application for external funding if that is appropriate for FOW activities. All activities should facilitate cohesion and inclusion within the School Community.

Monies raised are used to purchase additional items of equipment, to enhance the experience of the children or to enhance the physical environment of the School. FOW also provides financial support towards educational trips for pupils, and funds visits to the School, e.g. by authors / musicians to complement core curriculum activities.

Spending commitments and priorities are decided upon in accordance with the Constitution in close collaboration with teaching staff who are invited to advise on future spending needs and plans.

## **Powers**

The Charity under its constitution has numerous powers, which may be exercised only in helping to achieve its objective, which is the advancement of the education of pupils in the School.

The charitable objectives and powers mentioned in the revised constitution would allow FOW to undertake a range of activities to engage and stimulate parental involvement in issues relating to the pupils' education. Evidently, depending on the nature of the activity involved, FOW needs to work closely with the school to ensure their agreement and co-operation to this.

It is important to recognise that FOW is not a forum for individuals to air grievances about the school, which should be done via the appropriate mechanisms. Neither will FOW be used as a means to pursue issues that should be addressed via more appropriate channels.

FOW Memorandum of Understanding

24 April 2013

### **Duration of Agreement**

This agreement is formally entered into on 24<sup>th</sup> April 2013 shall remain in force until such time as it is formally amended.

### **Formal Adoption of Memorandum of Understanding**

This Memorandum of Understanding was formally adopted by the members of Friends of Westways at the **Extra-Ordinary General Meeting held at Westways Primary School on 24<sup>th</sup> April 2013.**