



Milldown  
CE Academy

Inspire, Believe, Achieve

## Fundraising Policy

<i>Policy approved by</i>	<i>(Governing Body)</i>	<i>Date: September 2021</i>
<i>Policy implemented on</i>		<i>Date: September 2021</i>
<i>Policy review date</i>		<i>Date: September 2024</i>

## **Foreword**

Milldown CE Academy has a strong community spirit to help students become positive, active and responsible citizens in the future. In addition to the national curriculum Milldown Academy has a bespoke 6Cs Curriculum that develops skills children will require to be active members of society in the future. Focused work on communities forms part of our 6Cs curriculum. Fundraising opportunities allow the children to understand the important role they can play in the distribution of wealth to support a variety of causes.

This policy is formulated in consultation with staff, Governors and Academy affiliated groups that utilise fundraising as part of their role. The policy is subject to review after 1 year, then every 3 years thereafter by the Headteacher and is subject to approval by the Governors of the Academy. It reflects the Academies commitment to encourage and reflect diversity across all aspects of our community.

## **Fundraising and Sponsorship**

Financing of equipment and services from funds outside the academies normal revenue budgets is increasingly important in maintaining the quality of education for our children.

The majority of these funds come from voluntary donations, fundraising initiatives or sponsorship.

Fundraising is seen by Milldown Academy as a legitimate means of improving the Academy's ability to purchase goods, equipment or services, which are not available within capital or revenue budgets. For the public, donating money or equipment, or actively raising funds, is seen as a positive way of supporting the Academy.

The Governors are responsible for ensuring that:

1. Correct procedures are in place and followed for fundraising activities
2. Expenditure is properly validated
3. All funds raised are properly accounted for and audited
4. The money is expended in accordance with the objectives agreed with the fund raisers.

## **Approval of Fundraising:**

Fundraising activities will be recognised so long as they are generally within the strategic direction of the Academy's vision and values and impact positively on the Academy Improvement Plan. Fundraising by staff must be approved in advance.

Other fundraising by external bodies will be recognised, although such bodies will be encouraged to advise the Academy of their intentions and be willing to be guided by the Academy vision and values.

In the event that funds are raised or donated to the Academy for purposes outside the improvement plan, the Academy may decline to accept the donation, but would encourage the donor/organiser to allow the donation to be used for more appropriate purposes.

The Headteacher will report regularly to the Governors regarding all fundraising issues.

### **Approval for Funding:**

All fundraising by Academy staff (including child based activities) should be approved before it commences, according to the following criteria:

All fundraising inside (e.g. sale of donated goods) or outside the Academy, (e.g. collections outside Academy premises, appeals to the media or industry), must be approved by the Headteacher regardless of the sum involved. The Headteacher will report such approvals to the Governors of the Academy.

In the event a member of Academy staff becoming aware of an external body fund raising on behalf of the Academy, he/she should notify the Headteacher so that the fundraising can be approved (if this has not already occurred) and the Academy can formally accept the donated money or equipment.

Submissions for approval of fundraising (whether by members of staff or external bodies) should include the following detail:

- Scheme for which funds are to be raised
- How the funds will be raised (collections, raffles, appeal, etc.)
- Capital cost of the scheme
- Revenue cost of the scheme
- Proposed source of funding if any cost additional to that covered by fundraising
- For equipment; proposed source of eventual replacement and timescale
- Any necessary Risk Assessments carried out
- Timescale
- Insurance

Class and Year enterprise projects linked to curriculum objectives may fall outside the remit of this policy, but staff should talk to the Headteacher to ensure academy financial procedures are maintained. This will apply to small scale fundraising ventures, e.g. Support for an external charity.

### **Funds Raised:**

- All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness

- All funds received must be given to the Finance Office to be recorded, counted and banked (two people must be present when counting funds) in line with the academy's financial regulations
- Fundraisers must not exploit their position for personal gain
- Fundraisers shall adhere to all policies and procedures adopted by the Governors. Donors have the right to obtain complete and timely information on how their funds are used.
- All funds raised will be used for the purpose for which they were raised and within a set timeframe
- In case of a cancellation of event; donors will be informed and they must agree to a change of use of funds or change of timescale or return to donor
- Publicity and promotional activities are to be truthful and non-deceptive with a clear statement of use

### **“Whole Academy” Fundraising:**

Any fundraising that targets the whole Academy must have Governor approval in advance. “Whole Academy” means the fundraising advertising goes out across our Academy, not just within a single year group.

In giving its approval Governors will consider:

- The nature of the proposed event / activity
- The purpose for which the funds are to be used and the expected benefit for the Academy
- Financial and any other impacts/ obligations on students, parents /careers and Academy staff
- The number of other fundraising or academy events and the timing
- The issue of equity across the Academy
- The commitment and capacity of the organising group to conduct the fundraiser effectively and where a charity is involved the charities purpose reputation and bona fides.

### **Working in Partnership with the Academy:**

*“We value everyone equally and demonstrate this through our words, actions, community life and the quality of opportunities we provide.”* [Diocese of Salisbury Academy Trust, Vision and Values]

As any academy affiliated group will essentially be working closely with the Academy it is important that the academy's vision and values, including the values of DSAT, are lived out, in the same way they are in the daily life of the Academy. Milldown is a place of equality. Parents should not negatively judge, behave or talk about another parent or group of parents in a prejudiced manner at academy affiliated group meetings. Prejudice includes negative comments about people based on their socioeconomic status or perceived consumer behaviour.

Academy affiliated groups may wish to collect feedback on events as part of their evaluation processes. To avoid misinterpretation by parents, social media accounts run by academy affiliated groups should promote and seek feedback on events they are directly responsible for organizing.

The Academy will be responsible for promoting and gathering feedback on their own events (e.g. non uniform days, sports day, academy performances, transfer day, academy coffee mornings).

Due to the required partnership between academy affiliated groups and the Academy when communicating with the parent community, members of the academy affiliated groups are expected to adhere to the Academies confidentiality procedures. No parent should have access to confidential information, or parts of the academy where confidential information is stored. The Academy will work with any affiliated groups to ensure that all parents can access any events organised and to support the academies inclusive approach. The Academy will ensure that the parent community are aware of any offer of support from the Academy in such instances and will ensure that, confidentiality expectations are maintained, should a parent seek support direct from the academy affiliated group.

The Fundraising Policy represents a commitment to the highest standards of good practice and ensures that all fundraising activities are open, legal and fair.

Anyone having concerns regarding the Academy's fundraising schemes should follow the Academies Complaints Policy which provides a safe and secure channel of communication for parents to raise concerns / opinions/ issues regarding all academy activities, including those of the academy affiliated groups.