



## CHARITIES AND SPONSORSHIP COMMITTEE TERMS OF REFERENCE

- To devise guidelines for the CSC to use when considering proposals for any involvement with charities and commercial bodies, including sponsorship arrangements; such guidelines to be approved by the Governing Body.
- To receive all proposals for involvement with charities, sponsorship or commercial bodies from the school and from Coleridge Families.
- To take decisions as to which proposals to accept or reject, the decision being made with reference to the guidelines, as well as to consideration of the ethos of the school as a whole.
- To disseminate the guidelines to the staff, parents and children at the school for their information, but approval of commercial, sponsorship or charity involvement still to be obtained from the CSC in each and every case.
- Approval to be given on the basis that neither the school nor the Governing Body has any financial liability for any promotion or scheme.
- To communicate the decision of the CSC, and the reasoning behind any refusal, to relevant parties.
- Any approval given is for an individual scheme only; any request to repeat a proposal needs to come to the CSC again.
- CSC to meet when required; quorum of committee to be two governors and the Head teacher.