



## CHARITIES AND SPONSORSHIP COMMITTEE

### TERMS OF REFERENCE

#### Membership:

Eddie Webb (Chair), Leon Choueke (HT), Darren Heath, Richard Holmes

The committee shall consist of a minimum of 3 and a maximum of 6 members of the governing body, one of whom shall be the Headteacher

**Quorum:** Three members of the Governing Body one of whom should be the Headteacher.

#### Frequency of meetings:

The Committee operates via email but shall meet when required at the request of the Chair.

#### Authority:

The CSC has the authority to make decisions and recommendations via email. Decisions must be approved by at least 3 members of the committee one of whom must be the Headteacher.

#### Purpose:

- 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.

September 2021