



MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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WHANAU SUPPORT GROUP POLICY

LEGISLATION

Education Act (1989)
National Education Goals (1993)
National Administration Guidelines (1993)
Public Finance Act (1985),

Memorandum of Understanding with He Matariki Teen Parent Unit

RATIONALE

By Law, the Board of Trustees is ultimately responsible for any group or organisation which is acting under the School's name

PURPOSES:

1. The WSG plays an integral part in fundraising ventures that benefit the school and the children, and also serves the school's community by arranging social functions that will encourage unity and harmony.
2. To foster goodwill through organising social events that bring the school and community together.
3. To organise fundraising which will supplement the school's operational bulk grant, especially to allow the purchase of items of equipment.
4. To organise the activities in such a way that social or financial returns reflect the hours committed by the members.
5. To support and promote the school in the wider community.

GUIDELINES:

1. The committee will meet monthly (generally the second Tuesday of the month – but at least once a term) with an Annual General Meeting aimed at being early in March. All such meetings to be advertised in the newsletter and on the noticeboard.
2. The election of officers will be conducted at the Annual General Meeting.
3. To foster consultation between the WSG and the BoT a BoT liaison person will attend WSG meetings. The liaison person will ensure that there is a replacement BoT member if that particular person is unable to attend a meeting.
4. The WSG will consult with the BoT for each year's proposed fundraising ventures to ensure that both groups are working together for the same results.
5. Internal control of finances will be established to ensure that any errors or irregularities are discovered quickly. These controls will include :
 - a) An annual audit carried out by someone not sitting on the WSG
 - b) Two signatories required on each cheque
 - c) A accurate balance sheet to be presented at each meeting covering all transactions

The above policy was reviewed and mandated by the Board of Trustees on 7th April 2016
This policy is next to be reviewed during February 2017.

Chairman of the Board of Trustees:  (signature)
Susan Henderson