

# Friends of St. Edward's (FREDs) – Who are we and why we need you

## **FREDs purpose:**

- A not-for-profit group that organise extra-curricular fun for the pupils and social events for the grown-ups.
- All funds are pumped back into activities for the pupils.

## **Who are FREDs:**

- A group of people affiliated to the school that puts together social occasions to foster a community spirit and do nice activities for the pupils. Anyone who is associated with St Edward's can be a Friend of St Edward's – for example pupils, siblings, parents, carers, family members, all St Edward's Staff. An aim for 2021/22 will be to strengthen the collaboration between FREDs, Parents, School and the School Council.

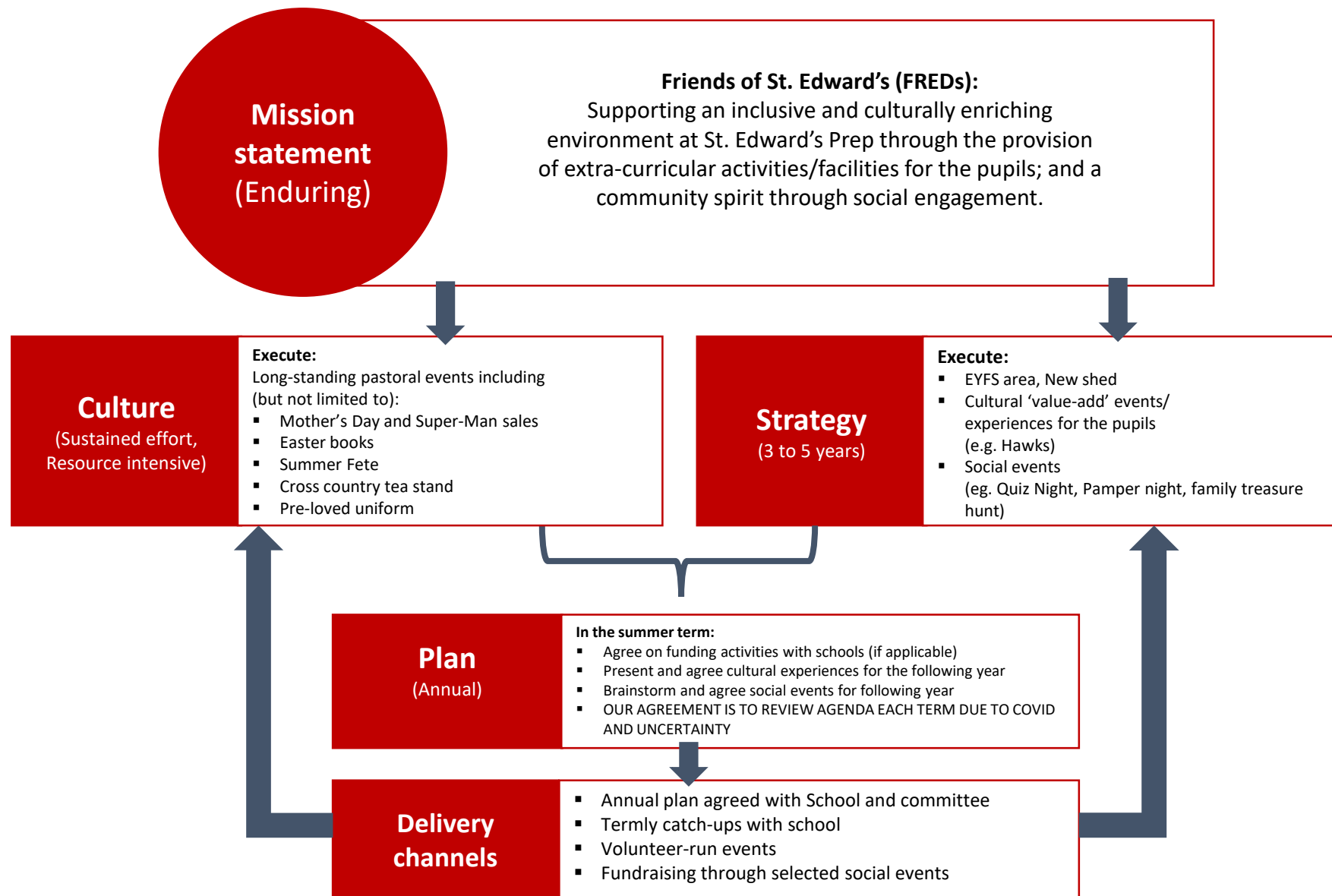
## **Who's on the FREDs Committee:**

- A group of adults that meet on a regular basis to plan marvelous enjoyable occasions.
- FREDs is for everyone – we are very inclusive and we all volunteer to enrich the lives of pupils and the grown-ups too.





## **What do we need:**

- Anyone with a penchant for organising fun events, anyone with a special set of skills or contacts, anyone that can spare the odd evening now and again, anyone that wants to get to know other parents.
- **If you want to play a part in giving the pupils of St. Edward's the best time ever... come and join us!**

# FREDs – Mission statement



# FREDs calendar of events 2021/22(TBC)

<b>Autumn term</b> 	<b>SEPT</b> <b>HAWKS</b> FREDs AGM	<b>OCT</b> <ul style="list-style-type: none"><li>• Christmas Cards</li><li>• Tea Towels</li></ul>	<b>NOV</b>	<b>DEC</b>
<b>Spring term</b> 	<b>JAN</b>	<b>FEB</b>	<b>MAR</b> Wonder Woman's Day Sale	<b>APRIL</b> Easter books
<b>Summer term</b> 	<b>MAY</b> Guinness World Record (pending Covid regulations at the time)	<b>JUNE</b> Super-Man sale	<b>JULY</b> Summer Fete (pending Covid regulations at the time)	 Pupils & FREDs event FREDs meetings Pupil-only event Adult-only social event

# 2020/21 Review

## **Successes**

- We went fully virtual
- Online shop
- Virtual Fete
- Hawks
- Purchase of EYFS shed

## **Opportunities for improvement**

- Parent social events
- 30 families involved in Summer Fete (approx.)
- Wider representation of school demographics/diversity

# Goals for 2021/22



Funding is key. We need more fundraisers



Expand FREDs representation



Guinness World Record attainment (maybe)



Have fun!



# FREDs Committee Roles

## Chair

The Chair provides leadership for the committee, approves the agenda for meetings and manages meetings in line with the agenda.

The Chair makes sure that new members feel welcome and their contributions valued, that issues are properly debated at meetings and an agreement is reached. The Chair should remain impartial in meetings and facilitate decision-making, but will have a casting vote in the event a consensus cannot be reached.

The Chair will work closely with the Treasurer and Secretary to ensure that FREDs is run effectively. The Chair will be one of three designated signatories and will approve expenses on behalf of FREDs along with other designated signatories.

## Main duties:

- Provide leadership
- Be the main liaison between the FREDs and the School Senior Leadership Team
- Approve the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner and ensure everyone is able to contribute
- Sign cheques / approve expenses with one other designated signatory



# FREDs Committee Roles

## Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between FREDs and the school – forwarding of minutes, sharing agreements, cascading information promptly and as necessary.

The Secretary will need to make bookings and other arrangements for events.

The Secretary may also be involved in co-signing cheques / expenses on behalf of FREDs.

## Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Encourage committee members to attend meetings
- Sign cheques / approve expenses as required
- Distribution of newsletters and other communications to parents
- Liaison with the School regarding updates to the FREDs section on the School website, ensuring all information on FREDs work is kept current and up-to-date



# FREDs Committee Roles

## **Treasurer**

A key role for all committee members is to manage and control the funds FREDs raises. Although all the committee members have equal responsibility for the control and management of funds, the Treasurer plays an important part in helping the committee carry out these duties properly and with diligence.

The Treasurer must maintain up-to-date records of all FREDs financial transactions.

### **Main duties:**

- Day-to-day management of accounts, including issuing bills and receipts on behalf of FREDs and making payments
- Prepare and update financial ledgers
- Complete banking transactions including payment of expenses in a timely manner
- Organise floats for events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders
- Ensure money raised at school events is kept safely until it can be banked
- Prepare and report financial statements at FREDs Meetings





# FREDs Committee Roles

## Events Co-Ordinator

A vital role within the team is promoting and communicating the FREDs events. The Events Co-Ordinator must be an excellent communicator both in writing and in person.

### Main duties:

- Work closely with the Chair, Head of Comms and Secretary to prepare information for parents which will be distributed via email, social media or text alerts
- Arrange event calendar, ensuring buy-in from the School
- Complete events forms for the school office
- Complete events forms for the FREDs Committee members to
- Managing 'owners' of events to ensure enough support is provided for a successful event
- Ensuring administration of events is effectively managed and communicated, updating the Committee on status of each event as required



# FREDs Committee Roles

## Fundraising Manager

We wouldn't be able to run our initiatives without the previous funding activities generated throughout the year. The role of the Fundraising manager/team is to advise and build on our current activities and help maximize participation.

### Main duties:

- Work closely with the Chair, Head of Comms and Secretary to prepare information for parents which will be distributed via email, social media or text alerts
- Attend FREDs meeting and discussions to offer improvement recommendations and ideas to further fund activities for the children
- Liaise and report back to our finance manager on expected results or status of current funds



# FREDs Committee Roles

## **Second hand uniform coordinator**

This is an essential role to manage the uniform shop. There is a lot of uniform that needs to be consolidated and maintained.

### **Main duties:**

- Maintain the uniform shop in good order
- Receive and respond to incoming queries
- Liaise with school to ensure that using the shop does not disrupt day to day running
- Update stock list in our online tool (Square Up)
- Maintain uniform shop website (training and support provided)
- Liaise with school about any uniform changes so that stock rotation can be possible



# FREDs Committee Roles

## Committee Members

Committee Members work alongside the Officers to ensure FREDs is successful and as great as it can be. We need as many people as possible to come forward and volunteer to help out – any contribution is valued and all opinions count.

### Main duties:

- Attend FREDs meetings
- Get involved in planning, owning and running events
- Run smaller projects
- Encourage participation and interest for the FREDs events
- Ad hoc volunteer on FREDs Events

## Class Reps

Class reps play a key role in the smooth running of the FREDs activities. Their role is to cascade information to parents, drum up interest in events and volunteer as and when they can.

### Main duties:

- Attend FREDs meeting (voluntary)
- Cascade information to class parents
- Collate any feedback from parents and share with the FREDs committee
- Encourage participation from parents
- Ad hoc volunteers on FREDs events

**We need representation across all year groups. New parents to the school will be warmly welcomed.**