



St Christopher School Parents' Circle

PROPOSED STRUCTURE AND OPERATING MODEL

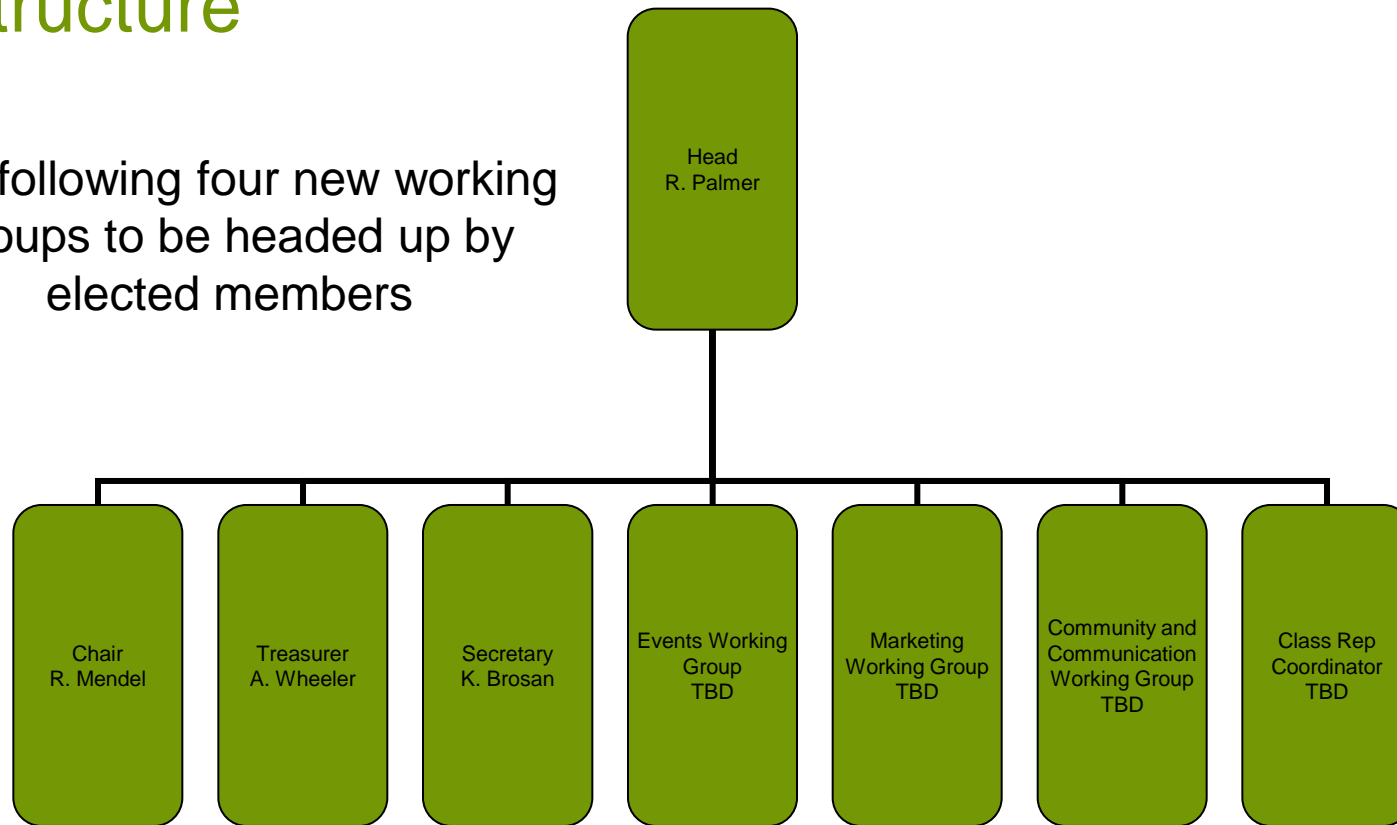
SUMMARY

Recommendation

- Combine the Senior and Junior Parents' Circle meetings
- Revise the structure of the Parents' Circle and introduce working groups
- Heads of working groups to be elected members
- Change the Parents' Circle meeting time to 7:30pm and include a social element to each evening.
- Reintroduce optional annual subs as a means of funding events
 - Publish the annual Parents' Circle calendar of events from the start of the academic year
 - Designate surplus to a long-term school initiative

Structure

The following four new working groups to be headed up by elected members



1. Events Working Group: - Plan events
2. Marketing: - Increase active membership and participation
3. Community & Communications: - With the whole school community
4. Class Rep Coordinator:- Recruit & coordinate the Monte, Junior & Senior school

Annual Calendar of Events

To be reviewed / agreed with R. Palmer and PC

Event	Proposed Date
First Day of Term Coffee and Welcome (M, JS)	Thursday, 02/09/2010
Parents' Circle Welcome (wine and cheese)	September 2010 TBC
Bon Fire Night (All)	Friday, 05/11/2010
Coffee Morning (M, JS)	Saturday, 03/12/2010
Quiz Night (All)	February 2011 TBC
Easter Treasure Hunt (M, JS)	April 2011 TBC
Sports Day (M, JS)	June 2011
Summer Fair (All)	Saturday 18/06/2011
Mid-Summer Party / Ball (All)	June 2011 TBC
End of Term Picnic (M, JS)	Friday 08/07/2011

Plan of action

- Call an Extraordinary General Meeting (EGM) in the second half of the autumn term to elect heads to the new working groups
- Appoint Teacher reps on the PC committee
- Reintroduce optional subscriptions to be invoiced once a year at £15 per family
- The PC to demonstrate the money spent appropriately
- A clear and transparent procedure for managing surplus funds at the end of each years AGM