



HAMPTON
PRE-PREP & PREP SCHOOL

**Hampton Pre-Prep & Prep
Parents' Association**
Charity Number 1069135

HPPPA ROLES AND RESPONSIBILITIES

Updated June 2016

The primary roles of the HPPPA are to be a forum through which parents can become more involved in the school community and to raise funds for charity. The HPPPA fulfils this role in a number of ways including:

- Plan activities to involve parents, children and teachers;
- Identify collective issues of interest or concern and bring these to the attention of the school;
- Provide a social forum for members of the school community to meet and interact;
- Undertake additional fun activities for children at the school;
- Raising funds to support the school and the pupils and for charity.

The Role of the HPPPA

In partnership with the School to:

- hold and support fund-raising activities to benefit the charities which are nominated by all of the pupils and to fund additional items which would not be funded by school budgets;
- sustain parent involvement and participation in school activities;
- maintain communication systems e.g. newsletter, e-mail account, school websites to ensure regular contact with members.

The HPPPA Committee

The HPPPA Committee consists of the:

- 1) Chair person(s)
- 2) Secretary
- 3) Treasurer
- 4) Class Rep Co-ordinator
- 5) Fair Co-ordinator
- 6) Procurement Lead
- 7) Events Lead

- They are annually elected /appointed
- Provide the leadership needed to move the goals and objectives of the HPPPA forward;
- Make every effort to build and sustain relationships within the school community.

In addition, each year group will have class representatives and the description of their roles is also included in this document.

Role of the HPPPA Chair Person

- Conducts and chairs all HPPPA meetings;

- Assists the association in moving forward with the decision-making process;
- Meets regularly with committee members to plan agendas for association meetings;
- Encourages parent involvement and sets the tone for maximum member participation; e.g., helps appoint Chairpersons of HPPPA sub-committees e.g. Christmas and Summer Fairs;
- Meets with the School Headmaster to finalise agenda for joint SMT/HPPPA meetings and attends those meetings.
- Update school notice boards regularly with any relevant information.

Role of the HPPPA Secretary

- Records motions, votes, decisions, financial activity, reports and minutes;
- Prepares all meeting agendas for distribution at meetings;
- Assists with the end of year transfer of records to the incoming Committee;
- Seek feedback from parents regarding any relevant issues or interests to be raised with school via HPPPA/SMT meetings held each term.
- Organise various licences including lottery and alcohol and memberships to organisations necessary for the HPPPA to host events.

Role of the HPPPA Treasurer

- Records all expenses incurred by the HPPPA;
- Provides a Treasurer's report for each HPPPA meeting;
- Works within an annual budget for the HPPPA;

- Prepares the end of year Annual Financial Accounting Report and all others on a regular basis i.e. fund raising, Treasurer's deposits money in the HPPPA bank account;
- Provides floats required for HPPPA events;
- Collects funds from HPPPA events and records all income from such events.

Role of the Fairs Co-ordinator

- Create Summer or Christmas Fair sub-committee to provide all necessary roles/activities;
- Organise required allocated stalls for the Fair and communicate with Class Reps what is required;
- Act as the Fair Lead for either the Christmas or Summer Fair.

Role of the Class Rep Liaison

- Update and maintain the Class Rep contact list.
- Communicate on a regular basis with all the class reps to pass on information/requests from the HPPPA Committee.

Role of Events Lead

- Draft annual events list for HPPPA events for discussion with HPPPA and school
- Provide Class Reps, Fair Co-ordinators with necessary information to aid organising each of the events (Crib sheets).

- Maintain ‘how to’ crib sheets including updates with any helpful tips and hints to aid future events.
- Help to find candidates to run Summer/Christmas fairs.

Role of Procurement Lead

- Perform necessary sourcing for HPPPA events including perishables, non-perishables.
- Manage stock in HPPPA shed and maintain a list of stock.

Role of the Class Representative

We recommend that at least two people are elected as Class Representatives for each year. Existing Class Representatives need to ensure that new class representatives are found before they leave their position.

- Schedule a diary of class events and organise those events;
- Collate contact information (as school is unable to help due to Data Protection act);
- Organise allocated stalls for Christmas and Summer Fair;
- Keep class up to date with key events, information from HPPPA meetings;
- Organise collection for staff presents and purchase gifts.

