

# Newton Poppleford School Association PTFA

## Devolved Role Policy

05/01/2024



### Who this policy applies to

All devolved roles, the individuals or teams managing the following areas (not an exhaustive list);

- Uniform shop
- Book shop
- Clothing bank
- Cake sales
- Book fair
- School Calendar
- Sensory Garden and allotments
- Class reps

### Expectations of the devolved role managers

Devolved role managers will take responsibility for and have autonomy over:

- Marketing materials (the design and distribution of posters and social media posts)
- Volunteers (recruitment and rotas)
- Themes/competitions/specific events or promotions
- Floats (by contacting the Treasurer in a timely manner before an event)
- Payment method options (cash PTA Events, Sum Up, etc.)
- School community opinion (gathering feedback)
- Strategic direction and development (what next for your area)
- Communicating profit with the committee and school community
- Risk assessments (in conjunction with the PTFA Committee)
- Anything else specific to the event or activity (to be advised by the Committee)
- Recording how much is made from each event so it can be evidenced and added to the overall bookkeeping records.
- If you use posters to advertise, make sure they are taken down after the event.

Devolved role managers will also:

- Read and follow guidance in the PTFA Expenses Policy.
- Notify the committee as soon as possible if they wish to step down from their role so that management can be picked up and a replacement recruited.

### Expectations of the PTFA Committee

- The PTFA Committee members will provide whatever support, assistance, guidance or coaching that the devolved role individuals require.
- The PTFA Committee will provide full details of all specific instructions and considerations for each role.
- The PTFA Committee retains overall accountability for all PTFA activities, even when tasks are devolved.

### Governance & Accountability

- **Reporting** – Devolved role managers are expected to provide updates at PTFA meetings or via written/email summaries after key events.
- **Decision-making boundaries** – Devolved role managers may make day-to-day decisions relating to their activity but must seek committee approval for:
  - Financial commitments over a set threshold (agreed £50).
  - Engagement of new external suppliers or service providers.
  - Changes to the PTFA annual calendar of events.

### Finance & Resources

- **Financial procedures** – All income and expenditure must go through PTFA accounts and comply with Treasurer guidance.
- **Cash handling** – Cash must always be counted by two people.
- **Resources** – Shared PTFA equipment (e.g. card readers, gazebos, signage, raffle books) will be stored and maintained by the committee, with access arranged for devolved role managers.

### Compliance & Safeguarding

- **Health & Safety** – All activities must be risk assessed in conjunction with the PTFA Committee.
- **Safeguarding** – Where children are present or involved, appropriate safeguarding measures (e.g. DBS checks, supervision ratios, photo consent) must be followed.
- **Licensing & Permissions** – PTFA Committee will advise where licences are required (e.g. raffles, alcohol sales, public performances).

### Continuity & Handover

- **Record-keeping** – Managers are expected to keep basic notes, templates, or stock lists for future reference.
- **Succession planning** – Managers are encouraged to involve and mentor a potential successor to ensure smooth handover.

### **Recognition & Community**

- **Volunteer support** – Devolved role managers should thank volunteers directly; the PTFA Committee will also recognise and celebrate contributions.
- **Inclusivity** – Activities should aim to engage a wide cross-section of the school community wherever possible.