



FRIENDS OF FINTON HOUSE COMMITTEE

September 2010

1. Composition of the Committee

- The Chairman is the Headmaster of Finton House.
- The Headmaster invites a parent to stand as 'Class Rep'.
- Any parent who is able to attend meetings and happy to do the work is considered.
- There is usually one Class Rep from each class.
- There is no "term of office". Two years is ideal, three is fine, but a degree of change is wise and thus the Headmaster may ask parents to step down after three years.
- When a Class Rep wishes to "step down", the Headmaster should be informed first. The Headmaster will, with advice, invite / ask another parent to be the new Class Rep.
- In addition to the parent members and the Headmaster, the Management Team and Miss Adria (Year 2) sit on the committee.

2. The Role and Activities

- To support the smooth running of the school through fostering warm and supportive relationships within the class by:
 - i. Helping to organise one informal coffee morning per term and one class party per year. Please note no class rep should feel obligated to host any coffee morning or party in their own home. These events may take place anywhere. Please see list of venues which have been used for various events.
 - ii. Welcoming and looking after new parents to the class.
 - iii. Acting as a channel of communication between Finton House and families in the class (by passing on particular emails and encouraging parents to share concerns with the school straight away).
- To help plan / prepare fund-raising events: The Christmas Fair, The Quiz Night and The Summer Fete for Finton House. Help with the annual Consortium Firework display on Trinity Fields is particularly welcome. To cajole other volunteers and parents to help, especially those from the relevant class.
- To attend four Class Rep meetings a year (usually after school in the Science Room) and a Class Reps lunch invitation at Finton, with the Registrar and Headmaster.
- To encourage any parents to take up concerns and worries however small or big directly with the school. If it helps, the class rep may offer to accompany the parent to any meeting. Parents may always speak with the Class Teacher, any member of the Management Team or the Headmaster. It is usually best to make an appointment.

3. FOFH Meetings

The office will email Class Reps to ask for any issues and feedback two weeks before each meeting. This allows the school to respond to issues and solve them in a timely fashion so that the meetings are relevant to the whole parental body and the coordination of whole school events.

There are two meetings in the Autumn Term, one in the Spring Term and one in the Summer Term.

The Headmaster will circulate the agenda a couple of days before the meeting.

Minutes will be produced by the office and circulated to Class Reps a week afterwards. These are not intended to be shared with all parents.

4. Communication

An email and a mobile telephone are essential tools for class reps! Please keep in contact and share any concerns straight away.

Contacts Lists

Class Reps will be supplied with a class contact list and a year group contact list at the end of the Summer Term for the year ahead and an updated set as needed by the school office. Please look after the information with care. It must never be used for marketing purposes or passed onto any third party.

Key Contacts in School:

Adrian Floyd Headmaster	adrian.floyd@fintonhouse.org.uk
Bridget Norton Deputy Head and Head of Special Needs	bridget.norton@fintonhouse.org.uk
Karol-An Kirkman Curriculum Deputy Head	karol-an.kirkman@fintonhouse.org.uk
Susie Burkard Head of Upper School (Y3-Y6)	susie.burkard@fintonhouse.org.uk
Caroline Calver Head of Lower School (Reception – Y2)	caroline.calver@fintonhouse.org.uk
Lucy Wheeler Registrar and Marketing Manager	lucy.wheeler@fintonhouse.org.uk
Andrew Allan Bursar	andrew.allan@fintonhouse.org.uk
Nan Lambert Headmaster's PA	nan.lambert@fintonhouse.org.uk

5. Opportunities for further parental involvement:

Parents are all encouraged to involve themselves in school life by:
Being a reading volunteer - listening to the children reading (see Miss Adria),
helping with the second hand uniform sale, accompanying the children on
school trips and volunteering for the following events:

Autumn Term:	Fireworks
	Christmas Fair
Spring Term	Quiz Night
Summer Term	Summer Fete

Appendix

Venues for class parties used by Class Reps, apart from family homes, in the past have been:

Common Ground, Wandsworth Common	0208 874 9386
County Arms, Trinity Road	0208 874 8532
Exhibit Bar, Balham	0208 772 6556
Mels' Brasserie, Earlsfield	0208 944 5718
The Common, Trinity Road	0208 772 4566
The Bowler, Bellevue Road	0208 767 1858

Do be aware that as a Class Rep it will be important to stamp some sort of sense on the cost of class parties! There will be some parents who believe that contributions of more than £15 per head excessive. Use your best judgement.