



## **The Role of FORS (Friends of the Roche School)**

### **About FORS**

FORS is a charitable parent teacher organisation, established to strengthen the wider school community and enhance the experience of pupils at The Roche School.

Run by parent volunteers, FORS raises money for activities and equipment that will benefit pupils. We organise a number of events throughout the school year, designed to raise funds and providing social opportunities for pupils and parents alike, bringing together children, teachers and parents across all year groups.

Funds raised by FORS over the years have, amongst other things, enabled us to purchase two school minibuses to use for sports fixtures, forest school and trips, resurfacing of the playground, Virtual Reality equipment, computers and iPods for teaching staff, and pay for first aid training for Year 6 children and a member of staff for Toy Club.

Although many of the events organised by FORS are seamlessly run by a number of key parent volunteers, a small committee of a Chair/Co-Chairs, Treasurer, Secretary and Ordinary Members, is needed to oversee and co-ordinate its activities, manage finances, liaise with the school leadership team and to ensure compliance with Charity Commission regulations. The Committee also becomes the trustees of FORS and meets with Class Reps once a term.

### **Committee Roles - Vacant for academic year 2022/2023**

#### **Secretary**

The role of the secretary is to ensure legal obligations and admin are kept up to date (including obtaining any licenses or giving any notices to the council), to ensure the Charity Commission obligations of FORS are complied with, to attend FORS meetings and to take and circulate minutes where necessary. This really only requires a few items per term and all info will be provided by the outgoing secretary so no prior knowledge required!

#### **Committee Members**

Anyone interested in being on the broader committee please get in touch. FORS always welcomes new members! Also, it is likely that the following year trustee roles will become available so it's a good chance to get involved. If you would like to speak to someone about the open roles please email [rochefriends@gmail.com](mailto:rochefriends@gmail.com).

#### **Current proposed 2022/2023 committee:**

**Chair:** Mai-Ling Dwyer

**Treasurer:** Fiona Evans

**Secretary:** OPEN

**Communications:** Sonja Dodard

**Non-Trustee Committee members:** Dounia Faraj, Emma Fleming, Janine Forsyth, Gail Harding, Susanne Thomas, OPEN ROLES

## **Volunteers required for individual events**

In addition, we need volunteer organisers for the key events we tend to run throughout the school year. Events will be contingent on volunteers coming forward or re-running events.

### **Second Hand Uniform Sale Co-Ordinator(s)**

FORS offer one Second Hand Uniform Sale each term.

It would be great if some potential co-ordinators could shadow the existing volunteers next year to see what is involved.

**Festive and Summer Fairs – in the Autumn and Summer Terms** – ideally organised and run by a separate group of volunteers who will lead and organise the fairs, involving the whole school, under the guidance of the FORS committee.

**Movie Nights** - held on a Saturday evening in the school hall, one or two volunteers are needed to take over the running of these hugely popular evenings, assisted by a further group of volunteers on the night.

**Disco – annually** Upper and Lower School discos held in the school hall. Extra volunteers are always needed on the night to help.

**Quiz Night – for parents and staff – annually** – always a fun event enjoyed by teams of parents and staff, one or two individuals are needed to organise the event, with a small team of additional people to help on the night.

**Summer Party – for parents and staff – annually** – a great way to mark the end of the school year and for parents and staff to mingle. One or two volunteers are needed to organise the event.

We also sell **Tea Towels** and **Christmas cards** designed by each pupil, and high-quality **Christmas Trees** to raise funds for FORS.

**Other events/ideas** – FORS are always looking for parents with fresh ideas for fundraising events.

If you are interested in joining the Committee or running any of the events, or generally helping, please get in touch with us by emailing: [rochefriends@gmail.com](mailto:rochefriends@gmail.com)

**Thank you**

**The FORS Committee**