

Welcome to the SSPA. This handbook has been prepared to introduce you to how we work and what we do for the school. To contact the Parents’ Association you can email the President:

prez.sspa@hotmail.co.uk

or write to us at :

President of the SSPA,

Solihull School,

Warwick Road,

Solihull,

West Midlands B91 3DJ

Minutes of the committee meetings, details of General Committee members and Past Presidents will be available on the SSPA website which is currently under construction. Copies of these documents will be made available to members on request, in the meantime.

**Our Aims**

The **SSPA** exists to advance the education of the pupils by:

* Developing relationships between parents, staff and others associated with the School.
* Engaging in activities which support the School and advance the education of its pupils.
* Assisting the School and its pupils in whatever way the Association deems appropriate.

**Our History**

The **SSPA** was established in 1929 and keeps in touch with Past Presidents, Honorary and Lifetime members. By 2017, the SSPA had donated in excess of £200,000 to a wide variety of projects within the school.

**SOLIHULL SCHOOL**

**PARENTS’ ASSOCIATION**

**Hand Book**

Registered Charity Number 702009 Registered Office: 793 Warwick Road Solihull West Midlands B91 3DJ

Reviewed 1 October 2018

**Organisation**

The **SSPA** is made up of the General Committee, elected each year at the AGM, led by the Executive Committee and supported by further subcommittees.

**The Executive Committee (Exec)**

* Led by the President
* Made up of the President and the two Vice Presidents of the General Committee, the immediate Past Presidents, Treasurer/Vice Treasurer, Secretary and Minutes Secretary
* Aims to meet at least once each term

**Trust Fund**

* In 1939 the SSPA General Committee established a trust fund to be invested and added to as required. The purpose of the fund is to produce long-term capital growth and to provide income from investments into the SSPA Bursary Fund
* We currently have a team working on a review of the Trust Deed and you will hear about this at General Committee Meetings

**SSPA Bursary Fund**

* The income generated from the Trust Fund’s investments is paid directly into the SSPA Bursary Fund
* The SSPA Bursary Fund is used to assist pupils in the furtherance of their education and careers. Cases are typically considered in the event of family financial hardship in a crucial (ie GCSE or A level) year for the pupil concerned. All details are kept completely confidential.

**General Committee (GC)**

* Led by thePresident
* Made up of elected and co-opted members
* Aims to meet at least once every half term
* An AGM is held each Summer

**Event Committees**

* Made up of a Team Leader, one member from the Exec and a team of volunteers who may or may not be members of the General Committee
* Each Team organises one specific event or type of event e.g. Quiz Night, As New Sale
* Their role is to plan, organise and run PA events.

**Trust Fund Trustees**

* Made up of six trustees, including the SSPA Treasurer who serves in an “ex-officio” capacity
* The Trustees appointed by the General Committee are responsible for the stewardship of the investments
* The Trustees hold quarterly meetings

**SSPA Bursary Fund Committee**

* Consists of a Chairman, currently Gerald Breatnach, The Headmaster, and The Executive Committee
* The committee meets in strict confidence to consider applications for financial assistance from parents who find themselves in extreme financial difficulties, and who may be unable to meet the school fees bill
* They are usually recommended to contact the committee by the Bursar or Headmaster
* The only people who know the name of the applicants are the Headmaster, the Bursar and the Chairman.

**Annual General Meeting**

* Held every year, usually third week in June
* Open to all members
* Notice is published at least three weeks before the meeting
* Votes on membership and constitutional matters
* Approves the allocation of funds raised as put forward by the General Committee

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| **Executive Committee** |
|  **President** |  Julie Jones | prez.sspa@hotmail.co.uk |
| **Vice-President** | Anne Sadler |  |
| **Vice-President** | Vicki Whitfield |  |
|  **Past President** |  Catherine Casey |  |
|  **Past President** |  Fiona Newby |  |
| **Secretary** |  Archana Somaiya | secretary.sspa@hotmail.co.uk |
| **Treasurer** | Julie Jones |  |
| **Vice Treasurer** | Judith Derby |  |
| **Minutes Secretary** | Aparna Sharma |  |

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| **Trust Fund Trustees** |
| **Chairman** – David Birtwistle | **Treasurer** “Ex Officio” Julie Jones |
| Derek Hill | Vacant |
| Caroline Currie | Mike de Minckwitz  |

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| **Others** |
| Gerald Breatnach | **SSPA Bursary Fund Committee Chairman** |
| Barry Allen | **Old Silhillians Rep** |
| Elizabeth Whitfield | **Independent Examiner** |

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| **Honorary Members** |
| Mrs L. Brough, Mr P. Griffiths, Mrs I. Holmes, Mr G. Hughes, Mrs B. Icke, Mrs A. Lee,F. R. Loader, Mr R. Melling, H. R. Rickman MA, Mrs D Elkin, M. Richmond |

**SSPA EVENTS GUIDE 2018 – 2019**

**QUIZ NIGHT**

**Parent Only Event**

Friday 12 October 2018

Refectory 7pm

**CHRISTMAS FAIR**

Saturday 24 November 2018

School 10.00am - 12.30pm

**JUNIOR CHRISTMAS SHOPPING**

3 & 4 December 2018

During school day

**JUNIOR SCHOOL CHRISTMAS PARTY**

Thursday 6 December 2018

Refectory after school

**AS NEW SALE**

Saturday 26 January 2019

Refectory 10am – 11am

**JUNIOR SCHOOL FAMILY FUN NIGHT**

Friday 18 January 2019

Refectory

**“CALL MY BLUFF” WINE TASTING**

**Parent Only Event**

Saturday 2 February 2019

School 7.30pm till late

**FASHION SHOW**

**Parent Only Event**

Friday 15 March 2019

**AN EVENING WITH ……**

**Parent Only Event**

Friday 7 June 2019

**AS NEW SALE**

Saturday 15 June 2019

Refectory 10am – 11am