

Proposed Process for Allocating PC Funds

Parent Council seeks to distribute funds to initiatives that will enhance the high school pupil experience.

There are no restrictions on initiatives for which funding can be applied, or the amount that can be applied for. However, funding will not be allocated to initiatives that fall within the core curriculum and which should be funded by the local authority.

Parent Council has c£8,800 of distributable funds in its fundraising account and seeks to allocate c£7,500 in the 2023/24 academic year which leaves c£1,300 for future academic years (which may be enhanced through future fund raising).

Consistent with previous iterations of this process, applications will be invited from:

- Heads of Faculties;
- Active School Co-ordinator;
- Volunteer sports/extra-curricular group leaders including school staff, parents and pupil leaders;
- School show organisers/committee;
- Senior Prom committee organisers;
- School House Captains; and
- Duke of Edinburgh school co-ordinator

A sub committee of the Parent Council will be established to undertake an initial assessment of applications received and to submit a proposal to Parent Council for consideration and, if thought appropriate, approval. The sub committee will comprise 5 members including the Chairman, Treasurer and 3 other ordinary members. The Secretary will record the outcomes of the sub-committee deliberations.

The sub-committee will be required to assess applications by taking into account:

- the degree to which pupil experience is enhanced;
- enduring nature of benefit; and
- the benefit reach across year groups and number of pupils.

The sub-committee can propose that applications are approved in full, are declined or are approved at a reduced amount where this is feasible. The Treasurer will compile a report for the Parent Council to consider.

The process is designed to be relatively swift, concluding before the Easter break, while giving applicants sufficient time to consider their application.

Proposed Timeline):

Activity	Responsibility	Deadline
Distribute application forms	School Office	Week ending 9 February
Applications Submitted	Applicants	8 March (4 weeks)
Initial Review	PC Sub-Committee	Week ending 15 March
PC Meeting to Approve	Parent Council	26 March
Easter Holiday		1 to 12 April

In the event that funds remain unallocated after the application process, a further round of applications may be invited in Term 4.

Application Form.

The application does not have to be overly detailed but should explain:

- how much funding is required;
- the nature of the pupil benefit (beyond participation in the standard curriculum) and the degree to which it endures into the future; and
- how many pupils are likely to benefit and which year groups would benefit (as the Parent Council is keen that funds are used to benefit as many pupils as possible).

Applications for funds to support the provision of standard curriculum activities will not be accepted.

All qualifying applications shall be considered by the Parent Council.

Where the demand from applications exceeds the available funding, the funding requested in individual applications may be reduced or, indeed, declined.

Please submit applications by **8 March 2024**. After decisions are made, the outcomes will be communicated to the applicant, the school and the Parent Forum no later than 30 April.

If you have any questions or require advice about the application process, please contact the Parent Council Treasurer, George Reid, by e:mailing him on the Kinross High School Parent Council e:mail address.

Applications for funding to KinrossHSParentCouncil@gmail.com by 8 March.

Name(s) of applicant(s): _____

Department or group: _____

Sum requested: _____

Rational for the Application. Explain how money enhances the wider experience of pupils at KHS, the number of pupils and year groups benefited and the extent to which the benefit endures into the future:

Contact email address: _____