



Notes on the Organisation:

Ellesmere College Parents' Society (ECPS) is an inclusive non-profit Society, membership of which is automatic for all parents, guardians and carers of pupils at Ellesmere College. Ex-parents, guardians and carers are considered honorary members. We exist to support the College community and to provide a social forum through a variety of events and activities.

The Society is structured to encourage participation from all members as and when they are able, either by taking a role in the Chair Group, being part of a Working Group, volunteering to be a helper at an event or activity or by attending the meetings or events.

The Chair Group At the core of the Society is the Chair Group. The group's purpose is to facilitate the execution of the agreed ideas from the wider group and to ensure that ECPS is a welcoming, inclusive Society. The Chair Group members are all DBS-checked, along with a selection of other members who regularly volunteer at ECPS events or activities at school. All roles are for 1 year unless otherwise agreed at the Annual General Meeting (AGM). The Headteacher and the Headteacher's representative are considered ex-officio members of the Chair Group.

The Roles 'Official' roles in ECPS are kept to a minimum, with the following 4 key roles currently identified:

- Chair ^[L]_[SEP]
- Vice-Chair ^[L]_[SEP]
- Social Media/Publicity
- Treasurer (alongside the Chair) ^[L]_[SEP]

Chair The Chair hosts the monthly meeting and Chair Group meeting, oversees the ECPS

email account and any other communications (e.g. letters to parents, the WhatsApp groups, promotional materials and social media) and liaises with Ellesmere College as necessary. They are responsible for maintaining the Society and encouraging members.

Vice-Chair The Vice-Chair becomes the subsequent Chair at the end of the current Chairs 1 year tenure and are mentored in order for them to be aware of what is required in the day to day running of the Society.

Social Media/Publicity Secretaries Social Media Secretaries (Social Media and Publicity) are tasked with running the ECPS Instagram and Facebook accounts and organising other publicity as required.

Treasurer The Treasurer is responsible for managing the ECPS bank account, overseeing payments in and payments out and for producing the accounts for the Society. The Treasurer is also responsible for organising any raffles. For security, the Treasurer plus the Chair are authorised signatories and have login authority for the online account. The nominated address for correspondence is the Chair and the Bank Card is in the Treasurer's name.

Working Groups At ECPS we recognise that, as busy parents, we all have different commitments and also different things we like to get involved in. In the name of inclusivity and to spread the workload, the organisation of the Society includes a number of working groups to work on the specific events in the calendar. This offers people the opportunity to get more involved in events or activities that are suited to their skills and time availability. Each group is tasked with working on the specific event as decided by the wider group and is supported by members of the Chair Group and led by the Chair.

Meetings ECPS meetings are held on a monthly basis during term-time, to which all members are welcome. Meeting dates are promoted on the Ellesmere College page of the school website www.ellesmere.com/parents-society , via WhatsApp and on Social Media.

AGM The AGM is held during the last ECPS meeting of the academic year. At this meeting, the incoming role holders are nominated and approved ready to take over before the start of the new academic year.

Communication Communication is via the following means:

WhatsApp

- 2 new WhatsApp groups are established at the start of each academic year - one for current parents/guardians/carers and the other for ex parents/guardians/carers - ensuring that, for GDPR purposes, all participants

have opted to be on the relevant group. ECPS members from the previous year are contacted at the start of the new academic year to ask permission to be added to the relevant new group. Any ECPS member can request to be part of the WhatsApp group at any time by contacting the Society at ecps@ellesmere.com

- Working Group WhatsApps are established as required.

ECPS Social Media

- Instagram (Ellesmere College Parents' Society)

Email circulation from ecps@ellesmere.com where permission has been received.

Meeting minutes are posted on the WhatsApp group and are also available by contacting ecps@ellesmere.com

Communications are also sent via the Ellesmere College In-Touch system, once approved for circulation by Ellesmere College Senior Management Team, via the Headmaster's representative.

Information and updates about ECPS and its events and activities can be found on the Ellesmere College website at www.ellesmere.com/pastoral/parents-society

The organisation chart depicts a typical ECPS year in principle and is subject to change, according to the events as decided by the wider group.

ENDS.