

Penwith Education Trust



MEMBERSHIP POLICY AND PROCEDURAL GUIDANCE FOR SCHOOLS

Policy Statement

1. The Penwith Education Trust (PET) is an inclusive organisation and seeks to enrich its activities by encouraging anyone with an interest in its work to become a member.
2. Membership is granted in accordance with section 11 of the PET Articles of Association, a copy of which is available on the PET website at www.penwitheducationtrust.co.uk or from any member school upon request. The rights and responsibilities of membership are described in Section 12 of the Articles
3. The PET will seek to promote membership as widely as possible and as described below.
4. The membership fee is currently £1 for adults and £0.50 for learners.
5. Membership is completely voluntary.

Procedure Guide for Schools

6. All schools will identify a named person who will assume responsibility for promotion and administration of membership. The Company Secretary is to be informed of the person assuming this role.
7. All schools will issue the membership leaflet to all learners, parents/carers, governors and staff through a newsletter by 31st March 2014. The membership leaflet is designed to fit on the reverse of an A4 publication.
8. All prospective learners, parents or carers will be given a membership leaflet as part of the school's promotional material.
9. All new staff members will be provided with a leaflet
10. Leaflets will be made widely available by schools to community organisations and individuals living in the community by posting on notice boards in libraries/GP surgeries and other community spaces.
11. The school named person will be responsible for accounting for the membership fees collected and ensure all monies are paid over to PET as soon as practicable.

12. The named person will also be responsible for maintaining a register of members for the school. This is a legal requirement and may be subject to audit. The register will be in excel spreadsheet format and list:
 - Name of member
 - Constituency (learner, parent or carer, staff member, community organisation or individual). If the appropriate constituency is not clear, the named person will seek advice from the Company Secretary
 - Address of the member, email, telephone numbers and date of birth
 - Date membership application received and date membership approved (see below).
13. The register is to be forwarded to the Company Secretary on a quarterly basis. This requirement is necessary as all new memberships are granted at the discretion of the Trustees and will be placed by the Company Secretary before the next available meeting of the PET Board after quarter end.
14. Quarterly means on 31st March, 30th June, 30th September and 31st December or soonest date thereafter.
15. Following approval by the PET Board, all new members will be provided with a membership certificate which will also be a receipt for payment.
16. Membership fees are not refundable

Geoff Brighton

Company Secretary January 2014. Approved by the Board of PET on

Timetable for rolling out membership/development of the Forum:

17. All existing learners, parents/carers and staff to be invited by 31.03.2014
18. Report to PET Board in Summer term 2014 on applications
19. Members to be invited to PET AGM in September 2014
20. Elections to PET Members Forum on a constituency basis to be held in October 2014 in accordance with the Articles of Association
21. Inaugural meeting of the Forum to be held in December 2014
22. Forum elects Trustees to the PET Board December 2014