



CRAWLEY RIDGE JUNIOR SCHOOL  
Graitney, Crawley Ridge, Camberley, Surrey, GU15 2AJ  
Tel: 01276 61144 Fax: 01276 675700  
Headteacher: Mrs. M. B. Martin B.Ed.

Friday 11<sup>th</sup> March 2016

Dear Parents and Carers of children at CRJS,

This is a very important letter on behalf of the Governing Body, requesting your direct support. You will be familiar with the financial pressures that all public services are experiencing and although you may have heard positive headlines about how spending on education has been protected overall, the funding received from Government per pupil varies significantly from region to region.

This is proving particularly challenging for some Surrey schools such as ours. In common with so many schools, CRJS faces mounting pressures in continuing to provide the high quality teaching environment that you rightly expect for your children. It means that our resources beyond the core teaching provision are squeezed to the limit and beyond.

The Governing Body is therefore introducing a charitable fund, called the **CRJS Community Trust**. Its purpose is to provide educational resources for our pupils which cannot currently be met from state funding, by securing voluntary financial support from parents and friends of CRJS.

**Our target is to raise a total of £10k within this school year and next.** The School Leadership Team and the Governing Body have identified a number of areas that would greatly benefit from extra resources, including art, music and IT. Indeed, the IT strategy and plan is currently being updated and is rightly ambitious. This fund will contribute significantly to this urgent need.

Now the hard bit. Achieving this £10k target would require a **voluntary contribution** per family of £20 per term, for this school year and next. If you prefer to contribute in a lump sum rather than termly, that would of course be additionally helpful. Smaller or larger contributions are equally important and appreciated.

It is a lot to ask. We understand that many families are also under heavy financial constraints and simply may not wish to, or be able to, contribute. We offer our complete assurance that no pressure will ever be applied to those families who decide not to contribute.

For those of you who wish to get involved, we would like to advise you that the CRJS Community Trust is a not-for-profit small charitable organisation, in process of being recognised by HMRC for tax purposes. All funds raised will be spent directly for the benefit of the children of CRJS and we will use the quarterly Governor Newsletter to advise of the funds raised, exactly how these funds have been spent and the impact on your children's learning.

As a charitable trust, it will be the responsibility of trustees from the governing body, the staff body and the parent body to administer the funds properly and **we would like to ask for volunteers to be a parent trustee.** The role is similar to that of a trustee of the PTA, also a charity, and is an important but not onerous task, requiring one meeting per term. The Government's Charity Commission website explains the role and with this letter, you will find a summary of the key points. Please advise the school office if you would be willing to help, by **end Friday 18<sup>th</sup> March.**

If you are able to Gift Aid your contribution, we will be able to claim back an additional 25% of the amount contributed. If you are a higher rate tax payer, you will also be able to claim back a further amount for yourself.



[www.crawleyridge.net](http://www.crawleyridge.net)





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Contributions should be paid by **cheque, made payable to CRJS Community Trust**. Please place in an envelope, together with your Gift Aid Declaration if relevant, and write your child's or children's name[s] and class[es] on the envelope and **return to the school office**.

Thank you for your kind attention and continuing support of our school.

Yours sincerely,

Brian Ford  
Chair of Governors, CRJS



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For more detail on being a trustee, please see the Government's Charity Commission website, [www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved). The key points:

### About charity trustees

- Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do.
- Trustees are the people who lead the charity and decide how it is run.
- Being a trustee means making decisions that will impact on people's lives.
- Depending on what the charity does, you will be making a difference to your local community or to society as a whole.
- Trustees use their skills and experience to support their charities, helping them achieve their aims.
- Trustees also often learn new skills during their time on the board.
- Most trustees don't get paid for their role, but you can claim reasonable expenses as a trustee.

### Before you start - make sure you are eligible

- You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other sort of charity.
- You must be properly appointed following the procedures and any restrictions in the charity's governing document.
- You must not act as a trustee if you are disqualified under the Charities Act, including if you:
  - have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
  - are bankrupt or have entered into a formal arrangement (eg an individual voluntary arrangement) with a creditor
  - have been removed as a company director or charity trustee because of wrongdoing
- There are further restrictions for charities that help children or vulnerable people.

### Trustees' 6 main duties

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable



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