Twyford CofE Academies Trust

Document Title	**Voluntary Funds Policy**
Committee Responsible for Policy	**Resources Committee/Student Committees**
Review Frequency	**Every three years**
Last Reviewed	**November 2026**
Next Review Due	**November 2029**
Policy Author	**Director of Finance & Operations**

Assessment of the Impact of a Policy on Equality & Diversity

Policy: Voluntary Funds Policy	
Impact assessed by: R Lane	**Date:** 12/11/2026

1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?

Limited potential. Funds may be used on projects which do not benefit pupils from protected groups.

2. How would this be evidenced?
Through a review of projects funded from voluntary funds.

3. What is the impact of the policy and latest changes on people with protected characteristics?

Protected Characteristic	Impact before change*	Impact after change*	Comments
Age	Neutral	Neutral	
Disability	Neutral	Neutral	
Gender Reassignment	Neutral	Neutral	
Marriage and civil partnership	Neutral	Neutral	
Pregnancy and maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual orientation	Neutral	Neutral	

* Positive/Negative/Neutral.

4. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy and latest changes pass or fail this test?
Pass

Voluntary Funds Policy

1 Background

Trust schools invite parents to make voluntary donations to funds which are held and accounted for separately from government funding and other sources of income. These funds are an important means by which parents can contribute to the education of their children and other pupils in their school.

The funds held for parental donations are known as the 'School Fund'.

2 Priorities and Restrictions on the Use of Funds

Directors have decided that these funds should be applied at the discretion of the local governing body – with the additional approval of the Board for larger projects (see below).

The only formal restrictions are that funds should only be spent for the benefit of pupils in the school concerned.

Directors have stated that priority will be given to projects which add to basic, state-funded provision. Flag-ship projects, possibly in partnership with industry sponsors and/or involving match funding will be favoured.

3 Project Proposal and Approval Process

The Master List of Delegated Powers and Responsibilities states that the relevant local governing body is empowered to approve expenditure up to £10,000 and that the Board of Directors approves expenditure above this limit.

Proposals should be submitted on the attached form (appendix A) – with the agreement of the Headteacher/Associate Headteacher of the school – to the Local Governing Body for approval. Projects costing more than £10,000 should then be submitted to the Board of Directors.

4 Refunds of Donations

To maintain the reputation of the funds, it is important that parents and other donors feel in control of their donations. Since most donations are made by standing order, donors sometimes continue to donate after the child has left the school and then request a refund. It is the Trust's policy to make it clear to donors that it is their responsibility to cancel standing orders when they wish to stop donating – but to provide a refund back to the date when the last child left the school or six months (whichever is the shorter period). Parents of children leaving the school will be routinely reminded to cancel standing orders.

The attached letter (Appendix B) should be used when responding to refund requests.

Appendix A

Twyford CoE Academies Trust

Use of Voluntary Funds Proposal and Authorisation Form

Fund: Twyford School Fund* / William Perkin School Fund / Ealing Fields School Fund / Ada Lovelace School Fund

Name of the project: _____

Total amount requested – excluding VAT: £ _____

Proposal prepared by: _____ Date: _____

With the support of the Headteacher/Associate Headteacher:

Signature: _____ Date: _____

Outline of the proposed project: (attach further details as required. Include details of benefits to pupils and explain how the project meets fund priorities.)

Approval of the Local Governing Body:

Signature: _____ Date: _____

Approval of the Board of Directors:

Signature: _____ Date: _____

Appendix B

Recipient
Address 1
Address 2
Town/City
Postcode

Date

Dear

Re: Request for Refund of Donations

Thank you for your recent [letter/email/phone call] requesting a refund of donations of £xxxxx made since your child left the school in [month/year].

A. I am pleased to confirm that your request falls within our policy on refunds and enclose a cheque for £xxxx.

B. I regret that your request falls outside our policy on refunds which provides for donations made within the last 6 months or since your last child left the school (whichever period is shorter) to be reimbursed. I therefore attach a cheque for £xxxx representing a refund of donations as provided for in this policy.

Please note that we are unable to cancel or alter standing orders on your behalf so you will need to contact your bank if you wish to do this.

Yours sincerely,

Richard Lane
Director of Finance & Operations