



## **BURSARY POLICY (for IAPS members)**

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### **1) HISTORY of itrust**

1.1 IAPS has a long tradition of charitable work. In addition to making donations to national charities, IAPS had established a few charities to deal with specific issues. In the past there were three active charities:

- Benevolent fund, which supported teaching staff and their relatives in financial need.
- Bursary trust, which helped to support former IAPS pupils with fees at senior schools.
- Orchestra trust, which ran courses and latterly paid grants for children to pursue their musical education.

1.2 These separate charities each had small resources. They were unable to establish a high enough profile to expand their work, and the costs of administering them were large, relative to the grants available. IAPS Council determined that a new charity was needed that could provide a focus for the existing work. This new charity would have a wider remit for charitable support of the education of children in the age range of IAPS schools. It would also allow the association to act immediately in the event of some pressing need.

1.3 The IAPS Charitable Trust (itrust) was established in 2011 as a charity (number 1143241) and a company limited by guarantee (number 07728215). Its objects may be summarised as being to support the education of early and middle years' children and to support the people who teach them.

### **2) ITRUST as it stands currently TODAY**

2.1 IAPS Donations - IAPS Council fully supports the work of itrust by covering the operating costs of the charity and when finances permit, making donations of £20,000 to unrestricted funds and £100,000 in restricted funds to support the School Access Scheme.

2.2 Donations from schools - IAPS schools donate to the Itrust when finances/surpluses permit and have also donated to direct Itrust appeals in times of need to support the education of children hit by the natural disasters such as the Philippines tsunami and Nepal earthquakes.

2.3 Governance/trustees - The eleven trustees of the Charitable Trust are also directors of the company and are appointed by the members (who are the other trustees/directors). These include:

- CEO of IAPS
- IAPS head of finance who acts as the secretary/treasurer
- Chairman (a retired IAPS head),
- Grants secretary (also a retired IAPS head) who chairs the Scrutiny Committee,
- Seven trustees who are usually serving IAPS heads. Two of the trustees sit on the Scrutiny Committee and two are responsible for the work of the Harrison Memorial Fund, processing all applications for music bursaries.

2.4 Meetings - The Board meets three times a year:

- The autumn meeting examines the strategic direction for the charity; looks at risks, opportunities, strengths, and weaknesses; etc.
- The spring term meeting focusses on the final selection of candidates for the School Access and bursar schemes.
- The summer meeting in May is the AGM and will receive the annual accounts; determine the bursary and benevolent grants for the following academic year; re-appoint bankers, investment advisors and auditors etc.

2.5 **Appointments:** When vacancies occur, these will be advertised on the IAPS website. Interested parties will be invited to send a letter of application addressed to the Secretary/treasurer highlighting the skills and experience that they can offer and why they would like to join the Board. These will be considered by the Board and if required an election will be held. If convenient, applicants may be invited to attend a Board meeting to see how the charity works and how they might contribute.

2.6 If elected then, in accordance with the byelaws, trustees will normally serve an initial three-years, and this may be extended to a second term. Trustees will be required to sign a Charity Commission Trustee Eligibility Declaration form on election and annually thereafter.

2.7 The trust is keen to involve serving members of IAPS as trustees and, whilst it is helpful for the grants secretary and chairman to be recently retired heads who can devote time to the work of the charity, there should be a maximum of three retired members of IAPS serving on the Board at any one time. It trust has also agreed that it would be helpful for at least one of the trustees to be a serving General Representative on the IAPS Finance Committee.

2.8 **Induction:** New members of the Board will be briefed on the charity by the Chief Executive IAPS; they will be provided with the articles of association and briefed on their responsibilities as trustees/directors by the IAPS head of finance. During these briefings they will be asked to identify any training that they may require to fulfil their role.

### **3) THE WORK OF THE CHARITABLE TRUST**

#### **3.1 WHAT WE FUND**

We fund individuals at an Independent school which is either an IAPS school or one which takes pupils from an IAPS school.

The support is for the provision of education for children in early, primary, or middle school years both in the UK and overseas where such provision cannot be provided by the parents and or school.

### **3.2 WHAT WE DO NOT FUND**

We do not fund gap year students, sixth form students, schools wanting extra money for salary costs, general appeal letters from charities, school uniform, music tuition fees, sport coaching costs or travel.

**3.3 NOTE – Unfortunately due to the limited financial resources of the charity not all the qualifying applications that are made each year will be successful. Neither the trustees or the secretary can discuss decisions made in the meetings, or discussions during the meeting nor is there any appeal process.**

### **4) CRITERIA FOR GRANTS**

4.1 The charity has three main schemes (as detailed below) and a music fund scheme. These criteria have been agreed by the trustees as guidance for potential applicants on the procedures and priorities that will be used by the trustees in helping them to decide who they can help and how they will allocate the resources available.

4.2 The criteria provide an overarching framework, although the application forms and priorities will be different for the funds available in support of each of the objects.

4.3 The trustees will be free to diverge from the criteria where they decide that this is in the best interests of the beneficiaries in exceptional cases and where funds permit.

### **5) SCHOOLS ACCESS SCHEME AWARDS**

5.1 The Schools Access Scheme was first launched in 2015 and is designed to allow children from families that wouldn't normally have the resources to pay for a prep school education the opportunity to benefit from the start in life such an education provides. It is not designed to help middle-income families who cannot afford full fees: most applicants would have qualified under the pupil premium in maintained schools.

5.2 Applications must first be made through an IAPS member school. The usual stage of entry is Reception or Year 3. There is a seven-page application form in which parents detail such things as their circumstances, income, outgoings, expenditure, assets, capital liabilities and other dependent children. Bursary Administration Limited (BAL) will check applications on behalf of the Itrust. This frequently includes a home visit.

5.3 Each school must be prepared to match the funding of the SAS scheme. This is usually 50% of the school fees. Most years there will be two or three successful applicants to start in the September. These will not usually be at the same school.

5.4 The funding for this scheme comes from a generous donation from IAPS. IAPS underwrites the operating costs.

### **6) GENERAL BURSARY AWARDS**

6.1 The itrust awards a small number of bursaries, usually up to a maximum amount of £2,500 per year per pupil. Priority is given to pupils who have already started their education in independent schools, and whose families' financial circumstances have changed. The support of the school, or intended school, is essential and all awards are subject to an annual needs' assessment review.

6.2 The trust does not support pupils in the sixth form or gap year students. It focuses most of the grants on charities and organisations that will be able to deliver the maximum benefit to children.

6.3 Applications must first be made through an IAPS member school. There is a seven-page application form in which parents detail such things as their circumstances, income, outgoings, expenditure, assets, capital liabilities and other dependent children. Bursary Administration Limited (BAL) will check applications on behalf of the trust. This frequently includes a home visit.

6.4 There will usually be two to four Bursaries awarded each year.

## **7) BENEVOLENT AWARDS**

7.1 Objective is to relieve hardship by providing financial support for any of the following persons who are in necessitous circumstances:

- Any person who has or shall have been a member of IAPS as a head-teacher who has retired from such headship.
- Any person who has or shall have been an official or employee of IAPS schools the widows, children, or other dependents of any such person as aforesaid or of a deceased person who was at one time a member of IAPS.
- Any other class of persons connected with education or schools and not for the time being members of IAPS as may be specified by IAPS by ordinary resolution with the consent of the directors.

7.2 It will also be used to promote the education of children of members or deceased members of the teaching profession by providing financial support for them to continue their education in independent senior schools where their families' financial circumstances are such that they would otherwise be prevented from doing so.

7.3 Support offered will be as wide a range of beneficiaries as possible with small grants rather than a smaller number of larger grants. The grant will bridge the gap between the family's income and the fees required. This grant is unlikely to be the primary source of funding. Priority will be given to parent(s) employed or formerly employed in IAPS schools, pupils in key examination years ie. Years 10 and 11 and pupils at schools where the school will match the funding.

7.4 Applications must first be made through an Independent school. There is a seven-page application form in which parents detail such things as their circumstances, income, outgoings, expenditure, assets, capital liabilities and other dependent children. Bursary Administration Limited (BAL) will check applications on behalf of the trust. This frequently includes a home visit.

7.5 Finances are tight, and the total value of grants aims to equal income from restricted funds with donations and unexpended income applied to capital for future years.

## **8) MUSIC**

8.1 The Harrison Memorial Fund awards grants to children in Years 3-8 to assist them attending choral or instrumental courses held in the UK. These typically include residential courses run by National Schools Symphony Orchestra, National Prep Schools Orchestra and Eton Junior Choral Courses, although other courses are considered upon application.

8.2 Eligibility and procedures for applications for Harrison Memorial Fund support -

An application form for support can be downloaded from course websites named above, or can be requested from the HMF Secretary by emailing [iapsitrustmusic@gmail.com](mailto:iapsitrustmusic@gmail.com). Applications are made by parents who cannot afford the course fees without support. Completed application forms are emailed to the above address, or by post to IAPS head office and proof of earnings will be required to accompany the application. Once the application is received, the HMF Secretary will contact the child's school to confirm details given on the application form before any award is made. Awards are confirmed by email and the course administrator is informed directly and payment is made directly to the course.

#### 8.3 Conditions of award -

Pupils attending the course are asked to write about their experience afterwards and send via email or to head office. This feedback is much appreciated by trustees. If feedback, or any included photos, is to be used in any publication, further agreement will be sought from parents first.

8.4 Deadline for HMF awards is usually mid-May in the year of the course taking place

### **9) ELIGIBILITY AND PROCEDURE FOR APPLICATIONS**

9.1 Awards and bursaries (except from the Harrison Music Fund) are entirely means tested and awarded on an annual basis to parents who satisfy financial criteria in relation to their income and the value of their capital assets and demonstrate a need.

9.2 All bursaries and awards (except from the Harrison Music Fund) are subject to an annual means-test review by the school's externally appointed advisors (BAL). Nevertheless, should any of the circumstances change, the parents must inform the school without delay. For example, should the financial position of parents with a pupil already at the School change unexpectedly, they should contact the bursar as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the school could lead to a bursary being withdrawn or withheld.

9.3 Children of parents with high incomes or high assets are not normally considered for help except when there are compassionate circumstances affecting the financial stability of the family. We anticipate that the families we support will have joint net assets usually in the form of a home and low incomes. They will NOT have any of the following:

- Significant savings
- A child already at an independent school fully funded by the parents
- A second property or land holdings
- Frequent or expensive holidays
- Expensive houses or cars

9.4 The deadline for new applications is mid-January each year. The trust secretary will notify applicants and the school they have applied to or attend whether they have been successful or not. Successful applicant will be sent a letter of offer and be required to sign it and return it.

9.5 It should not be assumed that because one child in a family is in receipt of a grant that other siblings will automatically be awarded one. Every case will be assessed separately.

## **10) DATA PROTECTION AND CONFIDENTIALITY**

10.1 All information provided by parents in connection with an application will be processed in accordance with data protection principles as set out in the Data Protection Act and the IAPS policy.

10.2 Data will be processed only for the purpose of consideration for bursaries and funding and the information provided will not be used for any other purpose.

10.3 The value and terms of the awards will remain confidential between the trustees and the school and parents.

## **11) CONDITIONS OF AN AWARD**

11.1 Pupils who receive an award are required to work hard, to contribute positively to the life of the school, to be a credit to the school and set a good example to other pupils. They must adhere to the standards of conduct and progress.

11.2 Parents of pupils receiving an award are required to support and encourage the pupil in the school, comply with the school's terms and conditions, adhere to the notice period of the school, or pay the fees in lieu of notice.

11.3 Should an application be found to be false or a pupil be expelled or removed from a school then the award will need to be terminated and repaid by the parents.

11.4 Each year a copy of a pupil's annual report will be sent by school to the charity who reserves the right to withdraw the award should the child fail to fulfil their obligations.

11.5 Grants from any of the schemes are not transferable. If a pupil wishes to change school a new application must be made.

## **COMPLAINTS**

The IAPS trust complaints policy is available from the IAPS office: [iaps@iaps.uk](mailto:iaps@iaps.uk)

D Cawthorne

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