

Policy Overview



John Rankin Schools
Parent, Teacher & Friends Association
Registered Charity No. 1171490

John Rankin PTFA Policy Overview

- Community Commitments
- Volunteering Policy
- Social Media Policy
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- Risk Management Policy
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- [Agenda Template](#)

Community Commitments



John Rankin Schools PTFA Community Commitments

This document acts as a Code of Conduct derived from and is subordinate to the [John Rankin Schools PTFA Constitution](#).

Its purpose is to ensure that all members—the Committee, staff members, parents, and volunteers—work together effectively to achieve the charitable objectives of the Association.

Core Commitments

- **Charitable Objects:** We commit to the constitutional objects:
 - Developing effective relationships between staff, parents and others associated with the Schools
 - Engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.
- **Primary Method:** We will achieve our objectives primarily through fundraising.
- **Fund Allocation:** Funds may be spent on activities that support the whole school, a single year group, or a specific group of children. We will ensure an equal spread across the whole school wherever possible in our long-term spending plans.
- **Strategic Alignment:** We will consult the school's improvement plan to align the PTFA's efforts with the school's current development priorities.
- **Stakeholder Engagement:** We will engage with parents and the wider community to hear their views and gather opinions wherever possible.

General Member Behaviour

All members must act in a manner that supports the school community and the association.

- **Respect and Integrity:** Members must conduct themselves with integrity and respect towards staff, pupils, parents, and other members at all times, whether at meetings, events, or in communication.
- **School Consent:** Members shall not undertake any activity in the school premises without the consent of the Headteacher. All activities must be planned in cooperation with school staff
- **Protecting Reputation:** Members must avoid any behaviour or actions that "might bring the association into disrepute."

- **Focus on objectives:** All member actions and proposals must be directly aimed at promoting the PTFA's charitable objects.
- **Ensure compliance:** with legal, GDPR and best practice regulations to ensure effective and efficient running of the PTFA.

Meetings:

To facilitate effective governance and planning, the PTFA Committee will adhere to the following meeting schedule and requirements:

- **Regular Committee Meetings**
 - Held at least once per calendar month.
 - **Avoidance of School Holidays:** No regular meeting shall be scheduled for the week before, during, or the week after a school holiday period. This may result in unequal gaps between meeting dates.
 - All meetings will be scheduled with at least 21 days notice and dates shared on the [PTFA website](#)
- **Format**
 - Meetings shall primarily be held virtually. However, every third regular meeting will be held in person to foster team cohesion and strategic planning.
 - All virtual meetings must be conducted in line with the Constitution's requirements for virtual General Meetings (e.g., participants can see and hear all others)
- **Annual General Meeting (AGM)**
 - The Association's AGM shall be held annually in September.
 - The AGM must comply with all notice periods (21 clear days) and quorum requirements as detailed in the Constitution

Communications

- **Approval:** All official communications (newsletters, school emails, social media posts, public announcements, and press releases) must be approved by the Chair(s) or Vice Chair before publication. This includes images.
- **School Liaison:** All formal communication intended for the school (e.g., requests, proposals, reports) must be coordinated and directed via the Committee to ensure a single, consistent point of contact.
- **Timeliness:** Members are expected to reply promptly to all communications received from the public, the school, or other members regarding PTFA business.
- **Professionalism:** All communications must be professional, factual, and uphold the positive reputation of the PTFA and the school.

Financial and Resource Management

The property and funds of the Association are held in trust for its charitable purposes.

- **Use of Funds:** The Association's property and funds must only be used to fulfil the objects. Members and volunteers must never use association resources for personal gain.
- **Fundraising Integrity:** Fundraising activities must comply with the Association's powers and must not involve permanent trading. All monies raised must be handled transparently and passed to the Treasurer promptly.
- **Transparency:** Annual reports and statements of account must be made available for inspection by any member of the association.

Committee Member (Trustee) Specific Duties

Committee Members are also legally Charity Trustees and have additional duties:

- **Control of Assets:** Trustees have control of the association, its property, and its funds and must manage them responsibly.
- **Decision Making:** Trustees must make decisions based on a simple majority of votes cast at a quorate meeting.
- **Attendance:** Trustees must make every effort to attend committee meetings. Automatic removal may occur if a trustee is absent from three consecutive meetings without prior notification to the Secretary.

Conflict of Interest Rule

Whenever a Committee Member/Trustee has a personal interest in a matter to be discussed at a meeting, they must follow these steps:

1. Declare an interest before discussion begins on the matter.
2. Withdraw from that part of the meeting unless expressly invited to remain to provide information.
3. Not be counted in the quorum for that part of the meeting.
4. Withdraw during the vote and have no vote on the matter.

Consequences of Breach

The Constitution grants the Committee the power to manage membership:

- The Committee Members/Trustees may, for good reason, exclude any person from membership or from attending an event whose presence is deemed a danger to the school or its pupils/staff, or who might bring the association into disrepute.
- A Committee Member who ceases to be a general member is automatically removed as a Trustee.
- The Committee may remove a Committee Member/Trustee by a resolution passed by a majority of other Trustees, following a notification and response process.

Signatures

Approved and adopted by the committee of John Rankin PTFA:

Name	Position	Signature	Date

Volunteering Policy



John Ranking PTFA Volunteering Policy

Introduction

This policy outlines the principles for volunteer involvement within John Rankin PTFA. It applies to everyone in the association and is endorsed by the committee of John Rankin PTFA.

The policy will be reviewed annually to ensure it remains relevant to the organisation and meets the evolving needs of its volunteers.

Commitment

John Rankin PTFA highly values the contributions made by volunteers and is committed to engaging them in appropriate roles with encouragement and support. We also recognise the importance of organising volunteer activities to ensure time and effort are used effectively for mutual benefit.

Definition of a volunteer

A volunteer is an individual who, without payment and by choice, offers their time, skill and energy to benefit John Rankin PTFA.

Volunteer coordination

- All volunteers should report to the John Rankin PTFA committee, who will provide support and guidance to help volunteers confidently and effectively carry out tasks.
- Volunteers may be assigned a specific committee member as their point of contact, or the committee will work together/
- Each volunteer will receive a clear task description, a proper briefing and the necessary information or equipment to carry out their activities successfully.
- Volunteers are expected to seek clarification or express any concerns or training needs before beginning an activity.

Volunteer rights

Volunteers have the right to:

- Understand what is expected of them
- Receive adequate support and training
- Be appreciated for their efforts
- Work in a safe environment
- Be covered by insurance
- Be free from discrimination

Volunteer responsibilities

Volunteers are expected to:

- Be reliable and honest
- Maintain confidentiality
- Perform tasks in line with the association's values and objectives
- Work within agreed guidelines
- Uphold the reputation of the organisation
- Follow all applicable association policies

Policy review

This policy will be reviewed annually by the John Rankin PTFA committee to ensure it continues to support both the organisation and its volunteers effectively.

Signatures

Approved and adopted by the committee of John Rankin PTFA:

ADOPTED AT A MEETING HELD AT (Place)	The High Horse, Newbury
ON (Date)	17.12.2025
NAME	Daisy Dupre-Loxton
OCCUPATION	Vice-Chair PTFA
SIGNATURE	<i>Daisy Dupre-Loxton</i>

Safeguarding Policy



John Rankin Schools
Parent, Teacher & Friends Association
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Social Media Policy John Rankin PTFA

Purpose

This policy outlines how John Rankin PTFA uses social media to support its activities and communicate with members. It applies to all members and is publicly available for reference.

Platforms we use

- John Rankin PTFA currently uses the following platforms: (Add or remove platforms as needed)
- Website: <https://www.johnrankinptfa.co.uk/>
- Facebook – <https://www.facebook.com/share/19CVsU5eQe/?mibextid=wwXlfr>
- Instagram – <https://www.instagram.com/johnrankinptfa?igsh=c3d3M2tnNHFIZ3Ju>

Access & visibility

- Our social media accounts have the following access levels:
 - Website: This is public. Anyone can view.
 - Facebook group: This is public. Anyone can view, follow and respond to posts
 - Instagram: This is public. Anyone can view, follow and respond to posts

How we use social media

- Our association uses social media to:
 - Share PTFA news and updates
 - Promote upcoming events
 - Recruit volunteers
 - Celebrate community support
 - Gather feedback from members
 - It is not to be used for private conversations or unrelated topics.

Inappropriate use

- The following uses of John Rankin PTFA social media platforms are prohibited:
 - Personal messaging between members
 - Discussing non-PTFA school matters
 - Promoting personal business (unless approved by the committee for PTFA benefit)



- Posting inappropriate, offensive or defamatory content
- Violations may result in post removal or member exclusion, in line with committee review and our constitution.

Posting photographs

- Members may post photos in line with these expectations:
 - You must own the rights or have permission from those featured
 - The PTFA is not responsible for ensuring permissions
 - Please be respectful and thoughtful when sharing media.

Acceptance & agreement

- By participating in our social media channels, you accept this policy in full. If you disagree with any terms, we kindly ask you to refrain from using or exit the group.

Policy review

- This policy will be reviewed annually by the John Rankin PTFA committee to ensure it continues to support both the organisation and its volunteers effectively.

Signatures

Approved and adopted by the committee of John Rankin PTFA: ADOPTED AT A MEETING HELD

AT (Place)	The High Horse, Newbury
ON (Date)	17.12.2025
NAME	Daisy Dupre-Loxton
OCCUPATION	Vice-Chair PTFA
SIGNATURE	<i>Daisy Dupree-Loxton</i>

Complaints Procedure Policy



John Rankin Schools
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John Rankin PTFA Complaints Procedure Policy

Introduction

This policy outlines the procedures for managing complaints within John Rankin PTFA. It applies to all members and is approved by the committee of John Rankin PTFA.

The policy will be reviewed annually to ensure it continues to meet the needs of the organisation and its volunteers.

As committee members, we recognise our responsibility to act in the best interests of the PTFA. We acknowledge that any personal or conflicting interests may hinder our ability to do so and are committed to maintaining impartiality and integrity in our decision-making.

Scope

This policy applies to every member of John Rankin PTFA. A complaint is defined as an expression of dissatisfaction regarding the PTFA's decisions, actions, or the standard of service provided.

Procedure

To ensure transparency and fairness in handling complaints, the PTFA follows these steps:

1. **Policy awareness:** All newly appointed committee members are made aware of this policy upon joining.
2. **Submission of complaints:** Complaints must be submitted in writing and addressed to the committee.
 - In the first instance, these should be directed to the Chair.
 - If the complaint concerns the Chair, it may be submitted to another elected committee member.
3. **Committee response timeline:** The committee will convene to review the complaint within 21 days of receiving the written statement.

4. **Initial response:** A formal written response will be provided to the complainant, outlining the committee’s decision and whether further discussions or a meeting will be arranged.
5. **Meeting arrangements:** If a meeting is required, the complainant may bring representatives for support. The complainant must submit any documentation or supporting evidence at least 7 days prior to the scheduled meeting.
6. **Conduct of meeting:** During the meeting, the complainant will be invited to present their case. Committee members may pose relevant questions. Meeting minutes will be recorded to document proceedings.
7. **Final decision:** A written summary of the committee’s decision will be sent to the complainant within 21 days including any planned actions or follow-up.

Policy review

This policy will be reviewed annually by the committee of John Rankin PTFA to ensure continued relevance and effectiveness.

Signatures

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ON (Date)	17.12.2025
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Risk Management Policy



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John Rankin PTFA Risk Management Policy

Introduction

This policy outlines the approach to managing risk within John Rankin PTFA. It applies to all individuals involved with the association and has been formally approved by the committee of John Rankin PTFA. The policy will be reviewed annually to ensure it continues to meet the needs of the organisation and its volunteers.

Purpose

The aim of this policy is to help identify and address risks, ensuring that risk management is embedded in all PTFA event planning. Early detection and taking appropriate measures are key to safeguarding our community and ensuring that events run smoothly.

Risk management process for PTFA events and activities

For every PTFA event and activity, the following steps must be taken:

1. A designated committee member will complete a risk assessment, covering:
 - Identification of potential hazards
 - Recognition of individuals who may be affected
 - Evaluation of current safety measures and identification of any additional actions required
 - Documentation of findings using the PTFA risk assessment template
 - Ongoing review and updates to the assessment as necessary
2. Seek guidance from the hosting school or venue:
 - Review past risk assessments
 - Follow any recommended procedures
3. Refer to the Health and Safety Executive (HSE) as needed: www.hse.gov.uk
4. Refer to the organisation's insurance policy summary and FAQs to check cover as appropriate.
5. Store a copy of each completed risk assessment in a central folder accessible to the PTFA committee. This serves as a reference for future events.

6. Copies must be shared with the school upon request.
7. Review risk assessments and update where appropriate after each event or activity.
8. Ensure all committee members are informed of each risk assessment's contents.

Policy Review

This policy will be reviewed annually by the John Rankin PTFA committee to ensure it remains fit for purpose.

Signatures

Approved and adopted by the committee of John Rankin PTFA:

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Environmental Policy



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John Rankin PTFA

Environmental Policy

Introduction

This policy outlines the guiding principles for environmentally responsible decision-making within John Rankin PTFA. It applies to all members of the association and has been formally approved by the committee. The policy will be reviewed to ensure it remains aligned with the organisation's values and operations.

Our commitment

John Rankin PTFA recognises the environmental challenges facing communities today. We are committed to embracing sustainability through the principles of Reduce, Reuse and Recycle across all events, activities and purchasing practices.

Guided by input from members, the committee pledges to:

- Minimise single-use plastics at events
- Choose eco-friendly alternatives when sourcing supplies
- Promote recycling of event materials
- Cut down on food waste during catered activities
- Encourage use of reusable bags for event purchases
- Buy in bulk to reduce packaging
- Prioritise digital communication to limit paper use
- Support local suppliers, where possible, when making purchases
- Provide locally-sourced, seasonal food with vegetarian and vegan options
- Champion projects that preserve and enhance green spaces

Roles & responsibilities

- The committee is accountable for fulfilling the policy's pledges and will offer training or guidance to volunteers as needed.
- Purchases will follow the expense policy and support the organisation's sustainability goals.
- Budgets must be pre-approved by the committee, considering both frequency of use and durability.

Conflict of Interest Policy



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John Rankin PTFA Conflict of Interest Policy

Introduction

This policy outlines the principles for identifying and managing conflicts of interest within John Rankin PTFA. It applies to all individuals involved in the association and is formally approved by the committee. The policy will be reviewed annually to ensure it remains fit for purpose and continues to meet the needs of our organisation and its volunteers.

As committee members and trustees, we acknowledge our responsibility to act in the best interests of John Rankin PTFA. We recognise that personal or external interests can undermine this duty, and it is our commitment to avoid such situations in order to uphold the integrity of our decisions.

Scope

This policy applies to every elected member of the John Rankin PTFA committee.

Procedures for identifying and managing conflicts

To ensure transparency and accountability, we take the following steps:

- **Awareness:** All incoming committee members are informed about this policy upon their appointment.
- **Declarations:** Members must declare any existing or potential conflict of interest:
 - At the time of their appointment
 - At the start of each committee meeting
 - As soon as a potential conflict becomes known
- **Recusal:** Members who have a conflict are required to withdraw from discussions and/or votes related to that matter.
- **Documentation:** All conflicts and the actions taken to manage them will be recorded in the meeting minutes.

- **Balanced representation:** Efforts will be made to include a diverse mix of parents and staff from across the school, ensuring balanced representation and avoiding dominance by any single group.
- **Equitable decision-making:** When decisions may disproportionately benefit a particular year group, subject or area, we will actively consult with our membership and ensure fair distribution of benefits across the school over time.

Policy review

This policy will be reviewed annually by the John Rankin PTFA committee to ensure its continued relevance and effectiveness.

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Inclusion and Diversity Policy



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John Rankin PTFA

Inclusion and Diversity Policy

Purpose

John Rankin PTFA is committed to creating an inclusive, respectful and equitable environment for all members of our school community. We believe diversity strengthens our collective voice and enhances our ability to support students and families.

Scope

This policy applies to all PTFA activities, communications and decision-making processes. It includes PTFA members, school staff, parents/carers and volunteers.

Key principles

- **Respect and dignity:** We treat all individuals with kindness and respect regardless of race, ethnicity, religion, gender, age, ability, sexual orientation or socioeconomic background.
- **Open participation:** We actively welcome and encourage participation from every member of our community. Meetings and events will be held in accessible spaces and communicated clearly to all members.
- **Celebrating diversity:** We promote events and activities that celebrate the various cultures, experiences and viewpoints within our school community.
- **Inclusive decision-making:** We strive to ensure diverse voices are heard and considered in all PTFA initiatives and decisions.
- **Ongoing learning:** We commit to learning about unconscious bias, inclusive practices and ways to foster a more equitable environment.

Policy review

This policy will be reviewed annually by the John Rankin PTFA committee to ensure it continues to support both the organisation and its volunteers effectively.

Signatures

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ON (Date)	17.12.2025
NAME	Daisy Dupre-Loxton
OCCUPATION	Vice-Chair PTFA
SIGNATURE	<i>Daisy Dupre-Loxton</i>

Serious Incident Reporting Policy



John Rankin Schools
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Registered Charity No. 1171490

John Rankin PTFA

Serious Incident Reporting Policy

Purpose

This policy outlines the procedures for identifying, recording and reporting serious incidents to the Charity Commission in accordance with its guidance. It ensures that trustees of John Rankin PTFA meet their legal obligations and that the charity responds appropriately. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteers' needs.

Definition of a serious incident

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- Harm to beneficiaries, volunteers or others
- Loss of the charity's money or assets
- Damage to the charity's property
- Harm to the charity's work or reputation

Examples include:

- Safeguarding concerns
- Fraud or theft
- Cybercrime or data breaches
- Significant governance failures
- Legal disputes or regulatory breaches

Responsibilities

- **Trustees:** Ultimately responsible for ensuring incidents are reported promptly and appropriately.
- **All Volunteers:** Must report any concerns immediately directly to a trustee.

Internal reporting procedure

1. Any individual who becomes aware of a potential serious incident must report it immediately to a trustee.
2. An Internal Incident Form (appendix A) must be completed within **24 hours**.
3. The trustees will assess the incident and determine whether it meets the threshold for external reporting.

External reporting procedure

If the incident is deemed serious:

1. Notify all of the Trustees.
2. Prepare a report including:
 - What happened
 - When and where it occurred
 - Who was involved
 - Immediate actions taken
 - Ongoing risk management steps
3. Submit the report to the Charity Commission via their online form: (If a registered Charity)
 - <https://rsi.charitycommission.gov.uk/web/register/reporting-or-updating-a-serious-incident>
 - <https://www.charitycommissionni.org.uk/concerns-and-decisions/serious-incident-reporting-a-guide-for-charity-trustees/>
4. Notify all relevant authorities (e.g. police, ICO) if applicable.

Note: It's important that you provide enough detail in your report to give a clear picture of what happened and when, the extent of any loss or harm, how you're dealing with it and the possible next steps. It is not necessary to provide the names or any other personal details of any individuals involved in the incident in your initial report.

Record-keeping

- Maintain a central log of all serious incidents, including:
 - Date and nature of the incident
 - Actions taken
 - Outcomes and follow-up
- Ensure confidentiality and data protection compliance.

Review and learning

- Each incident will be reviewed to identify lessons learned.
- Trustees will consider whether policies or procedures need to be updated.
- This policy will be reviewed annually or after any serious incident by the John Rankin PTFA committee.

Reporting fraud

Incidents of fraud should be reported to Action Fraud ensuring a crime reference number is obtained and making it clear that the person reporting is representing the charity.

- Action Fraud is a national reporting centre specifically for reporting fraud and has an online fraud reporting service, available 24 hours a day.
- Their website includes a comprehensive A to Z of types of fraud.
- **Action Fraud** – actionfraud.police.uk – 0300 123 2040
- **Charity Commission for England and Wales:** 0300 066 9197 (Delete as appropriate)
- **Charity Commission for Northern Ireland:** 028 3832 0220

Policy review

This policy will be reviewed annually by the committee of John Rankin PTFA to ensure continued relevance and effectiveness.

Signatures

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ON (Date)	17.12.2025
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OCCUPATION	Vice-Chair PTFA
SIGNATURE	<i>Daisy Dupree-Loxton</i>

Appendix A: Internal Incident Report Form Confidential - For Internal Use Only

1. Reporter Information

Full Name:

Committee Role:

Contact Number:

Email Address:

2. Incident Details

Date of Incident: ____ / ____ / ____

Time of Incident: ____ : ____ (AM/PM)

Event:

Location of Event:

Location of Incident:

Type of Incident:

Injury/Illness Security Breach Property Damage Harassment/Discrimination
Safety Violation Other:

Severity Level:

Minor Moderate Severe Critical

3. Description of Incident

Provide a detailed account of what happened, including events leading up to the incident, actions taken, and any contributing factors:

4. Individuals Involved

List all individuals involved, including witnesses:

Name	Role (e.g., Witness, Victim, Involved Party)	Contact Info

5. Immediate Actions Taken

Describe any immediate actions taken to address the incident:

6. Supporting Evidence

Attach or describe any supporting documents, photos, videos, other evidence:

7. Attach Risk Assessment for event if applicable

8. Reporter's Signature

Signature: _____

Date: ____ / ____ / ____

Equal Opportunities



John Rankin Schools
Parent, Teacher & Friends Association
Registered Charity No. 1171490

John Rankin PTFA Equal Opportunities Policy

Introduction

This policy outlines the principles of Equal Opportunities within John Rankin PTFA. It applies to all individuals involved in the association and is officially endorsed by the committee of John Rankin PTFA.

Our commitment

John Rankin PTFA is fully committed to ensuring Equal Opportunities for every member of the association.

Definition

Decisions made by the committee and volunteers will reflect the legitimate needs of the association.

Discrimination on any of the following grounds is strictly prohibited, in accordance with the laws of England and Wales:

- Age
- Disability
- Sex and gender
- Gender reassignment
- Sexual orientation
- Marital or civil partnership status
- Pregnancy or maternity leave
- Race or ethnicity
- Religion or belief
- Any other protected characteristic under current legislation

Rights and responsibilities

All members have the right to volunteer without fear of discrimination or harassment. Our commitment applies to all areas of volunteering, including:

- Election of committee members
- Task allocation
- Matters of conduct, disciplinary issues and grievance procedures

Every member is expected to uphold this policy, maintain respectful conduct, and ensure a discrimination-free environment.

Policy review

This policy will be reviewed annually by the John Rankin PTFA committee to ensure it continues to support both the organisation and its volunteers effectively.

Signatures

Approved and adopted by the committee of John Rankin PTFA:

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