



Wakefield Grammar School Foundation

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Consultation	Director of Finance and Operations

VALIDITY – Policies should be accessed via the Foundation intranet to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD 2 YEARS

Version	Date	Change details
V1.00	June 2023	Written - Cath Worsley, Development Director

To be published on the following:

Staff shared	X	School website	X	ISI Portal	
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Sponsorship

From time to time we may seek sponsors to support identified projects within our schools. This support may be financial or through gifts in kind.

The person responsible (project lead) for each proposed sponsorship project shall seek agreement to their proposals from the Head who may refer to the Executive Group (EG).

Clear parameters for the proposed sponsorship should be agreed internally and be clearly communicated to the sponsor.

Clear communication and marketing plans should be written for internal and external audiences and agreed between the parties.

A Sponsorship Agreement should be completed in all instances and referred to the Director of Finance and Operations before presenting to the potential sponsor.

Due Diligence

When researching potential sponsors, due diligence should be undertaken by the project lead. Where no issues have been identified, the project lead will recommend the potential sponsor to the Head, who will take the decision to proceed with the process. The Head will advise the EG.

If any doubt exists, the Head will refer to EG for a final decision.

Conflicts of Interest

When choosing companies to work with, consideration should be given to those who 'fit' well and can align to our vision and values. We should avoid conflicts of interest such as:

- A. Where ethical considerations may differ between us and the proposed sponsor
- B. Where a company is working with another independent school
- C. We are working with two companies from the same sector
- D. A company wants a partnership to be exclusive (unless this is also what we want)
- E. The company wants access to our supporters, unless this is our strategy
- F. An employee or non-executive director is also one of our trustees and wants to exercise influence that does not align with our values