

St Peter's C of E Primary School

Parent Teacher Association (PTA) Governance

1 Introduction

The purpose of this document is to describe how the PTA is managed and works.

2 Objectives

The main objectives of the PTA are to:

- Provide facilities or equipment which support the school and advance the education of its pupils. This is generally achieved through fund raising.
- Develop effective relationships between staff, parents and others associated with the school.

3 Membership

All parents/guardians of children at the school, as well as anyone employed by the school, are automatically Members of the PTA. All are welcome and encouraged to attend any meeting.

There are three types of elected membership of the PTA and together they make up the PTA Committee. They serve for one year.

3.1 Officers

Each year, three to four Officers are elected at the PTA AGM and it is their job to manage the PTA. See page 3 for Officer's roles and responsibilities.

3.2 Committee Members

Each year, fifteen parents/guardians are elected as Committee Members at the PTA Annual General Meeting (AGM) at the start of the school year. It is their role to attend meetings and support the work of the PTA by giving their time and expertise.

3.3 Co-opted Committee Member

In addition to the above, a number of additional members may be elected as Co-opted Committee Members. They may be elected at the AGM or during the year by the Committee and should serve until the end of the year. It is their role to attend meetings or support the work of the PTA if additional help is required.

4 Communication

Regular communication between Officers, other members and the Headteacher is essential to the smooth running of the PTA and its activities. This should be achieved through:

- Regular meetings (see below)
- Regular updates of the progress of activities from the Officers to other members
- Use of e-mail, E-Folio, notice board, newsletters, book bags

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5 Meetings

Generally, there are four types of meeting held each year.

5.1 Annual General Meeting (AGM)

The AGM should be held annually, at the beginning of the school year. At this meeting attendees should:

- receive accounts for the previous year
- receive a report on PTA activities since the previous AGM
- elect the Officers, Committee Members and Co-opted Committee Members for the forthcoming year
- appoint an independent examiner/auditor for the PTA

5.2 Full PTA Meeting

A full PTA meeting should generally be held once per term where all members are invited. At this meeting members should:

- receive updates on progress of activities since the last meeting
- decide how to progress outstanding events/activities
- discuss and resolve any other issues arising

5.3 Sub-committee Meeting

Sub-committee meetings should be held when required and should be used for planning and organising any specific forthcoming events with those involved.

5.4 Officer / Headteacher Meeting

These meetings should occur once per term and be used to update the Headteacher with progress and provide an opportunity to discuss any issues that have arisen since the previous meeting. The Headteacher will ensure that planned events comply with government policy and health and safety regulations etc.

The date and agenda of any meeting should be sent out three weeks in advance so that members can make arrangements to attend or send their views in advance of the meeting if they cannot attend. Minutes should be distributed within two weeks and actions followed up.

6 Decision Making

The main decisions affecting the activities of the PTA should be made at the AGM or full PTA meetings. This includes decisions relating to what events are to be run during the year and how funds raised will be spent. In order for a decision to be made, there must be present at least two times the number of Committee Members to elected Officers.

Any members wishing to vote on a decision must be present at the meeting. Everyone present has one vote, with the exception of the Chair who has a second or casting vote.

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Roles and Responsibilities – Officers

Chair

- Provide leadership and ensure the Committee fulfils its role in respect of governance of the association
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Ask for apologies for absence, ensure the agenda is followed and that all business is covered
- Call the meeting to order when necessary
- Agree a date for the next meeting with the members
- Close the meeting
- Write the annual report
- Get to know committee members and welcome and involve new members
- Sign cheques for the PTA with one other elected Committee Member

Secretary

- Deal with correspondence
- Call meetings – giving plenty of notice
- Prepare and distribute agendas
- Keep a record of attendance at meetings and ensure that enough Committee Members are present to make the meeting quorate
- Take notes during meetings, write minutes and distribute in a timely manner to the members
- Ensure actions taken at meetings are discharged
- Make meeting and event arrangements
- Co-sign cheques as required

Treasurer

- Maintain accurate and detailed financial records
- Prepare and co-sign cheques as required
- Present a financial report at each meeting
- Provide and account for cash floats at events
- Liaise with the bank
- Charity registration and Gift Aid
- Make approved payments
- Pay agreed expenses
- Consult with the bank or building society regarding the availability of higher rate interest accounts
- Prepare annual accounts and liaise with the independent examiner of accounts
- Count and bank monies
- Ensure the Committee Members have agreed appropriate procedures for the handling of financial matters

Vice-chair

- Where required, a Vice-chair may be elected whose role will be to support the Chair with some or all of the Chair activities