



## SCHOOL POLICY: PARENT TEACHER ASSOCIATION

### Rationale

The PTA plays an integral role in promoting effective liaison between home and school to the mutual benefit of parents, staff, children and the school community.

### Purposes

1. To foster goodwill through organising social events that bring the school and the community together.
2. To plan and organise fundraising ventures that benefit the school and children.

### Guidelines

1. The Committee will meet monthly, with an Annual General Meeting being held in March.
2. The election of officers will be conducted at the Annual General Meeting, new members welcome at any time.
3. A Board of Trustees representative will attend each PTA meeting. The purpose of the PTA members attending the Board meeting and Board representative attending the PTA meeting is not to report on their respective committee's business/operations but to listen to the content/ideas of the meeting they are attending and to briefly report back to their own committee; the Board representative or PTA member may be asked to take a committee view back to their own team to further explore and provide feedback. This liaison will allow the PTA Committee and Trustees to work in consultation to achieve the same goals.
4. PTA members attending Board meetings do not have automatic speaking rights; speaking rights may be granted via the Board Chair if considered appropriate. A Board representative attending a PTA meeting has all the rights of a parent attending a PTA meeting, and although 'representing' the Board, this member is 'not providing a report or the views of the Board' at the PTA meeting.
5. The PTA will target funds and items or programmes selected from the current year's requests, in consultation with the Principal and staff and as agreed with the Board of Trustees.
6. Internal controls on finance will be established to ensure that any errors or irregularities are discovered quickly.  
These controls will include:
  - a) the operation of a cash book accounting system.
  - b) two signatures required on every cheque. The Chairperson, Treasurer and Secretary have the authority to sign cheques.
  - c) cheques being written out before the second signature is added.
  - d) receipts and reimbursement school forms being presented for reimbursements.
  - e) a monthly Treasurer's report being presented at each meeting.
7. Meetings are to follow Parliamentary guidelines, with the keeping of accurate minutes, correspondence, Treasurer's report and general business.

# Orini Combined School



‘Combined Learning for Personal Excellence’

8. The PTA will provide the Board of Trustees annually with a statement of fundraising prepared by an accountant.

## **Conclusion**

The PTA is the main fundraising body of the school and plays an important role in raising additional funds for the provision of extra resources.

It is acknowledged that to achieve common goals the mutual co-operation and liaison of all parties is paramount.

PRINCIPAL

BOARD CHAIR

Dated: May 18, 2015