



# **PARENT TEACHER ASSOCIATION (PTA) POLICY**

A Subsidiary Legislation of the School Constitution



# **Subsidiary Legislation**

(Pursuance of Chapter 10 of the School Constitution)

## **PARENT TEACHER ASSOCIATION**

### **SECTION 1: INTRODUCTION**

The parent Teacher Association aims to bring together parents, careers and staff to raise money and support the school's development. It provides an opportunity for everyone to work together towards a common goal. All parents and teachers can get involved even if they only have a small amount of time available. It is a great chance for parents to be more involved in school life.

#### ***The PTA is all about partnership***

Our support directly benefits our children through continuous enrichment of the school's community life. The AAPSS PTA is constituted as non-profit organization. The PTA is run by an Executive Committee with representatives from both the parent and teacher body. The Executive Committee meets frequently to plan and ensure smooth execution of those plans. A number of Sub-committees have been created to handle the various activities that the PTA Committee Leader sits on the BOM.

The major role of the PTA is to involve parents in school fundraising activities towards the development needs of the school.

## **SECTION 2: ESTABLISHMENT OF PARENT TEACHER ASSOCIATION**

- A. In pursuance of the MEHRD wider education policy, Arnon Atomea Provincial Secondary School shall have a Parent and Teachers Association (PTA).
- B. The PTA is a voluntary organization with vested interest in the school's development.
- C. The PTA forms a forum for discussion between the school and parents on school development matters.

## **SECTION 3: PTA MEMBERSHIP**

All parents and guardians of students enrolled at the school as well as teachers teaching at the school shall become members of the PTA.

## **SECTION 4: THE COMMITTEE**

### **1. PTA COMMITTEE**

- A. The PTA shall have an Executive Committee to be known as the PTA Executive Committee.
- B. The PTA Executive is independent of the School Board of Management (BOM) in its decision making although the School Constitution prevails in how it operates with the school.
- C. The meeting to elect the first PTA Committee shall be organized by the BOM or the School Administration. Subsequent meetings to elect new executives after the first one shall be organized by the outgoing PTA Executive.

## 2. **MEMBERSHIP OF THE PTA COMMITTEE**

- A. Membership of the PTA Committee shall not exceed seven (7) members elected amongst parents and teachers.
- B. The principal shall report the selection of the Committee members to the School Board of Management as recommendation for endorsement;
- C. In the unlikely event that a selection of committee member (s) is rejected by the School Board, it shall disclose reasons for the rejection to the Principal who in turn shall facilitate another PTA meeting which shall repeat the selection process;
- D. The Principal and Headmaster shall be Ex-officio members of the PTA committee and shall participate in its discussions but shall not have the right to vote.

## 3. **TERM OF OFFICE**

The term of the PTA Committee shall be three (3) years at which an election shall take place to elect new Executive members. Any or all members of the outgoing PTA Committee may be re-elected after the three years term.

## 4. **OFFICE BEARERS**

- A. Members of the PTA Executive shall elect a Chairperson and Vice Chairperson;
- B. The secretary shall be the Principal/Headmaster and in his absence the Deputy Principal/ Deputy Headmaster shall act as the Secretary.

## 5. **FUNCTIONS OF THE PTA COMMITTEE**

The functions of the PTA Committee shall include;

- A. Co-ordinate and organize parents and teachers in the capital development of the school.
- B. Organize meetings through which parents and teachers can voice support and/or concerns to the school Board of Management (BOM);
- C. Organizing fundraising activities in support of the school;
- D. Organize fundraising activities in support of the school;
- E. Its Chairperson shall represent the PTA in the School Board of Management;



## **SECTION 5: MEETINGS OF THE PTA COMMITTEE**

### **1. NUMBER OF MEETINGS PER YEAR**

There shall be four (4) scheduled meetings per year at which one (1) meeting shall take place every three months.

### **2. SPECIAL COMMITTEE MEETING**

The Chairman, Vice Chairman or three members of the Board shall call for special or extra-ordinary meetings in between the four (4) scheduled meetings;

### **3. NOTICE OF MEETINGS**

- a) The Chairman, Vice Chairman or three members of the Board shall call for special or extra-ordinary meetings in between the four (4) scheduled meetings;
- b) If possible, the agenda of such meeting should be included in the notice but is not mandatory;

### **4. PRESIDING AT THE MEETING**

- a) The Chairman or in the absence of the Chairman, the Vice Chairman shall preside at such meetings;
- b) In the event that both the Chairman, the Vice Chairman are not present,, the Principal or Head Teacher shall preside at such meeting and shall have the same powers and privileges accorded to the Chairman of the Committee.

### **5. QUORUM OF A COMMITTEE MEETING**

- a) The quorum at each meeting shall be half-plus-one of the elected or appointed members and not including members of the school administration who are also members of the Committee;
- b) If no quorum is formed, the Chairman of such meeting shall defer the meeting such a date and time favorable to members present;
- c) If again no quorum is formed, the meeting shall proceed with the members present including members from the administration;

## **6. VOTING IN A COMMITTEE MEETING**

- a) All members shall have an equal vote of one with the presiding officer having a casting vote in the event there is an equality of votes;
- b) Any question shall be put to a vote, if during the meeting, not all members are in support of the motion in discussion.

## **7. ACCEPTING AND REJECTING A MOTION**

- a) Any question shall pass or rejected if more than half of those present are in favor or against it;
- b) A decision to any question can be reached unanimously or by a majority,

### **SECTION 6: GENERAL MEETINGS**

The PTA Executive Committee may obtain financial support directly from the parents for its operations. Alternatively, the school may include contributions to the PTA through its fee structure.

### **SECTION 7: PTA OPERATIONAL COSTS**

The PTA Executive Committee may obtain financial support directly from the parents for its operations; alternatively, the school may include contributions to the PTA through its fee structure.

## CHAPTER 8:        ADOPTION OF THE POLICY

This PTA policy was adopted as a subsidiary legislation of the school Constitution at a Board Meeting duly convened at the school on the **16<sup>th</sup>** day of **April** 2018.

