

PARENT TEACHER ASSOCIATIONS AND OTHER ALLIED BODIES

(1) Name

The Association or other similar body shall be called the (*name of particular school*) Parent Teacher Association or designation of similar body.

Where a Nursery class or a Community school exists, there will be one Association for the entire complex.

Where Practical Instruction Centres (PICs) exist, the headteacher and staff of each PIC will attend the PTA meeting of the feeder school. The agenda of the meeting will accommodate issues relating to the PIC, and the PIC will be included in the planning process. Where there is more than one feeder school, the staff of the PIC will be allocated to attend the different PTA meetings, so there will always be representatives of the various feeder schools, at all the meetings.

PICs are **not** to attempt to form their own PTAs.

Schools existing in close proximity, may share the same Association, with the names of the schools appearing jointly to name the Association.

(2) Objectives

The objectives of the Association shall be to:-

- (i) promote cooperation and a closer relationship between home and school to enhance the process of teaching and learning.
- (ii) promote the welfare of children at school, at home, and in the community.
- (iii) acquire and expend funds to enhance the programmes offered to learners by the school.
- (iv) organize sessions to educate parents on the care and training of the child in the pre-school phase, the early childhood phase, the primary education phase and the secondary education phase.
- (v) educate parents in Education Policies.

(3) Activities

- (i) Exercise direct control over school canteens with members of the PTA having the first option to manage their operations in all nursery, primary and non board secondary schools. In the case of schools with Boards, there must be negotiations with the Board which can exercise its discretion
- (ii) Pursue all avenues available to the Association to realize a membership that includes all parents/guardians of learners in the school.
- (iii) Create a support group to offer guidance, counselling and other available means of assistance to parents experiencing problems with school aged children.
- (iv) Participate in a committee of management, involving the headteacher, with responsibility for making recommendations for the daily management of the school, including discipline and performance standards of the school. Performance standards must always be in keeping with the national standards set by the Ministry
- (v) Foster relationships with other sister Associations in the drive for improved school environments.

- (vi) Arrange for the academic, vocational and social development of parents where the desire is expressed and the need exists.
- (vii) Plan a programme for defaulting parents in the area to send their school aged children to school.
- (viii) Plan programmes to inculcate good habits and values in parents and guardians. Topics such as drug abuse, smoking, alcohol abuse etc. could be dealt with.
- (ix) Represent grievances of its members to the appropriate authorities, beginning at the level of the school, the Regional Education Department, the Regional Administration and further afield if necessary, in that order.
- (x) To undertake all available actions to support and complement the plans of the SIAC.
- (xi) Develop a work plan to serve as the engine of growth and progress.
- (xii) In the case of Board schools, the PTA representative on the Board, and the headteacher, would update the Board on plans and activities of the PTA, and the Association will work in collaboration with the Board .

(4) Programme and Policies

- (i) .The Association, shall at all times, whether on its own or in collaboration with other agencies, act in such a manner as to promote the welfare of the school.
- (ii) A Committee shall be set up to develop and organize a programme that is educational, social, cultural and administrative in nature.
- (iii) The Association shall participate in the formulation of school policies and work plans, and have a say in the administrative practices of the school, through its relevant committee, and at general meetings. This privilege is not extended to individual members acting on their own. In this regard there shall be a Committee of Management.
- (iv) The headteacher shall advise the PTA on all technical/professional matters.

(5) Membership

Membership shall be open to:-

- (i) parents and guardians of learners attending the school, and interested citizens in the community.
- (ii) all teachers on the staff of the school.
- (iii) parents of past learners and past members of staff.
- (iv) any interested member of the community who wants to contribute to the Association's objectives.

(6) Office Bearers

The officers shall be a President, Vice President, Secretary and a Treasurer. The office of the Vice President shall be held by the Headteacher of the school. In the case of more than one school being involved, all headteachers shall be Vice Presidents, with the senior headteacher being the 1st Vice President, and the others following in subsequent order, i.e. 2nd, 3rd etc.

In the case of PICs the headteacher or the senior teacher of those allocated to attend the PTA shall also be a Vice President of the PTA.

Vice Presidents of any PTA shall always act in collaboration with each other. In the case of serious disagreement, the matter shall be referred, in the first instance, to the President for a decision. If there is still serious dissatisfaction the matter shall be referred to the Head of Department of Education by the President or the dissenting Vice President, after he informs the President, for a decision, which shall be final and binding on all parties.

(7) The Executive Committee

- (i) The Executive Committee shall comprise the Office Bearers and five (5) other members. The other members comprise three (3) parents and two (2) teachers on the staff of the school. Where more than one school is involved, one teacher and two parents from each school shall form the other members of the committee.
- (ii) The Executive Committee shall have the power to fill any position that becomes vacant between elections.
- (iii) This committee shall:-
 - (a) guide and direct the affairs of the Association.
 - (b) represent the interests of the Association to other agencies/bodies whenever the need arises.
 - (c) manage all funds raised by the Association.
 - (d) appoint sub-committees, that in turn may co-opt other members for such purposes as may be necessary from time to time.

(8) The School Improvement Advisory Committee (SIAC)

The SIAC shall be a sub-committee of the PTA.

(9) Elections

- (i) All members at the Annual General Meeting may vote for the President, Vice President, Secretary, Treasurer, and the five (5) or more committee members as the case may be.
- (ii) Voting shall be either by the show of hands or by secret ballot, whichever the Association chooses.
- (iii) All members of the Executive Committee are eligible for re-election.
- (iv) Office bearers shall serve for one or two years as the Association shall decide.
- (v) Office bearers can be removed from office by a majority vote of no confidence at any meeting of the Association. A replacement can be elected at the same meeting to serve the remaining term of the life of the Executive Committee

(10) Meetings

- (i) Two General Meeting shall be held during the course of each year. The first would provide a mid year update on the affairs of the Association, and the second would provide a final report on activities carried out over the past year, and make members aware of the plans for the new year.
- (ii) Statutory meetings shall be held as often as the Association determines, but not less than twice per term.
- (iii) Special meetings shall be called at any time by the committee or at the request of a quarter of the general membership.
- (iv) The Association shall arrange for the conduct of grade level meetings in Primary and Secondary Schools, for its members who have children in a particular grade. In the case of Nursery Schools, year level meetings shall be arranged.

- (v) Minutes of, and attendance at all meetings shall be taken and submitted in accordance with the 'SCHOOL RECORDS AND DOCUMENTS' booklet produced by the Ministry of Education. The headteacher shall provide the document and guidance necessary in this regard.

(11) Quorum

- (i) Five members shall constitute a quorum for Executive Committee Meetings provided that at least two of the members are parents.
- (ii) Three members shall constitute a quorum for any committee meeting other than the Executive Committee, provided that at least one is a parent.
- (iii) At General and Statutory Meetings, 45% of the membership shall constitute a quorum.

(12) Finance

- (i) The term, finance, refers to the funds acquired by the Association, either by fund raising efforts or by donation(s), and must be distinguished from monies acquired by the school, either from the Ministry, Education Department or other official source.
- (ii) The funds of the Association shall be lodged in a bank account in the name of the Association.
- (iii) Money may be withdrawn from the account on the signatures of the Vice President, the Treasurer and one other member of the Executive Committee. In the case of more than one school being involved, each Vice President must sign, along with the Treasurer. On the prolonged absence of any of the signatories, action must be taken to have the new member performing the duties of the absent executive, to be made a signatory. Please note that all expenditure must be done on the authority of the Executive Committee or a Finance Committee appointed by them..
- (iv) No payment shall be made to members for services rendered in the normal functioning of the Association.
- (v) Payment may be made to a member for services rendered on special occasions, so decided by a majority of the membership.
- (vi) Cash to the amount of ten thousand dollars (\$10,000) may be kept in hand by the treasurer. Expenditure must only be incurred with the approval of *-the Finance Committee.
- (vii) In the case of any event of an unforeseen nature, which affects the functioning of the Association, the headteacher shall assume responsibility for the funds, until the Association is properly re-constituted. In the case of several schools being involved, the senior headteacher will take on this role. The headteacher shall properly account for the funds while they are in his/her possession. The Head of Department of Education, must be notified promptly in instances like these.

(13) Auditors

- (i) The accounts of the Association shall be audited before the final General Meeting.

- (ii) Two auditors who are not members of the Executive Committee shall be appointed to audit the accounts, which must be presented at the final General Meeting.

(14) Rules Governing the functioning of all Associations

Parent Teacher Associations of all schools shall be governed by the rules outlined above.