

Long Bay Primary School

Parent and Teachers Association Policy



NAG 4

Long Bay Primary School
WHOLE CHILD EDUCATION

Mission Statement

The Long Bay Primary PTA is a registered charity supporting the school, working within the school strategic plan, assisting staff, promoting fundraising, social activities and community support and encouraging unity and harmony.

Purposes

- To bring about a fuller co-operation between the school, home and community.
- To raise funds for the school.
- To co-operate with, and support the Board of Trustees and teachers, thereby ensuring the best possible opportunities for all members of the school community.
- To bring the school community together in social activities and fund-raising.

Guidelines

1. As per the PTA charter, the PTA will meet twice each school term (or more frequently as required), with an AGM in April or May.
2. The election of officers and committee members will take place at the annual general meeting. If a position is vacated during the year it can be filled immediately by a vote of the PTA group.
3. A BOT member and a staff member will attend each PTA meeting. This will allow the PTA, BOT and staff to work together.
4. Communication with the school community will be in consultation with the school principal.
5. The PTA will seek approval from the Principal for the purpose of each proposed fund-raising venture.
6. All fundraising will be in consultation with the staff and in accordance with the school strategic plan. The Board of Trustees ratifies all spending and expenditure.
7. Internal controls of finance will be established to ensure that any errors or irregularities are discovered quickly. The PTA is annually audited.
8. Meetings will be formal, with the keeping of accurate minutes, including correspondence and a treasurer's report.
9. The BOT member will provide the BOT with a PTA treasurer's report and an approved copy of the previous PTA minutes at the next BOT meeting.
10. The PTA will provide the Board of Trustees annually with a statement of confirmation of the amount donated to the school in that financial year.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to parents and students at their request.

Last Review: 2011 Next Review: 2014	APPROVED BY:	
	PRINCIPAL	CHAIRPERSON