



Long Bay Primary School
WHOLE CHILD EDUCATION

CONSTITUTION

OF

THE PARENT TEACHER ASSOCIATION

OF

LONG BAY PRIMARY SCHOOL

**The Constitution shall govern the establishment and operation of
the Parent Teacher Association of
Long Bay Primary School, Ralph Eagles Place, Torbay**

Reviewed 2019

MISSION STATEMENT

To provide a friendly and open forum where the School Community can help to make improvements that will benefit the children of Long Bay Primary School.

1. THE PTA

There shall be a body known as the (Parent Teacher Association) PTA of Long Bay Primary School.

A. GOALS

- (i) To support the Board of Trustees in the best interests of our school community.
- (ii) To further the educational and social needs of the children enrolled at Long Bay Primary School and to promote liaison and cooperation between the staff and the caregivers of the children.
- (iii) To raise funds to improve the educational environment, and enable the provision of educational, cultural, sporting and recreational facilities and equipment for their use and enjoyment in conjunction with the school's Strategic Plan.
- (iv) To encourage families of children at Long Bay Primary School to become involved in the life of the school.
- (v) To welcome new families to the school and provide information and support for them.
- (vi) To endeavour to provide funds to enable the PTA to meet forward planning objectives.
- (vii) To organise and run fundraising events as approved by the PTA and the BOT (where appropriate).
- (viii) To encourage full participation in any fundraising events.

B. MEMBERSHIP OF THE PTA

The PTA shall consist of the following members:

- (i) Member of the School Board of Trustees and / or School Principal or Senior Leadership member
- (ii) Staff members and parents/caregivers of children enrolled at the school.
- (iii) Co-opted members of the community.
- (iv) The PTA will elect their own Secretary, who may be a member of the Board of Trustees. The Chairperson and Treasurer will also be elected, but cannot be members of the Board of Trustees.
The Chairperson, Treasurer and Secretary are also known as the Office Bearers.
- (v) Members shall have full speaking and voting rights at all meetings of the PTA.

C. ADMINISTRATION OF THE PTA

- (i) The PTA shall meet twice each school term (or more frequently as required), at the school, or an advertised venue, at an agreed time. A quorum of at least 6 people must be present before decisions can be made. The quorum must include two of the following persons: Board of Trustees (BoT) Representative/Principal/SLT member, Staff Representative, PTA Chairperson, PTA Treasurer or PTA Secretary.
- (ii) The Chairperson, or a nominee, shall conduct all meetings of the PTA in a controlled manner, and will if necessary use formal meeting procedures. The Secretary shall keep full minutes of business transacted and discussion held at all meetings (office bearers to be conversant with the PTA Role Guidelines).
- (iii) While the PTA shall be at liberty from time to time to regulate the manner in which business is transacted at its meetings, the following procedures shall generally apply:
 - a. The Treasurer shall present at each meeting a full and detailed account of the finances of the PTA, including bank balances, deposits and accounts paid.
 - b. The staff representative shall present a report, when appropriate, on matters pertinent to the PTA.
 - c. Any sub-committee formed shall present to the PTA, a report of its activities and proposals including any matters previously delegated.
- (iv) The PTA will record a forward plan for fundraising in conjunction with the Principal / Board of Trustees, for each year, in reflection of the school's Strategic Plan.
- (v) All funds raised by the PTA shall be allocated by the PTA in accordance with the school Strategic Plan and/or BoT approval.
- (vi) The PTA AGM will be held 12 months after the last AGM, (during either March or April of each year).

FINANCIAL ADMINISTRATION

- (vii) Expenditure for fundraising projects over \$50 needs to be preapproved by at least two office bearers – either at a PTA meeting, or through e-mail correspondence, which shall be kept as a record of approval.
- (viii) Fundraising monies must be held in the school safe on school premises until collected and deposited at the bank by a PTA Office Bearer.
- (ix) Fundraising money is to be counted on school premises by at least two authorised persons. Authorised persons include committee members and may include a member of the school staff.
- (x) PTA members need to present a receipt for reimbursement for purchases on behalf of the PTA (lost receipts must be verified).
- (xi) Through fundraising the PTA aims to donate \$25,000 each year to the Long Bay Primary School Board of Trustees to support the strategic development of the school.
- (xii) To ensure that monies raised are utilised for the benefit of students in a timely manner, the PTA shall hold the equivalent of \$20 per enrolled student (based on the school roll at the beginning of the school year) as funds on hand to support the fundraising projects for that year. Funds in the PTA accounts above that figure will be donated to the Long Bay Primary School Board of Trustees at the beginning of the year.

2. OFFICE BEARERS

The PTA Chair, PTA Treasurer and PTA Secretary are to have possession of school keys to open the following areas for fundraising purposes: the school gate, the hall and the hall PTA cupboard.

The job descriptions of Office Bearers will be reviewed by the new and departing Office Bearers following the AGM.

A. CHAIRPERSON

- (i) The Chairperson is the public representative of the Committee to the community.
- (ii) Members of the community at the AGM shall elect the person holding the office of Chairperson, annually.
- (iii) The duties of the Chairperson shall be as follows:
 - a. To be familiar with the Constitution of the PTA at Long Bay Primary School.
 - b. To lead and guide the PTA and truly represent the will of the organization.
 - c. To chair all meetings and report to BoT when required.

See Appendix1. *The PTA Chairperson Role*

B. TREASURER

- (i) Members of the community at the AGM shall elect the person holding the office of Treasurer to that office annually.
- (ii) Following appointment the PTA Treasurer will be police vetted by the School. The result of the police vet will only be sighted by the School Principal and new Treasurer. Following the police vetting report the Principal will then confirm suitability of appointment to the Treasurer role.
- (iii) The powers and duties of the Treasurer shall be as follows:
 - a. To report to the PTA and the Board of Trustees on all matters pertaining to the management, operation and financial administration of the PTA Raised Funds. A Treasurers report shall be presented at each PTA meeting.
 - b. To operate the bank accounts of the PTA Raised Funds with authority to sign cheques or approve online banking with one of two other authorised signatories selected from the Chairperson, Treasurer, Secretary or Staff Representative (plus the exiting Chairperson and Treasurer whilst new signatories are being set up).
 - c. Signatories that are no longer required must be removed from the bank authority list as soon as possible.
 - d. To refund PTA members for purchases on behalf of the PTA. For reimbursement a receipt must be presented (lost receipts must be verified).
 - e. To keep proper books of account for the PTA Raised Funds, to complete an annual financial statement of profit and loss.
 - f. To prepare financial reports to meet the requirements of the Charities Commission, including a statement of financial position and performance and copy of the accounts. The financial year deemed to be 1st January to 31st December.

See Appendix 2. *The PTA Treasurer Role*

C. SECRETARY

- (i) Members of the community at the AGM shall elect the Secretary annually.
- (ii) The Secretary shall be the Administrative Officer of the PTA and shall:
 - a. Be available and keep an accurate record of all business conducted at monthly meetings.
 - b. Take charge of all documents and records belonging to the PTA

See Appendix3. *The PTA Secretary Role*

D. STAFF REPRESENTATIVE

- (i) To inform the PTA of current events and happenings within the school.
- (ii) To liaise with school staff

DUTIES PERTAINING TO SUB-COMMITTEES

- (i) Sub committees will be formed as and when necessary.
- (ii) Minutes will be recorded and attached to next PTA meeting minutes.

3. FORMATION OF THE PTA

The formation of the PTA and the sub-committee thereof shall proceed on the following basis:

- (i) In the case of there not being a current PTA, the Board of Trustees shall call a meeting of the caregivers and staff of the school in order to form a PTA.
- (ii) One month prior to the AGM all positions will be advertised.
- (iii) The AGM shall proceed with the appointment of Treasurer, Chairperson and Secretary (with the Treasurer role confirmed by Principal following a police vetting report).
- (iv) Procedures to be followed if an office bearer resigns:
Should any office bearer's position become vacant, nominations shall be advertised via the newsletter as soon as practicable and they shall be elected at the following PTA meeting.

4. WINDING UP CLAUSE

If any property remains after the winding up or dissolution of the PTA of Long Bay Primary School and the settlement of all their debts and liabilities, that the property must be used to further the purposes of the PTA of Long Bay Primary School and in accordance with the rules.

5. PRIVATE PROFIT CLAUSE

Any income, benefit, or advantage must be used to advance the charitable purposes of the PTA of Long Bay Primary School.

No member of the PTA of Long Bay Primary School or anyone associated with a member, is allowed to take part in, or influence any decision made by the PTA of Long Bay Primary School, in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

Any payments made to a member of the PTA of Long Bay Primary School, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

6. ALTERATION OF THE CONSTITUTION

In order to adopt a new constitution, or to amend the current constitution, the following procedures need to be followed:

- (i) A sub-committee is formed to draft any changes.
- (ii) Proposed changes to be forwarded to the BoT for comment.
- (iii) The draft is available to the school community and is advertised in the school newsletter two weeks prior to the PTA meeting where the constitution will be adopted.

APPROVED BY:

Name:..... Signature:
Long Bay Primary BoT Chairperson

Name:..... Signature:
Long Bay Primary PTA Chairperson

DATE:

REVIEWED:

Appendix 1. The Role of the PTA Chairperson (reviewed April)

- Be familiar with Constitution (attached): note quorum of 6 required for decisions to be made
- Chair meetings, ensure there is a quorum, steer committee effectively and efficiently. Keep meetings progressing
- Check emails. Secretary will notify you of anything urgent
- Check agendas and minutes
- Guide members and encourage members to take responsibility for events (to share the load)
- Organise “thank you” letters or certificates of appreciation, on behalf of the PTA, to sponsors etc in conjunction with the Secretary, then forward letters via email to the Principal for Principal approval
- Follow up members to ensure tasks are underway/ carried out by deadlines
- Guide the co-ordinator of a larger event, such as the Gala and /or shopping night, to provide regular progress updates for the PTA
- Meet Treasurer to go over figures/ balances twice per year
- Watch “expenditure”
- Assist with cashing up after events and banking money as required (two PTA members/school staff members are required to cash up at all times)
- Provide a Chairpersons report for the AGM (which may be published in the school newsletter)
- In conjunction with the Treasurer, provide a breakdown of funds raised in the school newsletter following the AGM
- Provide update in newsletter from time to time as to progress with fundraising, what for, targets etc
- Support members where able, Calendar Art etc
- Assist Secretary and or others in purchasing items for fundraising events as required (Gilmours Card held at reception)
- Work with the PTA Secretary, or delegated PTA member, to ensure the PTA room is kept in order
- Be “signatory” for internet banking and approve payments from time to time
- Be aware that “logo” belongs to school and approval must be sought before it is used
- Sign off annual accounts
- Lead by example
- Have fun!

Appendix 2. The Role of the PTA Secretary (reviewed April 2019)

- Be familiar with Constitution (attached), note a quorum of 6 for decisions to be made
- Prepare minutes and agendas for meetings. Forward agenda to Chairperson first in case there are any changes. Distribute by e-mail to PTA committee members, including Principal/staff representative
- Have hard copies of agenda and previous minutes ready for each meeting
- Keep both a hard copy and digital copy of PTA minutes and correspondence
Keep records of organisational notes for fundraising events
- Keep Office and Principal informed of any date changes
- Remind office via email when class lists are to go out, e.g. for a sausage sizzle
- Check emails every three days, unless waiting for something urgent
- Check PTA folder in office once a week or more often depending what is on
- Support members where able, Calendar Art etc
- Write a fortnightly PTA newsletter insert for the school newsletter: Informing the school community of upcoming fundraising events, asking for help with events, advertising the PTA and meetings dates and times. This role may be delegated to another PTA committee member.
- Organise “thank you“ letters or certificate of appreciation from the PTA to sponsors etc in conjunction with the Chairperson and Principal
- Work with the PTA Chairperson, or delegated PTA member, to ensure the PTA room is kept in order
- Assist with cashing up after events and banking money as required (2 authorised PTA or staff members to cash up at all times)
- Purchase items for fundraising events as required. (Gilmours card held at office to be returned after use)
- Be “signatory” for cheques and internet banking and approve payments from time to time
- Book DJ for Disco at the beginning of each term once date set, and bouncy castle for the school gala – unless this has been assigned to another PTA member.

Appendix 3. The Role of the PTA Treasurer (reviewed April 2019)

MAIL

Collect all mail, including bank statements. This comes direct to the school office and is placed in the PTA envelope (situated in a cupboard in reception).

PTA ENVELOPE

The office will keep most things for the PTA in the envelope. If anyone needs to leave receipts for reimbursement – they can be put in there. And vice versa if you need to leave something for someone to collect, e.g. a cheque.

ASB BANK

The PTA holds two bank accounts with the ASB (same bank as the school), cheque and savings accounts.

12-3080-0085529-00

All cheques must be signed by two members of the PTA or the Principal.

FINANCIAL CONTROLS

Key controls are;

- Monthly Reports are reconciled to the relevant bank statement.
- Chairperson must sign off the report and the bank statement.
- All cash must be counted by two authorised people on the premises

MONTHLY FINANCIAL REPORTS

Present Financial Reports at each meeting. Reports should balance to the last bank statement and reflect any transactions that have occurred since that bank statement to give a 'as at date' cash figure.

The financial reports need to reflect basic income and expenditure for the month. When required, provide further analysis of income versus expenditure on specific fundraising activities

EOY FINANCIALS

The financial year is the calendar year, and basic accounts (excel spreadsheet) are prepared at the close of the financial year and presented at the AGM.

The Cashbook page of the accounts can be periodically updated throughout the year and presented to the PTA so they can see how the profits are going for various events.

CHARITIES COMMISSION

Long Bay PTA is a registered charity with the Charities Commission. End of year accounts need to be filed by May.

Any problems with access – the email address attached to the account is

longbayprimarypta@gmail.com

REIMBURSEMENT

Reimbursement for expenses incurred on behalf of the PTA will only be made upon provision of receipts relating to those expenses.

GST

The PTA is not GST registered. For large purchases, it can be advisable to have the school purchase them in order to claim the GST back and the PTA can make a 'donation' to the school to a rounded up value slightly higher than that of the item.

CONTRIBUTIONS/DONATIONS TO THE SCHOOL

There is an agreed standard amount that is donated to the school at the beginning of the year. This is provided in the form of a cheque signed by two signatories.

The school will provide a letter of donation at the end of the financial year to reflect all money donated from the PTA to the school. While the office will prepare the letter, it is signed off by the PTA Treasurer and is a record for the school more than the PTA.

FUNDS COLLECTED BY THE SCHOOL ON BEHALF OF THE PTA

Any other funds that have been paid to the school for fundraising items throughout the year will be retained until the end of the financial year and reimbursed with a corresponding journal ledger to match.

DISCOS

As treasurer you are required to provide the float for each disco - \$1000. Below is proposed;

	Door	Kitchen	Raffle	BBQ `	Pizza	Other	
\$10	\$560	100	40	40	40	40	\$820
\$5		80	60	60	60	20	\$280
\$2		40	20	20	20	20	\$120
\$1		60	20	20	20	20	\$140
0.50c		30			10		\$40
	\$560	\$310	\$140	\$140	\$150	\$100	\$1,400

Usually on the Friday of the disco take the floats in, set them up afterschool during the 'set up time' and have them locked in the cupboard when you leave.

There is a cash drawer and two petty cash tins in the PTA Storage cupboard in the hall.

Use the cash drawer for the Kitchen – split the float into two, one on each side of the drawer. Use the petty cash tins for the Raffle table & the BBQ table.

Use an ice cream container for the door takings and other stalls.

Keep money in its separate department to ensure accurate tracking of income. If change is needed from one department, ensure the correct money goes in.

Provide some plastic bags to put the money into at the end of the night. The Principal assigned Senior Leadership member will store the money in the safe until it can be counted by two people.

Provide floats for other activities throughout the year

EFTPOS Machine

The EFTPOS machine is for cash out or PTA purchases only (e.g. from the kitchen or products we may have for sale).