

# Long Bay Primary School

## Parent and Teachers Association Policy

NAG 4



*Long Bay Primary School*  
WHOLE CHILD EDUCATION

### Mission Statement

The Long Bay Primary Parent Teachers Association (PTA) is a registered charity supporting the school, working within the school strategic plan to help make improvements that will benefit the students of Long Bay Primary School.

### Purposes

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

### Guidelines

1. As per the PTA constitution, the PTA will meet twice each school term (or more frequently as required), with an AGM in March or April.
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 Board of Trustees member will attend one PTA meeting per term. A member of the leadership team/ school representative will attend every PTA meeting. This will allow the PTA, Board of Trustees 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. Internal controls of finance will be established and agreed between the school and the PTA to ensure that any errors or irregularities are discovered quickly. The PTA financial reports need to meet the requirements of the Charities Commission.
7. Meetings will be formal, with the keeping of accurate minutes, including correspondence and a treasurer's report.
8. 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.

<b>Last Review:</b> March 2019 <b>Next Review:</b> 2022	<b>APPROVED BY:</b>	
	<b>PRINCIPAL</b> L. Barton	<b>CHAIRPERSON</b> L. Rive