



**Parent Teacher Association of Castlefield School**  
**Terms of Reference**

The PTA of Castlefield School is an organisation of parents and staff. Its role is to encourage closer links between home and school. PTAs are best known for their fundraising work, but they have an important social function too. Fundraising events provide an opportunity for parents, family members, staff and pupils to get together.

**How the PTA is organised**

At Castlefield School, all parents and carers of pupils, and all staff members are automatically members of the PTA and are welcome to all general committee meetings.

We hold our Annual General Meeting in Term 1. At this meeting a committee is elected to run the PTA consisting of a chair, treasurer and secretary.

PTA committees meet a minimum of once a term and must be quorate (two out of three committee members must be present in order to reach decisions). Other working parties may be set up to organise individual events (these do not have a quorum).

**Composition of Committee**

There must be a minimum of three members taking the posts of chair, treasurer and secretary.

These post holders will follow the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

	Chair	Treasurer	Secretary
Purpose	To lead the committee and its meetings, ensuring the PTA is run in line with its constitution and according to the aims of PTA.	To manage the PTA funds in line with the committee's decisions as well as charity law.  They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.	To ensure that the PTA's activities run smoothly.  They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.
Responsibilities	Chairs and facilitates meetings in a manner that encourages	Manages the finances  Keeps a detailed and	Assists the chair with planning meetings

	<p>everyone to contribute</p> <p>Sets the date and agenda for meetings and keeps the discussion on track</p> <p>Delegates tasks to committee members</p> <p>Ensures decisions are implemented</p> <p>Liaises with the school about fundraising priorities</p> <p>Welcomes and motivates new volunteers</p>	<p>accurate record of the PTA's financial activity</p> <p>Reports on the finances at meetings in a clear, concise way</p> <p>Arranges floats for events</p> <p>Ensures money is kept safely before and during events</p> <p>'Banks' the takings from events and fundraisers</p> <p>Ensure the procedures for making payments and claiming expenses are followed</p>	<p>Communicates with the school and committee members, including circulating the agenda before PTA meetings</p> <p>Takes minutes at meetings, recording the key points, decisions made and relevant action points</p> <p>Manages communication between the committee, volunteers, school and school community</p> <p>Prepares the publicity for events, including flyers, posters and tickets</p> <p>Ensures meetings have enough attendees to form a quorum</p> <p>Keeps records</p> <p>Shares information</p>
AGM	Writes and chairs the presentation of the annual report	Prepares (and possibly presents) the financial report	<p>Prepares for the AGM</p> <p>Arranges the date</p> <p>Sends out the invitations</p> <p>Takes the Minutes</p> <p>May present information to the meeting</p>

The committee is defined as the elected chair, treasurer and secretary.

The General Committee is defined as all Parents/Guardians and school staff in attendance at meetings, who are not the elected committee members listed above.

While not a member of the committee, the Headteacher holds an executive position on the PTA and reserves the right to intervene and/ or amend constitutional documents or remove PTA members or post holders if necessary, for example if they act in a way that damages the school's reputation/not in keeping with the spirit of the code of conduct.

## **Aims of the PTA**

1. To enhance the education and wellbeing of the pupils of Castlefield School by providing or supporting provision of resources through fundraising.
2. To better promote positive close cooperation and communication between parents and school staff.
3. To provide activities and events to support and enhance school provision.

It is not the purpose of the PTA to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school guidelines.

School strategy, management and operational procedures; curriculum matters and timetabling; staff selection and appointment; school hours and holidays; and management of budget all fall outside the remit of the PTA.

## **Potential activities**

### Communication

One of the primary roles of the PTA is to build strong relationships among teachers, staff and students. Relationships are built through communications. PTAs typically manage newsletters, events and meetings to promote communications.

The school office will support the distribution of PTA emails.

### Fundraising

PTA will help raise much needed money by organising and managing various fundraisers throughout the year. The money raised by the PTA is used to promote educational opportunities as identified by the school. PTA will tend to raise money through events. However, there are other opportunities to raise funds through donations such as cake sales, sponsored activities or business partnerships.

### Consultation and Governance

The PTA committee must keep the School informed of their activities and key decisions through proactive communication between the PTA Chair and the senior linked staff member. Minutes and a record of notes from PTA meetings are to be maintained and shared following meetings.

All members of the PTA may make suggestions regarding the use of funds raised by the PTA. Pupil Council opinion may also be sought. Only where these requests meet the priority of the school objectives and are approved by the school, will the funds be granted.

The Headteacher holds an executive position on the PTA and ratifies all changes to the constitution, terms of reference and code of conduct

The Headteacher reserves the right to intervene, and to remove PTA members or post holders if necessary, for example if they act in a way that damages the school's reputation/not in keeping with the spirit of the code of conduct.