



# West End School

Te Kura O Urumutu

## Parent Teacher Association

### RATIONALE:

The PTA is integral to the culture of West End School.

### PURPOSE:

The PTA of West End School is primarily established to host events and activities for the children, parents and community. Fundraising as a result of these events and activities is a secondary function.

### GUIDELINES

The PTA is set up under the umbrella of the Board of Trustees.

- Membership of the group is open to any parent and/or supporter of the school.
- Decisions relating to the activities and expenditure of the group are reached in agreement with all other members of the PTA.
- Staff will indicate areas where PTA spending could be targeted. This must be for projects that will be of direct benefit to children. Items must not be part of an operational funding budget, which is the responsibility of the Board of Trustees to provide in the first instance.
- The PTA will operate its finances through the BOT financial package and therefore be bound by the same procedures for financial management.
- A financial report will be tabled at each Board of Trustees meeting detailing financial activities undertaken and those planned for the future.
- Fundraising ventures will be managed by the PTA except where it requires the written permission of the Board of Trustees eg applications from trusts, etc.
- The PTA will elect from amongst its members a chairperson annually. A teacher representative will maintain secretarial duties.
- Fundraising activities will be vetted one week prior to the meeting so that meetings are efficient and expedient.

### CONCLUSION

Partnership between key stakeholders is vital in supporting children and their learning. Participation by members of the PTA ensures that this partnership is fulfilled.

Signed:  (Board Chair)

Date: 25/5/19

Name: Tim Dale

Review Date: May 2022