

## **Parent Teacher Association Constitution** **Updated November 2024**

### **Purpose**

The Parent Teacher Association (PTA) is a voluntary organisation of parents who encourage closer links between home and school. In addition to organising fundraising events, the group also has a proactive social function and provides an opportunity for parents, staff and students to meet with one another.

### **Roles and Responsibilities**

There are essentially 2 ways to be involved in the ISCT Parent Teacher Association (PTA).

#### **(a) Member of a Portfolio Team**

There are several portfolios for parents to be involved in such as the Uniform Shop, Founder's Day and the outreach events etc. These portfolios are led by one or two people with a small team of parents to help in organising and planning. The group of parents involved in portfolios form the core group of the PTA and all offices of the PTA will be filled by parents from this group.

- The portfolio and amount of work will determine the number of people in it.
- Meeting frequency & time will be dependent on the events coming up and how much needs to be discussed (will be left up to the lead of each portfolio).
- A full PTA committee meeting will be held at the end of each term to prepare for the next term's events.

#### **(b) Member of the Volunteer Group**

Calls for volunteers will be made for events during the year. Parents are encouraged to participate in the event without any expectation of commitments to other future events - e.g. help for events like being present in the drop & go zone for specific campaigns.

- This is more ad hoc and is unlikely to involve any meetings (email & whatsapp mostly), with the expectation for parent volunteers to be available to help when possible.

### **Office Bearer Roles and Responsibilities:**

**Chair:** Elected annually, for a maximum of 2 years

- Manage the relationship between the school and the PTA through regular communication and monthly meetings with the Principal and Business Manager.
- Oversee general activities of the PTA and ensure that the mandate of the PTA is upheld at all times.
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
- Maintain relationships with related parties such as outreach partners and other fundraising initiatives (e.g. My School Card).
- With the other committee members establish and confirm an agenda for each meeting. Ensure the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting.
- Officiate and conduct meetings.  
Ensure there is sufficient time during the meeting to fully discuss agenda items. Ensure that discussion on agenda items is on topic, productive and professional. Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting.
- Assist with any PTA activities and events as required.
- Ensure that information and feedback is provided to the parent body as required through school newsletter inserts and website updates.
- Oversee the financial administration and disbursement of funds in accordance with the policies and procedures.
- Sign off annual financials by the end of January each year for the preceding year along with the vice-chair and present these to the Business Manager.

**Vice-Chair:** Elected annually for a maximum of two years with the possibility of succeeding the Chair.

- Support the chair in ensuring overseeing the general activities of the PTA and ensure that the mandate of the PTA is upheld at all times.
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
- Stand in for the chairperson if s/he is away (tasks and responsibilities listed above).
- Assist the chairperson with matters between meetings with responsibilities listed above.
- Sign off annual financials by the end of January each year for the preceding year along with the chair.



- Assist with any PTA activities and events as required.

**Treasurer:**

- The main role of the treasurer is to maintain a financial overview of the organisation.
- Manage petty cash and disbursements/refunds as outlined in the policies and procedures.
- Oversee, prepare accounts and financial statements for termly PTA meetings.
- Ensure that appropriate accounting procedures and controls are in place.
- Liaise with relevant people about financial matters.
- Present the annual accounts for sign off by the end of January for the preceding year.
- Assist in with any PTA activities and events as required.
- Transfer all financial records to the incoming treasurer in a timely and coherent manner.
- Work in close liaison with the school accounts department

**Finance Policies and Procedures**

**1. Payment Approvals**

a. All payments must be approved as below table:

<b>Amount</b>	<b>Signatures Required</b>	<b>Approvals Required</b>
R 1 – R 2499	2 Office bearers (one of which must be the chair or vice-chair)	Notification to PTA on an FYI basis only.
R 2500– R14 999	2 Office bearers (one of which must be the chair or vice-chair)	A majority of members that attend PTA meetings or reply to email.
R 15000 +	2 Office bearers and 1 general committee member	Agreement from the school Business Manager and Principal and a majority where a meeting has quorum.

b. Payments to be made for activities/supplies related to PTA activities can be made as follows:

- The PTA member submits a claim with all the relevant slips signed off as referenced in 1.a. The invoice or proof of payment(for reimbursement) is



required for this to be done and can be handed to the treasurer to ensure payment is made. Payment will be made via EFT.

## 2. Annual Key Stage Wish List (Comprising “Nice to haves”)

- a. All submissions should be submitted in writing to the Chair via the Principal of ISCT (or his/her delegate).
- b. Requests for funding should be made to the PTA at the PTA quarterly meetings in Term 1 and Term 3.
- c. Requests for funding should be detailed regarding the scope of work along with the budget needed.
- d. If sufficient detail is available, the request for funding will be approved via the Table in 1a.
- e. Once a request is approved, owners of the project will be identified who will be responsible for ensuring the works are completed as presented and remain within budget. If there is a change in scope or an increase in budget needed, this needs to be raised as soon as possible to the PTA Chair and/ or Vice-Chair. If additional funding is needed, approvals will be required as in Table 1a.
- f. If sufficient detail is not available or a quorum is not achieved, a temporary placeholder can be noted in the budget but the item will need to be put to a vote again at the next meeting.

## 3. Other Spending Requests

- a. As with the ‘Key Stage Wish List’ all submissions should be in writing to the Chair with sufficient information of scope and budget.
- b. If sufficient detail is available, the ‘request for funding’ will be approved via the Table in 1a. If not enough information is available, it can be resubmitted.

## 4. Feedback to Parents

- a. Parents should be notified as early as possible about approval and the progress of requests in the PTA or school newsletter.
- b. A best practice when scoping requests is to put an appeal to parents (via newsletter) to see if there are parents who can help in the form of a contact who could offer competitive rates or may have these items unused at home.

## 5. Management of Financial Accounts

- **Monitor the Funds**

- a. **The Bank Account**

- i. The PTA have their own bank account with FNB. It is a Call account

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- and receives interest on the positive balance. ISCT has full control over the account and payments are approved via the Table in 1.a.
- ii. The termly reports are prepared by ISCT.
  - iii. The ledgers are shared with the Treasurer who reconciles it with expected movements within the bank account.

## 2) Reporting

- a) Termly reporting must be presented at each PTA meeting.
- b) Information to be included are all movements within the accounts and balances and how they compare to the Budget for requests for funding.

## Portfolios

### 1. Fundraising

- Planning and coordination
- Raising ideas e.g. the Fun Day, Founder's Day.
- Event management including volunteers necessary permission/ permits etc.
- Updates in the newsletter.

### 2. Uniform Shop(Second hand)

- Manning the shop

### 3. Special projects

- My School Card
- PTA Constitution updates
- Communication (newsletters, Parent's Guide, new parent welcome coffee mornings)
- Website/Social Media coordination
- School anniversary celebrations