



Parent Teacher Association Fundraising Subcommittee Remit

The Parent Council intends to set up a subcommittee in accordance with the provisions of its constitution for the express purpose of raising funds to support the education and welfare of pupils at Tarves Primary School.

This remit provides the framework within which the subcommittee must operate and must be adhered to. Changes to the remit of this subcommittee may only be made by the Parent Council.

Purpose

The purpose of the Parent Teacher Association Fundraising Subcommittee (herein referred to as the PTA) is to raise funds to enable the provision of facilities either in goods or activities to enhance the educational experience and welfare of the pupils of Tarves Primary School.

Membership

The PTA shall be made up of members of the Parent Forum (any Parent or Guardian of a pupil currently attending Tarves Primary School), Staff members of Tarves Primary School and Co-opted members. The Head Teacher of the school may attend or nominate a representative to attend on their behalf.

As a minimum there will be four Parent Forum Members and no maximum number. In order for any meeting to be quorate there must be at least three voting members present.

Appointment of Parent Forum members will take place at the Annual Meeting in September. PTA members will be selected for the period up to the next Annual Meeting after which they may put themselves up for re-selection should they so wish. The Office Bearers of Chair, Vice Chair, Treasurer and Secretary will be selected at the Annual Meeting in September.

The PTA Chair and Vice Chair will be a members of the Parent Forum. If the Chairs' child ceases to be a pupil of Tarves Primary School, the Vice Chair will fill the role until a new Chair is agreed at the next meeting.

The PTA may co-opt non-Parent Forum members to assist it with carrying out its functions. At no time shall the combined number of staff and co-opted members exceed the number of Parent Forum members.

Co-opted members will be asked to serve for a defined period of time or until the next Annual Meeting as is deemed to be appropriate by the PTA Committee.

Up to two staff members may be selected by the School Staff each year at a meeting following the PTA Annual Meeting

Meetings

The PTA will meet at least once in every school term.

To be a quorate a minimum of four members of the PTA must be present at the meeting of which at least half must be Parent Forum members.

Should a vote be necessary to make a decision, each Parent Forum member, Staff member and Co-opted member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

The meetings of the PTA will be notified and reported to the members of the Parent Forum via Tarves School website and the PTA Facebook page. Notification and requests for items for the agenda will be posted four weeks prior to the meeting. Items for the agenda should be submitted up to two weeks before the meeting date, items submitted after this date will be carried forward to the next meeting. The Agenda for meetings will be notified two weeks before the meeting date.

Annual Meeting

The PTA will hold an Annual Meeting in September Chaired by the existing PTA Chair and will include:

A Report on the PTA activities

A Statement of funds raised, and monies spent

Selection of Parent Forum members and Office Bearers.

Powers and Responsibilities

Although the PTA is accountable to the Parent Council it will be run as an autonomous group.

The Treasurer of the PTA will be tasked by the Parent Council to open and maintain a bank or building society account in the name of the PTA for the holding and dissemination of funds raised by the PTA.

Withdrawal of funds from the said bank /building society account will require the signature of any two from the following: PTA Treasurer, PTA Chair, PTA Secretary, Parent Council Chair.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each PTA meeting and a full statement for the Annual Meeting of the Parent Council in May.

The Record of Income and Expenditure will be audited on an annual basis.

The PTA shall be responsible for ensuring that all funds raised are used in accordance with the objectives of the Parent Council and for no other purpose save that this shall not prevent the payment in good faith of reasonable and proper remuneration for services commissioned by the PTA or the repayment to members of reasonable out of pocket expenses.

The PTA shall maintain a record of business it conducts in the form of minutes which will be displayed via Tarves Primary School website and the Tarves PTA Facebook Page.

At such times when the Parent Council and PTA hold joint meetings minuting of these meetings will be issued as a joint document according to the previously stipulated schedule.

The PTA shall decide what events, activities and projects it wishes to pursue taking into account the views of the Parent Council and the Senior Management Team where expressed.

In carrying out its activities and projects the PTA shall not make any financial commitment that it cannot meet through funds already generated.

In carrying out its duties the PTA must comply with any general policy or specific rule that the Parent Council has in place.

Any complaint made against the PTA must be referred to the Parent Council for resolution.

Linking with the Parent Council

It is not necessary for the PTA to contain any members of the Parent Council however the PTA is accountable to the Parent Council and communication between the two is important.

The Parent Council shall provide a copy of its minutes to the PTA Chair.

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The PTA shall provide a short report on its activities, funds and issues to each Parent Council meeting. This will be done in person by a member of the PTA, though it need not be a Parent Forum member.

The PTA shall provide a report on its activities and a financial report for inclusion in the Parent Council annual report to the Parent Forum.

Insurance

As a subcommittee of the Parent Council the activities of the PTA will be covered by an appropriate Insurance policy held in the name of Tarves Parent Council at all times.