



Parent Teachers Association

Terms of reference

2013-14

Parent Teacher Association (PTA)

The Parent Teacher Association (PTA) 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 a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.

How is the PTA organised?

At Oakwood, like most schools, all parents/carers and teachers are automatically members of the PTA and are welcome to all general committee meetings.

We hold our annual general meeting in September, at the start of the school year. At this meeting a committee is elected to run the PTA consisting of a chair, vice-chair, treasurer and a secretary.

PTA committees usually meet once a term and set up smaller working groups to organise individual events.

Aims of the PTA

1. To enhance the education & wellbeing of the pupils of Oakwood by providing or supporting provision of facilities & resources through fundraising
2. To promote positive close co-operation & communication between parents & school staff
3. To provide activities & events to support and enhance school provision

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

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

Potential activities

Communication

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

Fundraising

PTAs 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 such as IT equipment (whiteboards, computers), sports or school uniforms and other classroom supplies and materials.

PTAs tend to raise money through events such as an Eid fair, a Ramadhan quiz or a community bazaar. However, there are other opportunities to raise donations such as cake sales, sponsored activities or business partnerships.

Organising social events

Social events which provide an environment to promote learning. For example, award ceremonies celebrate academic and athletic achievements within an enjoyable social structure. Family quizzes and Islamic festivals are all examples of educational social events that can be organised by the PTA. The purpose of such social events is to involve more students and their families in the overall school environment. Social events promote learning by teaching students and others to work together in teams to meet shared goals.

Organising Academic Events

Competitions in math, science, history and language arts all help increase learning and proficiency. PTA's organise, promote and host such events.

Consultation and governance

The PTA committee must keep the Headteacher and Governors informed about activities and key decisions through meetings between the PTA Chair, Headteacher and the Chair of the Governors. Minutes and a record of notes from PTA meetings should be maintained and shared following meetings.