

AGREEMENT FOR WHENUAPAI PRIMARY SCHOOL BOT AND THE WHENUAPAI PRIMARY SCHOOL PTA SUB COMMITTEE

WHENUAPAI PRIMARY SCHOOL BOT AGREES:

1. To acknowledge the decision of the PTA Committee made in 2011 to deregister as a charity. To accept that the PTA will become a subcommittee of the Whenuapai Primary School BOT.
2. To support the purpose of the PTA, to plan and hold events to raise funds to enable the provision of educational, cultural, sporting and recreational facilities and equipment for the use and enjoyment of the children enrolled at Whenuapai Primary School. This should be done in conjunction with the strategic plan.
3. To maintain good communication between Whenuapai School, BOT and the PTA subcommittee to support sound planning and decision making.
4. To move and accept a member of the BOT as a representative of the PTA in December of each year to align with the PTA AGM.
5. To ensure that the trustee or representative from management participates in the scheduled PTA meetings and organised events.
6. To become the fund holders of the Whenuapai Primary School PTA.
7. To meet their legal obligation of annual financial planning, reporting and auditing.
8. To set up a financial section named, Whenuapai Primary School PTA that lists ledger codes, ledger names, budget and variance. From this financial section reports can be generated and provided to the PTA prior to each meeting.

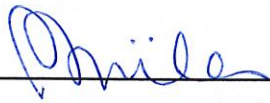
WHENUAPAI PRIMARY SCHOOL PTA SUB COMMITTEE AGREES:

1. To agree to be a subcommittee of the Whenuapai Primary School BOT. All funds will be held in the Whenuapai Primary School PTA bank account which is separate to the BOT bank account.
2. To abide by the school's financial policy and procedures to enable the school to meet their legal obligations of annual financial planning, reporting and auditing.
3. To maintain good communication between Whenuapai School, BOT and the PTA subcommittee to support sound planning and decision making.
4. To welcome a trustee, the principal or representative from management as a member of the PTA subcommittee who will attend the PTA meetings and organised events.
5. To plan and hold events to raise funds to enable the provision of educational, cultural, sporting and recreational facilities and equipment for the use and enjoyment of the children enrolled at Whenuapai Primary School in conjunction with the strategic plan.
6. To work closely with the Principal to set up the financial plan annually and to receive advice when and where necessary from BOT or Principal.
7. To understand and apply school financial procedures-
 - Money received by PTA- Cash handling
 - PTA Reimbursements to Committee members
8. To hold an Annual Meeting in December to elect officers that consists of Chairperson and/or Treasurer, Secretary, Teacher Representative, BOT/Management Representative and any other Committee Members. Any parent, caregiver, whanau member, staff and BOT member is eligible to be a committee member. The annual financial

position for the previous year will be presented at this meeting. The financial year will run from January to December. This meeting will be advertised in the school newsletter.

- 9. Each committee member must be familiar with and agree to the administration guidelines established by the BOT and the School Principal.
- 10. To hold regular committee meetings that will be conducted in accordance with normal meeting procedures. The treasurer and / or Chairperson will present the financial report to the meeting that is provided by Leading Edge.
- 11. To make decisions to spend PTA funds the proposal must be presented as a motion to the PTA committee. This needs to be seconded and passed by the majority of those present. There must be a minimum of 6 members present to be accepted. Purchases will reflect and support the schools strategic and operational plans.

Signed:  School Principal

Signed:  PTA Chairperson

Signed:  BOT Chairperson

Signed:  BOT Representative

Date: 18/5/18