

THE PTA SUBCOMMITTEE OF WHENUAPAI PRIMARY SCHOOL

SUBCOMMITTEE of WHENUAPAI SCHOOL BOARD OF TRUSTEES

The PTA sub-committee of Whenuapai Primary School shall be run as a subcommittee of Whenuapai School's Board of Trustees. The PTA sub-committee is not aligned to the Parent Teachers Association in any way although will continue to be known as the PTA of Whenuapai Primary School.

MISSION STATEMENT

- To support the Board of Trustees (BOT) and the Principal of Whenuapai Primary School in the best interests of our school community.
- To support Whenuapai Primary School by fundraising to enable the provision of educational, cultural, sporting and recreational facilities and equipment for their use and enjoyment in conjunction with the strategic plan.
- To promote liaison between parents, grandparents and caregivers of the children enrolled at Whenuapai Primary School.
- To welcome and encourage families of the children of Whenuapai Primary School to become involved in the life of the school.

MEMBERSHIP

The PTA sub-committee of Whenuapai Primary School shall consist of the following members:

- Chairperson (**Appendix 1 – Chairperson Job Description**)
- Secretary (**Appendix 2 – Secretary Job Description**)
- Treasurer (not required but may be helpful) (**Appendix 3 – Treasurer Job Description**)
- Member of the School BOT (**Appendix 4 – BOT Representative Job Description**) and/or School Principal
- Staff representative (**Appendix 5 – Staff Representative Job Description**)
- Any parents, grandparents or caregivers of the children enrolled at the school
- Members shall have full speaking and voting rights at all committee meetings although financial approval and sign off will remain the responsibility of the Principal and / or the BOT.

ADMINISTRATION

The PTA sub-committee shall adhere to the following requirements:

- Shall meet a minimum of twice each school term (or more frequently as required), at school, after school hours to enable parents, staff and caregivers every opportunity to attend.
- The Chairperson, or a nominee, shall conduct all meetings in a controlled manner.
- The Secretary or a nominee shall keep full minutes and provide a copy of these within a reasonable timeframe to the School Principal, BOT Representative and office administration staff for upload to the school website.
- The PTA sub-committee will elect a Chairperson and Secretary at the AGM held at the end of each school year.
- Office bearer positions such as the Chairperson, Secretary and / or Treasurer positions should be advertised one month prior to the AGM in the school newsletter and shall be voted on at the AGM taking effect at the start of the next school year.
- Should any office bearer's positions become vacant during the school year, the role shall be advertised in the newsletter as soon as practicable and they shall be elected at the following committee meeting.

OFFICE BEARER RESPONSIBILITIES

- The Chairperson, Secretary and BOT representative shall all be familiar with the requirements of running as a subcommittee under the School BOT.
- They shall lead and guide the PTA subcommittee to truly represent the will of Whenuapai Primary School.
- The Chairperson and / or Secretary shall meet with the School Principal and / or BOT representative monthly (or more regularly as required) prior to each BOT meeting to keep communication open.
- It is the responsibility of the Office Bearers to provide the BOT with an accurate and detailed report. This should be completed prior to each BOT meeting and submitted to the BOT representative to complete the relevant documentation to update the BOT at the next meeting.
- In order for voting to be accepted it is the responsibility of the Office Bearer's to ensure there is a minimal of 6 committee members present at the time. This stands for financial voting in favor or not of a funding request and / or selecting Office Bearer positions at the AGM.
- To follow and comply with the policy that Whenuapai Primary School is a "Water Only" school and promotes healthy food choices as outlined in Whenuapai School's nutrition policy (**Appendix 6 – Whenuapai Nutrition Policy**).
- To follow and comply with the Food Act 2014 requirements.
- When a subcommittee is formed for large high yield events such as quiz evenings there must be either the Chairperson, Secretary or BOT rep on the subcommittee as a representative of the PTA.

FINANCIAL ADMINISTRATION

- The PTA sub-committee shall have a strong influence in voicing their desire for expenditure from fundraising in conjunction with the School Principal. Staff and parents are able to submit a request for funding using the appropriate form.
- Fundraising money is to be counted on school premises by at least two authorised persons (PTA committee member) including one office bearer (Chair, Secretary or BOT representative).
- Money fundraised shall not leave the school grounds until it is ready for banking which will be completed by Whenuapai Primary School office administration in conjunction with the school banking. This is done on a weekly basis.
- Expenditure for fundraising projects must be pre-approved by both the Chairperson and the Secretary either at a committee meeting or through email correspondence, which shall be kept as a record of approval.
- All receipts for purchases on behalf of the PTA sub-committee must be presented to office administration staff for reimbursement. A form must be completed.
- To ensure that monies raised are utilised for the benefit of the students in a timely manner, the BOT shall hold the equivalent of \$20.00 per enrolled student (based on the roll at the beginning of the school year) as funds on hand to support the fundraising projects for that year. Funds in the account above that figure shall be spent on items that were agreed on to enhance educational, cultural, sporting and recreational facilities within the school.
- The PTA safe access is limited to the PTA Chairperson and BOT rep. The code must be changed regularly.

PROCESS FOR EXPENDITURE

- Teachers, staff, parents & caregivers can request items for purchase through a written proposal
- The proposal can be presented to the School Principal and / or an Office bearer of the PTA subcommittee.
- Any expense less than \$1000.00 can be approved by the School Principal.
- All expenses more than \$1000.00 shall be presented to the BOT to approve/decline.
- Following approval and prior to purchase the School Principal must view exact item via quote or documentation and agree before Office Admin will arrange payment. This is to ensure quality products are purchased.

SIGNED BY:

Name..... D. Miller Signed:..... Pamela Müller
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PTA Sub Committee Chairperson

Name..... — Signed:..... —
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PTA Sub Committee Secretary

Name..... Paul Rusich Signed:..... Paula Rusich
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BOT Representative

DATE:

APPENDIX 1: CHAIRPERSON JOB DESCRIPTION

- Be familiar with the agreement between the PTA and the BOT.
- Be familiar with the guidelines for practice: note quorum of 6 required for decisions to be made.
- Ensure the PTA subcommittee is run consistently with the aims of parents and teachers and that business is conducted in a transparent manner.
- Chair meetings, steer committee effectively and efficiently.
- Check email and respond as appropriate.
- Check agendas and minutes prior to and following PTA meetings.
- Guide members and encourage members to take responsibility for events (to share load).
- Guide the coordinator of any sub groups to provide regular progress updates for the PTA. Minutes from any meetings by sub groups should be attached to the PTA minutes for the following scheduled meeting.
- Provide Chairperson Report for the AGM.
- In conjunction with the Treasurer, provide a breakdown of funds raised for publication in the school newsletter following the AGM.
- Chair is to manage the PTA helpers Facebook page. Only posts that are PTA or working bee related are allowed on this page. If the Chair does not have access to Facebook then the Secretary or BOT Rep need to manage this page.

APPENDIX 2: SECRETARY JOB DESCRIPTION

- Be familiar with the agreement between the PTA and the BOT
- Be familiar with the guidelines for practice: note quorum of 6 required for decisions to be made
- Prepare minutes and agendas for meetings. Distribute by email to PTA subcommittee members and friends of the PTA, including the BOT representative.
- Check PTA subcommittee cubby in office as needed
- Write or gather inserts fortnightly for the school newsletter and forward to office administration at least 3 days prior to newsletter being sent.
- Ensure publicity flyers, posters, tickets etc. for events are ready and distributed to parents in a timely manner to allow plenty of notice.
- Take charge and manage all documents and records belonging to the PTA. All documents shall be saved using the school Dropbox.

APPENDIX 3: TREASURER JOB DESCRIPTION

- Obtain a financial report from Office Administration prior to each PTA meeting. Present the report to the PTA committee.
- Clarify to the PTA any funds raised and expenses since previous meeting.

- In conjunction with the Chairperson, provide a breakdown of funds raised for publication in the school newsletter following the AGM.
- Create listings in Kindo and produce reports.

APPENDIX 4: BOT REPRESENTATIVE JOB DESCRIPTION

- Be familiar with the agreement between the PTA and the BOT.
- Gather PTA meeting minutes, financial reports and any other updates in a timely manner to update BOT as required.
- Meet regularly with the PTA chair and School Principal to discuss events, financial targets and proposed expenses.
- Report back to PTA from BOT as required.
- To create the termly PTA newsletter. 4 editions required.
- Managing the PTA wishlist

APPENDIX 5: STAFF REPRESENTATIVE JOB DESCRIPTION

- To inform the PTA subcommittee of current events and happenings within the school.
- To liaise with school staff as required.
- To run the Calendar art and Entertainments book fundraisers if these fundraisers are agreed to by the PTA.

APPENDIX 6: WHENUAPAI SCHOOL NUTRITION POLICY

Food and Nutrition

At Whenuapai School, we promote a healthy lifestyle to our community – students, staff, and families – as part of our commitment to a safe school environment.

Educating students about nutrition and encouraging healthy eating habits contributes to their personal success and well-being, and to a healthier community for everyone.

Promoting healthy food choices

Healthy food choices are important to establish in childhood to support the child's immediate physical and mental growth and development, and to set behaviours for the future. We encourage and educate our students to be responsible for their own health.

We deliver clear and consistent messages about nutrition by:

- ensuring that any food provided by/through school follows national food and nutrition guidelines
- incorporating nutrition education across the curriculum, including the health programme
- encouraging staff members to model healthy food choices
- communicating our nutrition messages to the wider school community in various ways, including the newsletter
- acknowledging the cultural diversity of our community with our nutrition messages
- considering our nutrition messages when deciding on class rewards and celebrations, student prizes, fundraising activities, and school camp menus
- actively promoting physical activity as the partner of good nutrition.



Resources

- TKI: **Healthy Lifestyles**
- Ministry of Education: **Why promote healthy lifestyles?**
- Ministry of Health: **Nutrition**
- Heart Foundation: **Learn by Heart**

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| <i>Last scheduled review</i> | |
| <i>Last internal review</i> | <i>Term 2, 2016</i> |
| <i>Topic type</i> | <i>Generic</i> |