

PORTWAY PARENT TEACHER ASSOCIATION - TERMS OF REFERENCE – NOVEMBER 2023

1. All parents¹ and teachers of children at Portway Infant and Junior School are automatically members of the Portway Parent and Teacher Association (PTA); our meetings and events are open to all.

Aim of the PTA

2. The aim of the PTA is to:
 - a. Enhance the education and wellbeing of the pupils by providing or supporting provision of facilities and resources through fundraising.
 - b. To promote positive close co-operation and communication between parents and school staff.
 - c. To provide activities and events to support and enhance school provision.
 - d. To support the development of the school community.
3. Hence, the PTA purpose is *“to strengthen the Portway family of pupils, parents and teachers, through community events that raise funds for the school, which support the experiences on offer to our children while helping to foster a love of learning.”*

How is the Portway PTA functions

4. The PTA meets twice a term and sets up smaller working groups to organise individual events under the direction and agreement of the whole group.
5. We hold our annual general meeting in October. At this meeting a committee is elected to run the PTA consisting of a chair, vice-chair, treasurer and secretary.
6. All members of the PTA are equal. Appointment, time on committee, status of parent, or teacher or any other differentiation does not entitle anyone to a more important view.

Communication

7. Portway PTA communicates with parents through the PALS whatsapp group, Newletters, Posters in classroom windows and on social media
8. Dates of meetings are published on the school calendar, on the PALS whatsapp and the Facebook Group.
9. Meeting minutes are kept on the PTA page of the school website.
10. The PTA can be contacted on their new email: portwaypta@outlook.com
11. The Chair of the PTA can be contacted directly via WhatsApp on [07881388692](https://www.whatsapp.com/business/profile/07881388692)
12. The Chair of the PTA will meet with the head teachers at both schools each term to ensure that priorities and outputs are aligned.

Fundraising

¹ Parents includes carers, foster parents, guardians, extended family and any other adult who looks after or cares for a child at Portway School.

13. Portway PTA raises money by organising and managing various events throughout the school year. The money raised by the PTA is used to purchase educational tools, playground equipment, classroom supplies and to pay for special events for the children which the school would otherwise not be able to afford.

14. The PTA will carry forward a working cash reserve each year but does not seek to hold cash but rather aims to dispose of monies raised on an annual basis. The working capital reserve deemed suitable is currently £2,500.

15. Money raised by the PTA is normally directed towards the pupils and only on exceptional circumstances would be spent on teachers or staff.

16. In normal circumstances funds raised will be split 60% to Junior School and 40% to Infant School based on pupil numbers.

Decisions

17. For the PTA to be quorate at least 3 of the officers of the committee must be present with at least 3 ordinary members. Of these 6, at least one teacher and one parent must attend.

18. Decisions are made by a simple majority vote of those present, as long as the meeting is quorate (6 in attendance). Both digital and physical attendance is allowed.

19. If more than £10,000 is to be spent a two thirds majority decision is required and must be from at least 4 + 4 members.

Meetings

20. The PTA will meet twice a term using both face to face and digital means. Each meeting will have an agenda that will usually include:

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|-----------------------------------|--|
| a. Chairs welcome | f. New PTA member suggestions |
| b. Apologies | g. AOB |
| c. Review of last meeting actions | h. Date Of Next Meeting |
| d. Treasurers update | i. Revision of ToR at least once a year. |
| e. Diary of events check | |

Structure

21. Any parent or teacher may be a member of the committee as elected at the AGM. The PTA has the following volunteers. Those marked with an asterisk are by default Charities Commission trustees, and only Parents may fill those roles.

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| a. Chairperson* | f. Communications |
| b. Secretary* | g. General Committee Members |
| c. Treasurer* | h. Headteachers |
| d. Vice Chairperson* | i. Deputy headteachers |
| e. Events organisation | j. Teachers |

22. **The following areas fall outside of the remit of the PTA**

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|------------------------------|----------------------------|
| • School management | • Staff selection |
| • Curriculum and timetabling | • School hours or holidays |

- School Budget

- Specific circumstances of individua