

DRAFT v0.1

ROSEBURN PRIMARY SCHOOL PTA SUBCOMMITTEE REMIT

Created - 26th August 2019

Adopted - TBC

The Parent Council for Roseburn Primary, **Roseburn School Parent Partnership (RSPP)**, intends to set up a subcommittee in accordance with the provision of its constitution for the express purpose of raising funds to support the education and welfare of pupils at the school. This remit provides the framework within which the subcommittee must operate and adhere to. Changes to the remit of this subcommittee may only be made by the RSPP.

THE PURPOSE

The purpose of the fund raising subcommittee is to raise funds to enable the provision of facilities to enhance education at the school. The fundraising subcommittee shall be known as and is herein referred to as the PTA.

MEMBERSHIP

The PTA shall consist of parent/carers/guardians of children attending Roseburn Primary School and Nursery and staff members of the school. Any parent of a child at the school may volunteer to be a member of the PTA, as may any school staff member.

There shall be 3-12 parent members. Appointment of parent members shall take place at a PTA Annual Meeting which shall be held separately from that of the Parent Council AGM. In the event of there being more than 12 volunteers, members will be selected by the drawing of lots. Where there are fewer than 12 volunteers, all shall automatically be appointed. Vacancies may be filled at any time after the PTA Annual Meeting should further volunteers come forward. PTA members will be selected for the period up to the next PTA Annual Meeting after which they may put themselves forward for re-selection if they wish.

Up to two staff members shall be selected by the school staff each year at a meeting following the PTA Annual Meeting.

The PTA subcommittee will appoint a Chairperson, Treasurer and Secretary. Each shall be re-selected by the PTA on an annual basis at the PTA Annual Meeting. The appointed Treasurer shall act as Treasurer for the RSPP. The appointed Secretary shall act as Secretary for the RSPP.

MEETINGS

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

50% of committee members will require to be present in order to declare a meeting quorate.

Should a vote be necessary to make a decision, each parent member and staff member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

All meetings will be minuted and minutes available for any parent/carer and school/nursery staff to review.

The Annual General Meeting (AGM) shall be held in line with the Parent Council AGM. The PTA subcommittee will provide:

- a report on the PTA's activities
- a statement of funds raised and monies spent.

POWERS & RESPONSIBILITIES

Although the PTA is accountable to the Parent Council, it shall be run as an autonomous group and will maintain a separate bank account to that of the Parent Council.

The Treasurer will open a bank account in the name of the PTA for the holding and dissemination of funds raised by the PTA. Cheques shall be drawn or withdrawals made against the signatures of at least two signatories.

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 AGM.

Accounts will be brought to balance by the 30th April each year and independently reviewed by a representative appointed at the previous Parent Council AGM by the Parent Forum.

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The PTA shall maintain a record of the business it conducts in the form of minutes. Minutes shall be made available via the School website.

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

The PTA may enlist assistance in organising events, activities and projects from a broad cross section of the school community. This may include members of the Parent Forum, members of staff, pupils, ex pupils and pupils' extended family members such as grandparents.

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 PARTNERSHIP

It is not necessary for the PTA to contain any members of the Parent Council however the PTA is accountable to the Parent Council, the RSP, 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 report on its activities at the Parent Council's AGM.

INSURANCE

As a subcommittee of the Parent Council the activities of the PTA shall be covered by the Parent Council's Connect membership insurance.

This provides cover for:

- Public Liability
- Personal Accident
- Fidelity Guarantee
- Employer's Liability
- Extended Public Liability for hired-in entertainers
- All-Risks (for purchased equipment)
- Short-term all-risks insurance for special events.