



## SUNNYHILLS SCHOOL PTA

### Our Mission Statement

Our mission is to help Sunnyhills School achieve its goals through fundraising and providing services and support to the community, focusing always on the wellbeing of our children and having fun along the way.

### Our Role at Sunnyhills School

- To fundraise so that we can continue to provide the school with “extras” that will benefit our children.
- To assist the school with activities where parent involvement is required.
- To support our school community by planning events that will bring families and staff together.
- To provide support to families in need in our school community.
- To offer extra support to families in the form of events such as special interest seminars such as Positive Parenting, Bullying, ADHD, Children with special needs, Understanding our children’s curriculums, etc.
- To give parents/caregivers a voice within the school.
- To provide an “informal” discussion group sounding board on issues relating to the school that aren’t necessarily B.O.T. issues.
- To support the “FUN” in our school.

PTA blog <http://shspta.blogspot.co.nz/>

Volunteering can be an exciting, growing, enjoyable experience. It is truly gratifying to serve a cause, practice one's ideals, work with people, solve problems, see benefits, and know one had a hand in them.

- Harriet Naylor

## **PTA Committee**

We're a volunteer group of parents who are proud to be an integral part of the Sunnyhills School community. We support our children, the school and families through fundraising efforts and other community services.

Meetings are held on the first Wednesday of each month during the school term at 7.30pm in the School Staff Room. There is an agenda set beforehand which usually includes the following: apologies, matters arising from the previous meeting, Board of Trustees report, Teachers report, subcommittee reports, general business and any correspondence. We aim to finish before 9pm.

### **Committee structure**

The key elements of the structure of the PTA are the:

- Constitution (governing document)
- Members
- Committee
- Subcommittees

### **Constitution**

This is a document which establishes the fundamental rules by which the PTA is governed and describes:

- The aims of the PTA and its powers
- Its membership
- The size of the committee and how members are elected
- The need for an annual audit and general meeting

The adoption of the constitution allows the PTA to be registered as a charity and therefore exempt from income tax.

### **Members**

Members include some or all of the following:

- Parents
- Teaching and non-teaching staff
- People from the local community
- Grandparents and caregivers

Members are not legally responsible for the actions of the PTA but they do elect the committee who manage the PTA and who are legally responsible.

### **Committee**

There are two types of committee member: Officers and Ordinary (or Other) Committee Members. Officers have specific roles such as Chair, Vice Chairperson, Treasurer or Secretary. Ordinary Committee Members work alongside the Officers and play a vital role.

All committee members have equal voting rights, except for the chair of a committee meeting who has a casting vote.

## **Committee roles**

### **Chairperson**

The Chairperson provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair works closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As a committee officer, the Chair is often one of the people to sign cheques or authorise payments online on behalf of the PTA, normally along with either the Treasurer or Secretary.

Key responsibilities:

- Provide leadership
- Chair all PTA Committee meetings, preside at all Annual General Meetings and Special General Meetings and have a casting vote at all such meetings
- Set the agenda for meetings in consultation with the secretary
- Follow the agenda and manage the meeting
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Co-sign cheques or authorise payments online as required
- Be an ex-officio member on all PTA subcommittees
- Liaise closely with the School Principal, the BOT Chairperson and develop working relationship with them

### **Vice Chairperson**

The Vice Chairperson shall chair at meetings and assume the Chairperson's role, if the Chairperson is not available to perform their designated duties, assist the Chairperson and assume any tasks delegated by the Chairperson.

### **Secretary**

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly.

Key responsibilities:

- Deal with correspondence
- Write up the minutes of meetings
- Prepare agendas
- Distribute minutes to all the committee
- Call meetings - giving plenty of notice
- Keep a record of attendance at meetings
- Ensure that enough committee members are present to make the meeting quorate (this number is defined in the PTA constitution)
- Co-sign cheques or authorise payments online as required

## **Treasurer**

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

Key responsibilities:

- Maintain the financial records
- Prepare and co-sign cheques or authorise payments online as required
- Report income & expenditure at meetings
- Count and bank all monies
- Liaise with the bank
- Charity registration and preparation of Charity Commission annual returns
- Prepare and complete annual financial statements by date of AGM
- Arrange for the accounts to be reviewed by a suitably qualified person appointed for that purpose.
- Monitor funds held on account and discuss with bank the use of higher rate investment accounts. Any decision to use an investment account, including the amount to be put in the account, should be taken by the whole committee.

## **PTA Subcommittees**

Subcommittees are teams that plan and organise specific PTA fundraising or community events. Each has a leader who is responsible for the overall running of the committee, reporting back to the PTA at the monthly meeting and provides a summary of how the event went - thank yous, feedback and recommendations to the PTA for future events.

Time required for each subcommittee will vary depending on type of event and what organisation is required. Usually you will need to attend one or two planning meetings, complete any jobs allocated and be able to help out during the event, including set up/clean up.

## **Friends of the Committee**

Friends of the committee are parents who may not have the time to commit to the PTA by attending monthly meetings and be involved with a PTA subcommittee, but would like to be involved with the school community are invited to join the Friends of the PTA mailing list. Through this they will be kept up to date with what's happening with the PTA and can then choose to provide additional support or help with PTA events.