



*'Our school community is inspired by the parable of the Good Samaritan from the Bible (Luke 10:25-37), where we are encouraged to love one another with courage and compassion. Through friendship, kindness and thoughtfulness, we will nurture each other to learn and flourish as individuals.'*

Loving one another. Learning for our future.

## PTA - Parents and Teachers Association

### St Cuthbert with St Matthias Primary School

#### **Our Motto:**

**PTAs are most successful when they work in partnership with the school**

Stemming from our sense of commitment to working with the school to provide the best education for our children, we are all keen to make sure our children receive the best education possible, no matter where they want to excel. We thrive to ensure that our children have all the tools and resources they need to learn and grow.

#### **Our Purpose:**

We aim to provide opportunities for parents to get to know each other and share the challenges of being a parent in a friendly and respectful atmosphere. We also aim to celebrate our diversity at school and turn our small community into one big family built on the school's vision and valuable 4C Behaviour Code:

**Courtesy, Cooperation, Consideration, Commonsense.**

#### **Our Goals:**

All parents are invited to become PTA members to help us with our fundraising activities, through bake sales, fetes and other forms of contributions such as their precious time or even with an idea. All parents are welcome to help and their views are valued.

Our PTA team will work with fellow parents to provide support for the school to cover the costs of:

- learning tools and resources,
- school trips to make it possible for all children at school to attend those trips
- extracurricular activities

#### **How we use the funds raised:**

Any money raised by the PTA is kept with the school, which is in the best position to decide on the needs of each class.

The Headteacher ensures that all classes benefit from the funds raised by the PTA in an equal and fair way.

**Role of Class Representatives:**

Class representatives' role is to liaise between the teachers and the PTA.

**Code of Conduct:**

The purpose of this code of conduct is to provide the expectations around the conduct of all PTA members and class representatives.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Therefore, all PTA members have the responsibility to be respectful of and be sensitive to the feelings of others and to work within the PTA Code of Conduct.

- All members work as volunteers and for no personal gain. Genuine PTA expenses will be reimbursed subject to a valid receipt and approval.
- All members have the right to be heard and to communicate. They have the responsibility to listen and respect ideas of others and to communicate calmly, clearly, responsibly, including communications via social media. Using loud or offensive language or displaying temper will not be tolerated.
- All members must ensure that no photos of children are posted on social media without parent's consent, and in accordance with Safeguarding Child Protection procedures and practices within the school
- All members have the right to expect their person and possessions are safe and secure. They also have the responsibility to respect school property and the property of the other members.
- All members must respect and work within school policies as published on the school website to uphold our school's vision.
- All members will respect the decisions of the PTA committee even if that decision is at odds with their own decision.
- All members are entitled to raise concerns about safety or an individual's behaviour in relation to any PTA activity. Any concerns must be brought to the attention of either the PTA Chair, Co-Chair, PTA Committee or senior member of staff at the earliest opportunity.

**Consequences and resolution:**

Should a PTA Member disregard the above Code of Conduct or if a concern regarding safety or an individual's behaviour has been identified, the PTA Chair/Co-Chair / or Committee have the right to investigate such concerns. All concerns and investigations will be treated in confidence; however, a right of reply will be given to any member involved before any action is taken.

### **Role of the Board & Committee:**

The **committee** is a team of volunteers who are elected to manage the association on behalf of the members.

- **Chair** : Leads half termly meetings and oversees the running of the annual fundraising events
- **Vice-Chair** : Deputy of the Chair
- **Treasurer** : Manages and controls the funds raised by the PTA. Maintains up-to-date records of all PTA financial transactions.
- **Secretary** : Ensure effective communication links between Committee Members and between the PTA and the School
- **Committee** : work alongside the Officers, contributing ideas, helping to organise events or running smaller projects
- **Class Representatives**: Maintain a class list, email distribution group, Provide feedback and ideas from class to the PTA Committee, and welcome new parents to the School.

It is highly important to remember that any activities involving fund raising or using funds from the PTA pot should be organized via the PTA. Funds of the Association shall not be spent otherwise than in accordance with a budget agreed by the Committee or when a written quotation has been seen and accepted by the Committee.

The Headteacher will inform the Board of Governors of any PTA activities, as part of the her report at BoG meetings and annually at the end of each academic year.

*PTA Autumn 2019*