

## **Friends of Tonwell – Terms of Reference**

The Friends of Tonwell (Parent Teacher Association - PTA) is an organisation of parents and staff. Its role is to fundraise for the school and encourage closer links between home and school.

### **How is the Friends of Tonwell organised?**

- At Tonwell like most schools, all parents/carers and staff are automatically members of the PTA and are welcome to all general committee meetings.
- We hold our annual general meeting in September, at the start of the school year. At this meeting a committee is elected to run the PTA consisting of a chair, vice-chair, treasurer and a secretary. An overview of finances is shared.
- The committee usually meets once a term and may set up smaller working groups to organise individual events under the direction and agreement of the whole group.

### **Aims of the PTA**

1. To enhance the education and wellbeing of the pupils of Tonwell by providing or supporting provision of facilities and resources through fundraising.
2. To promote positive close co-operation and communication between parents and school staff.
3. To provide activities and events to support and enhance school provision.

It is not the purpose of PTA to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school procedures.

### **Fundraising**

PTAs help raise much needed money by organising and managing various fundraisers

throughout the year. The money raised by the PTA is used to promote educational opportunities such as learning resources, to enrichment opportunities such as themed days or trips.

PTAs tend to raise money through a wide range of fundraising events over the course of the year. At our school these include annual events such as the Christmas and Summer Fair.

### **Communication**

One of the primary roles of the PTA is to build strong relationships among teachers, staff, children and the community at large. Relationships are built through positive

communications. The PTA share messages via the school newsletter or via letters to parents sent through the school.

The PTA work collectively as a group for the benefit for all the children of Tonwell School. Meetings are led by the Chair and in the Chair's absence the Vice Chair. Any items for discussion need to be sent to the Chair in advance of the meeting. Items that are A.O.B can be noted and added as an agenda item for the following meeting but will not be included in the decision making process of that meeting. All opinions are valued and any member can ask to add items to the meeting agenda however where options differ a majority view will sought on a voting basis if required.

### **Consultation and governance**

The PTA committee must keep the Headteacher and Governors informed about activities and key decisions through meetings between the PTA Chair, Headteacher and the Chair of the Governors. Minutes and a record of notes from PTA meetings should be maintained and shared following meetings.