

PARENT TEACHER ASSOCIATION

COMMITTEE POLICY

PURPOSE:

Parent Teacher Associations were traditionally established to form stronger links between teachers and the parents in a school community. Over time P.T.A. committees have come to assume a variety of roles in a school and often these are overshadowed by demands placed on them as the most accessible, willing and committee fundraising group.

At Otumoetai Intermediate School the P.T.A. take on a number of roles and these are:

- Manage the school canteen
- Act as the eyes and ears of the community and provide feedback regarding parent issues, concerns

In this respect the P.T.A. adopt the following four key sub-committees as part of their structure for the year.

1. Canteen sub-committee: This committee would carry out the management of the canteen as per *Canteen Guidelines*.
2. Fundraising sub-committee: This committee would liaise with the staff and coordinate P.T.A. support for school wide fundraising targets.
3. School Support sub-committee: This committee would liaise with staff and coordinate support for in school programmes, events and activities. This may involve looking at ways parents, grandparents and other community members can assist and become involved in the school.
4. Communications sub-committee: This committee would assist the school with its strategic planning, goal setting, communication with parents and the gathering of parent/caregiver and community views regarding school issues.

OBJECTIVES:

The Otumoetai school canteen has traditionally been operated under the umbrella of the P.T.A. This is because a significant portion of its operating surplus is generated by the use of parent volunteers to keep the overheads down. The resulting surplus is disbursed by the P.T.A. towards resources identified by staff on the annual priority list.

Since 2001 however the operating climate for the canteen has changed with fewer parents being available to offer their help on a regular basis. The increased school roll and the higher turnover has also put pressure on existing personnel to keep up with the workload. There have also been difficulties at times with accounting, personnel and management issues and it seems appropriate to clarify all aspects of the canteen and its operations.

Overall governance of the canteen is undertaken by the P.T.A. through its canteen sub-committee. This group would report to the P.T.A. regularly on the following:

- Canteen Policies
- Formation of the Annual budget
- Canteen Menu and prices

The Board of Trustees through the Principal and the Canteen Manager are responsible for:

- School management systems for smooth running of the canteen.
- Personnel: This includes the appointment of new staff, ensuring all personnel compliance issues are met, the payment of canteen employees, calculating rates of pay as per current employment contracts, performance management of canteen staff including job descriptions.
- Financial: The day to day accounting procedures for money collection, banking and payment of accounts.
- Reporting: Keeping the P.T.A. informed at its monthly meeting of income and expenditure compared to the annual budget. Holding in its account any surplus from the canteens operation on behalf of the P.T.A.
- Liaison with the P.T.A. sub-committee on the general running of the canteen.