



Te Kauwhata Primary School

'Learning Together' – 'Kia Ngatahi te Ako'

Te Kauwhata Primary Schools PTA Policy

1. The valued functions of the 'PTA' may include:
 - Assisting in school community functions
 - Fundraising – the PTA is a charitable fundraising organization and prioritizes all income generated to the BOT
2. The 'PTA' will elect at its Annual General Meeting in Term 1 each year, a President, Secretary, Treasurer and other officeholders from persons present at the meeting and those giving apologies. An annual audited report must be handed into the BOT following the AGM.
3. The 'PTA' committee may consist of any interested person associated with the local community.
4. The 'PTA' will hold regular meetings. The dates of these will be advertised in the school newsletter, Facebook or other forms of school-home communication.
5. Meetings are to follow parliamentary guidelines with the keeping of accurate minutes, correspondence, treasurer's report, principal's oral report and general business.
6. A quorum must consist of 2 executive members and one other person in attendance.
7. The (approved/unapproved) minutes, treasurer's report and other reports of all advertised regular meetings must be tabled at each BOT meeting. (To be handed in at the school office by the Thursday prior to the BOT meeting.)
8. A member of the 'PTA' executive committee may attend monthly Board meetings. Normal BOT meeting procedures are to be followed. A Board of Trustee member and / or staff member will endeavour to attend the 'TKP PTA' meetings.
9. The BOT will give the PTA directive from its annual budget where PTA funds should be spent. This is to ensure that all projects fit into the BOT strategic, annual and 5-year property plans.
 - The PTA will donate publically funds raised towards the BOT strategic direction.
 - In consultation with the PTA, BOT will identify key projects from its strategic/annual/property plans for the publically raised funds to be spent on.
 - The BOT will consider other possible (suggested) initiatives listed by the PTA should they fit within the BOT strategic direction.
10. The 'PTA' will consult with school management when planning school-based activities.
11. Internal controls of finance will include:
 - the operation of a cash book accounting system
 - two signatures required on every cheque
 - receipts being presented for reimbursement
 - a treasurer's report being tabled/presented at each meeting.

12. To make the most effective use of publicly raised monies, the 'PTA' will donate fundraised money to the Board enabling the Board to legally claim GST and meet all Inland Revenue Department requirements.
13. Prevention of Private Pecuniary Profit
 - Any income, benefit, or advantage must be used to advance the charitable purpose of the organization;
 - No member of the organisation, or anyone associated with the organisation, or person associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments, to, or on behalf of, the member or associated person of any income, benefit or advantage;
 - Any payments made to a member of the organization, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties;
14. Winding-up Provisions:
 - Any remaining property after debts and liabilities have been settled must be given to Te Kauwhata Primary School.
15. The 'PTA' agrees that the governance and day-to-day management of the school is the role of the Board of Trustees and Principal.
16. The executive committee will sign acceptance of the Board policy, which will be presented at each PTA AGM and signed by the incoming officeholders.

Conclusion

Through the establishment of clear guidelines, the 'PTA' understands its role in our school.

Signed

BOT Chairperson:

PTA President:

PTA Treasurer:

PTA Secretary:

Date: