

## CONSTITUTION OF ST STITHIANS COLLEGE

(Amendment to Annexure D of the Constitution (2010), approved by the St Stithians College Council on 31 March 2016)

Annexe "D"

### THE SCHOOLS AND THE PTAs

- 1 **Composition:** Each School shall have a PTA comprising:
  - 1.1 the Rector, as an invited member;
  - 1.2 the Head of School and the members of that School's Executive;
  - 1.3 an OSA member proposed by the School and approved by the Chair of the OSA;
  - 1.4 not less than four nor more than ten parents who subscribe to the College's vision and mission, elected by the parents of that School with the aim of trying to have at least one parent representing each of its grades. These elected representatives, and the alumnus representative, are the voting members of the PTA;
  - 1.5 in the Girls' and Boys' Colleges two students from its leadership appointed by the Head of School; and
  - 1.6 should the PTA Chair and the Head of School so decide, additional members co-opted from time to time as is considered necessary for a specific purpose and time period. Co-opted members shall have the right to speak but not to vote.
- 2 **Terms of Office:** The terms of office of parent and alumnus members shall be two years, limited to one further consecutive term of one to three years (i.e. three to five years in total), save only that this consecutive period can be extended in the case of the PTA's Chair by the period he or she holds that office. A parent member is defined as an individual who has a child enrolled in that school. The Chair of the PTA shall be elected from amongst the parent members by all members of the PTA at its first meeting after the end of the Chair's term of office or that office becoming vacant for any reason, and he or she may serve in that capacity for a maximum consecutive period of four years.
- 3 **Meetings:** The PTA shall meet at least once each term. Its quorum shall be a simple majority of its members at the time, and the Head of School or, in his or her absence, the Acting Head. Members are expected to attend meetings regularly.
- 4 **The Role of the Chair of the PTA:** This shall be to:

- 4.1 chair the PTA;
- 4.2 provide support and encouragement to the Head;
- 4.3 act as a sounding board for the PTA members and the Head regarding issues raised;
- 4.4 be a role model for staff and parents;
- 4.5 lead the PTA, liaising and communicating with the parents;
- 4.6 become a member of Council and participate in cross-campus meetings; and
- 4.7 provide assistance on specific issues, as requested by Head or staff; but
- 4.8 not become involved in the operational issues of the School, other than in an advisory capacity.

5 **The Role of the PTA:** This shall be to:

- 5.1 support the School, and the Head and staff of the School;
- 5.2 build community within the School;
- 5.3 oversee fundraising activities at the School;
- 5.4 oversee School events which require parental involvement or support;
- 5.5 provide a forum where the parents and staff discuss and address matters of mutual concern; and
- 5.6 be role models for parents and students.

6 **The Responsibilities of the PTA:** These shall be the following:

- 6.1 Facilitating effective communication between the School and the parent body;
- 6.2 Stimulating, encouraging and developing parental involvement in the School;
- 6.3 Focusing on issues specific to that School and seeking solutions together with the Head or staff;
- 6.4 Seeking parent input on issues as appropriate;
- 6.5 Assisting with future planning for the School;
- 6.6 Appointing representatives as members of the following Council committees: Fundraising & Events, Transformation, and Church;

6.7 Appointing representatives to participate in College campus committees, such as Saints Supporters, and supporting College projects and activities.

6.8 Fulfilling allocated tasks and responsibilities.

6.9 Promoting the School.

## **7 The Committee of PTA Chairs and Heads of School**

7.1 This committee, chaired by the Rector, will meet at least once a term to address an agenda of campus-wide matters that are relevant to the functioning and priorities of the PTAs, the parent community, and parent-school relations.