

## CONSTITUTION OF ST STITHIANS COLLEGE

(Amendment to Annexure D of the Constitution (2010), approved by the St Stithians College Council on 28 March 2019)

Annexe "D"

### THE SCHOOLS AND THE PTAs

#### Preamble:

St Stithians College subscribes to the concept of partnership between stakeholders, particularly parents, teachers and students in advancing the College's vision and mission. The Parents Teachers Association (PTA) is a Council Committee, a formal representation of partnership. This document outlines the constitution of the PTAs of five St Stithians Schools (Junior Preparatory, Girls' Preparatory, Boys' Preparatory, Girls' College and Boys' College).

- 1 **Composition:** Each School shall have a PTA comprising:
  - 1.1 The Head of School and the members of that School's Executive;
  - 1.2 Not less than four nor more than ten parents, 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 are the voting members of the PTA, together with the Head of School. A parent member is defined as an individual who has a child enrolled in that school and who is the legal guardian of that child;
  - 1.3 The voting members of the PTA elect one of the parent representatives to the positions of Chairperson (Chair) and Deputy Chair. The third office bearer; the Treasurer, can be elected from the existing PTA representatives or co-opted depending on the availability of specific skills within the PTA voting members. The Treasurer can be a parent or staff member. In the event of a split vote in the election of these office bearers, the Rector of the College shall make a final decision.
  - 1.4 In the Girls' College and the Boys' College PTAs, the Head and Deputy Head students; and
  - 1.5 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, subject to a process of approval by the voting members. Co-opted members shall have the right to participate fully but not to vote.

1.6 The Rector, as an invited attendee.

**2 Terms of Office:**

2.1 The initial term of office of the elected parent representatives (the voting members), and of the Chair, Deputy Chair and Treasurer, shall be two years. The initial term of office may be extended, through a formal electoral process, to a second, consecutive term of one to three years (i.e. three to five years in total), subject to the PTA member being re-elected as a grade representative.

2.2 The Chair and Deputy Chair of the PTA shall be elected from amongst the parent members by the voting members of the PTA at its first meeting after the end of the office bearer's term of office or that office becoming vacant for any reason.

2.3 The Chair, Deputy Chair and Treasurer may serve in that capacity for a maximum of three consecutive years (Junior Prep) and five consecutive years (Preparatory and Colleges), reflecting the life cycle of each of the schools.

**3 Formal Election of Voting Members, Chair, Deputy Chair and Treasurer:** There shall be a formal election of PTA members and the various office bearers. A secret ballot method of voting shall be used. Those eligible to vote for the Chair, Deputy Chair and Treasurer positions are the voting parent representatives and the Head of School.

**4 Timing of Elections:** In the ordinary course of events, the election of new PTA members will take place in the first term of the year, unless a vacancy has arisen during the course of the year. The elections of office bearers (Chair, Deputy Chair and Treasurer) shall take place either in Term 1 or Term 3, depending on the dynamics of each school's PTA

**5 Differentiation between elected representatives on the PTA and parents who are class representatives:**

5.1 PTA members are elected by parents in each grade and are grade representatives.

5.1.1 However, PTA members are also expected to be involved, individually and collectively, in PTA portfolios, advancing strategy and whole-school projects. It is expected that PTA members develop school-wide perspectives and priorities.

5.2 In the three Preparatory schools, class representatives are parents appointed by the Head of School, in consultation with the teachers, to assist with daily communication and operational matters in relation to the classes in a specific grade.

5.3 The class representative and grade representative capacities are not necessarily mutually exclusive, that is, it is possible for an individual to fulfil both roles.

5.4 The PTA may invite one or more representatives of the class representatives to attend PTA meetings as co-opted members.

6 **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.

7 **The Role of the Chair of the PTA:** This shall be to:

7.1 Chair the PTA;

7.2 Provide support and encouragement to the Head;

7.3 Act as a sounding board for the PTA members and the Head regarding issues raised;

7.4 Be a role model for staff and parents;

7.5 Lead the PTA, liaising and communicating with the parents;

7.6 Become a member of Council and participate in cross-campus meetings; and

7.7 Provide assistance on specific issues, as requested by Head or staff; but

7.8 Not become involved in the operational issues of the School, other than in an advisory capacity.

8 **The role of the Deputy Chair:** This shall be to:

8.1 Provide support and encouragement to the PTA Chair in fulfilling the roles and responsibility of the PTA;

8.2 Lead at least one PTA portfolio or committee;

8.3 Represent the Chair in official meetings when the Chair is not able to attend;

8.4 Chair the PTA meeting when the Chair is not able to attend.

9 **The role of the Treasurer:** This shall be to:

9.1 Work with the Head of School and the College Finance team to ensure that the PTA finance report is current and updated;

9.2 Monitor and report on the PTA funds which are lodged in the College's accounts.

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

- 10.1 Create portfolios which advance whole-school projects in line with identified school priorities and the College's strategy.
- 10.2 Support the School, and the Head and staff of the School;
- 10.3 Build community within the School;
- 10.4 Oversee fundraising activities at the School;
- 10.5 Oversee School events which require parental involvement or support;
- 10.6 Provide a forum where the parents and staff discuss and address matters of mutual concern;
- 10.7 Be role models for parents and students; and
- 10.8 Assisting with future planning for the School.

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

- 11.1 Facilitating effective communication between the School and the parent body;
- 11.2 Stimulating, encouraging and developing parental involvement in the School;
- 11.3 Focusing on issues specific to that School and seeking solutions together with the Head and staff;
- 11.4 Seeking parent input on issues as appropriate;
- 11.5 Appointing representatives to participate in relevant College campus committees and supporting College projects and activities.
- 11.6 Fulfilling allocated tasks and responsibilities.
- 11.7 Promoting the School.

12 **Committee of PTA Chairs and Heads of School:** 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. Decisions made by this Committee will be referred, as required, to the relevant Council governance structure for approval and implementation.

13 **Chair of PTA Chairs**

- 13.1 For the purposes of providing co-ordination and oversight of the functioning and purposes of the PTAs, one of the current PTA Chairs will fulfil the role of Chair of PTA Chairs.

- 13.2 The Rector, in consultation with the Chair of Council, will nominate the Chair of PTA Chairs to the Governance Committee which, in turn, will make nomination to Council.
- 13.3 The term of office of the Chair of PTA Chairs will coincide with the term of office as a PTA Chair.
- 13.4 The Chair of PTA Chairs will liaise with the Rector and with the PTA Chairs to promote positive relations and common purpose across the PTAs of the schools.