Friends of Meadow Green

Parent Teacher Association (PTA)

Terms of reference

2016-17

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The Friends of Meadow Green – PTA (FoMG) is a voluntary organisation of parents and staff. Its role is to encourage closer links between home and school. PTAs are best known for their fundraising work, but they have a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.

How is the FoMG organised?

At Meadow Green, like most schools, all parents/carers and teachers are automatically members of FoMG and are welcome to all general committee meetings. We share a common goal in working together to support our school and pupils, mainly by fundraising, to improve and enhance the school environment and the children's learning experience. We hold our annual general meeting in July, at the end of the school year. At this meeting a committee is elected to run the FoMG consisting of a chair, vice-chair, treasurer and a secretary. FoMG committees usually meet once a term but smaller sub-committees may meet for the organisation of specific events and activities.

Aims of FoMG

1. To enhance the education & wellbeing of the pupils of Meadow Green by providing or supporting provision of facilities & resources through fundraising

2. To promote positive close co-operation & communication between parents & school staff

3. To provide activities & events to support and enhance school provision.

4. To consider suggestions from staff, parents and children as to how funds should be spent and authorise consequent expenditure.

5. To provide a social framework for parents, staff and children

What is not in FoMG's remit?

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 guidelines.

. The following all fall outside the remit of the PTA;

- School management/operational procedures;
- curriculum or timetabling;
- staff selection and appointment;
- school hours or holidays
- management of budget

Potential activities

Communication
One of the primary roles of the FoMG is to build strong relationships among teachers, staff, students and the community at large. Relationships are built through communications. PTA's typically manage termly newsletters outlining events, fundraising activities and projects they are supporting.

Fundraising
FoMG helps raise much needed money by organising and managing various fundraisers throughout the year. The money raised by FoMG is used to promote educational opportunities such as IT equipment (whiteboards, computers), curriculum enrichment and other resources that enhance the children's school day..

PTAs tend to raise money through events such as winter fairs, quiz nights or a community summer fete. However, there are other opportunities to raise donations such as cake sales, film nights, school discos, sponsored activities or business partnerships.

Organising Social Events
Social events which provide opportunity for parents staff and pupils to participate, celebrate and share being part of our wider school community .Family events which support greater parent engagement within school are supported by FoMG ,eg refreshments at Inspire workshops, cake sales, charity events, parent meetings and sporting events

Consultation and governance

The FoMG committee must keep the Headteacher and Governors informed about activities and key decisions through minutes and communications 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.