

# St Michael's Catholic School Parent Teacher Association

## Current Practice Manual

### 1. Structure

The St Michael's Catholic School Parent Teacher Association (the **PTA**) consists of a:

- (a) Chairperson;
- (b) Treasurer;
- (c) Secretary; and
- (d) Committee Members.

### 2. Who can/cannot be on the PTA

Anyone willing to support the needs of St Michael's Catholic School (the **School**) can be on the PTA. No elections are held apart from the three office holders.

PTA members do not need to be a parent/caregiver of a student of the School.

### 3. Size of the PTA

There is no limit to the size of the PTA. Involving parents with particular skills or interests can be beneficial in respect of enriching the process, obtaining sponsorship and offering expertise.

In general terms, membership of the PTA cannot be oversubscribed.

### 4. Roles with the PTA

Office holders will hold office for a period of one year. The Executive (Chairperson, Treasurer and Secretary) have the power to fill any vacancy that arises in the Executive until the following year's election of officers.

#### **Chairperson**

The Chairperson is responsible for overseeing the activities of the PTA.

The Chairperson should develop and uphold a good working relationship with the Principal to maintain effective two-way communication and ensure the aims of the PTA are in line with the aims of the School.

The Chairperson is responsible for chairing PTA meetings, planning and preparation for meetings, providing direction, delegating responsibilities, overseeing activities and ensuring follow up work is performed as required.

The Chairperson is responsible for communicating to the school community via fortnightly school newsletter or PTA updates.

### **Treasurer**

The Treasurer is responsible for budgeting, monitoring income and expenditure and preparing and presenting the annual accounts.

The Treasurer must ensure the following:

- (a) A receipt/invoice supports every payment;
- (b) There are two signatories on the cheque account;
- (c) All monies are banked promptly.

### **Secretary**

The Secretary is responsible for recording the minutes of the meeting and distributing copies of the minutes to all committee members.

## **5. Annual Meeting**

The annual meeting of the PTA is held in the first term of each school year.

The format consists of:

- (a) Approving the minutes of the last annual meeting;
- (b) Electing officers (Chairperson, Treasurer and Secretary) who will form the Executive;
- (c) Approving financial statements from the previous year;
- (d) Receiving the Chairperson's report from the previous year;
- (e) General business and invitation for new members.

## **6. PTA Meetings**

Regular monthly meetings are held in the school staffroom. Special meetings may be called or subcommittees formed for special projects.

Copies of minutes are distributed to all members prior to the next meeting.

## **7. Communications**

PTA activities are advertised by way of the fortnightly school newsletter and separate flyers.

Details of money raised and feedback on PTA events are communicated to the school community via the fortnightly newsletter or a letter to parents from the Chairperson of the PTA.

## **8. Objectives of the PTA**

The objectives of the PTA are:

- (a) Promote close contact and the widest co-operation between the school, parents, parish and friends for the good of, and advancing the education of, the students of the School;
- (b) Fundraise to provide extra equipment and other benefits to the School which are in line with the School's strategic plan and not provided by the Board of Trustees;
- (c) Promote wider community involvement in school life by offering social activities for parents, staff and friends of the School; and
- (d) To support the role of pastoral care for families within the School as the need arises and other activities consistent with the charitable purpose of the Association.

## **9. Fundraising Procedures**

A prioritised "wish list" and suggestions for capital expenditure are sought from the Board of Trustees, Principal, Staff and PTA members ensuring the items on the "wish list" comply with the PTA's charitable purpose. The "wish list" needs to be communicated to the grants person in case grants can be applied for to go towards items on the "wish list".

PTA members decide on specific areas for fundraising by consensus discussion and subsequent confirmation by voting.

Monies collected are officially donated to the Board of Trustees for the designated purpose.

The PTA decides on an annual fundraising target.

A reasonable bank account balance is always maintained for the next incoming committee.

## **10 PTA Funds**

The PTA is able to hold funds that they have raised on trust for the School or that they have raised for a particular project within the School.

These funds do not become the responsibility or property of the Board of Trustees until the PTA donates them to the School.

The Board of Trustees does not have the right to request the PTA to hand over funds that they may currently hold.

The PTA should consult with the Principal before undertaking fundraising activities on behalf of the School and to obtain prior approval for the planned activity.

## **11 Scope of Activities**

### **Examples of Annual Fundraising Activities**

Back to school picnic/cake stalls

School discos

Movie Night

### **Examples of Annual Non Fundraising Activities**

End of year cocktail party

Working bees

### **Second Hand Uniform Shop**

The second hand uniform shop is open monthly.

Good second hand uniforms are donated to the PTA. All profits are donated to the School.

## **12 The Relationship between the PTA and Board of Trustees**

They are separate organisations and are autonomous.

All money raised by the PTA and held by the PTA is not subject to audit along with the Board of Trustee money.

Any money given to the Board of Trustees should be an unconditional gift (donation).

Discussions should take place about what the money should be spent on before any money is “unconditionally gifted” to the Board of Trustees.

Where the Board receives funds from any fundraising activity the Board is responsible for accounting for those funds and must see that they are used for the purpose for which they were raised.

The PTA must obtain the prior approval of the Principal to use school buildings and/or grounds for their activities.

The PTA must obtain prior approval from the Principal to use the school name in any event they organise whether it is a fundraising event or otherwise.

The PTA and Board of Trustees should always live in harmony for the good of the education of the children.

## **13. PTA Registered as a Charity**

To help ensure that the PTA is eligible for charitable income tax and gift duty exemptions, the PTA will be adopting a constitution outlining its rules and applying to be registered as a charity in 2013.

The PTA’s structure is an unincorporated society.

To apply for registration as a charity, the PTA must file an application for registration form, its constitution and all officers must complete an officer certification form.

The ongoing compliance obligations of the PTA for registration as a charity are:

- (a) Filing an annual return;
- (b) Filing a copy of the PTA’s financial statements for the last financial year (these do not need to be audited); and

(c) Filing any notification of change form for such things as a change of address, balance date, rules, purposes, officers.