



PTA Policy

Policy to support NAG 6 Legislation

Outcome statement

The PTA/Parent Group works to support Pukekohe Hill School to foster relationships amongst the school's community and to raise funds to improve the services and facilities of Pukekohe Hill School.

Scoping

The PTA brings together parents, teachers and other members of the school community to strengthen and promote positive community involvement in the school. Supporting and working alongside the Principal and BoT, the PTA is responsible for the school's social, fundraising and other designated activities, creating fun and engaging programmes and events for students and the whole school community to enjoy.

The PTA is not involved in the governance, administration or policy making of the school and follows the guidance of the Principal and The Board to ensure its activities support the strategic, annual and 5-year property plans of the school.

Delegations

The PTA functions through an Executive Committee comprised of elected officers. The elected officers are chosen each year at the AGM and are responsible for the administration of the PTA's activities and finances. Activities and functions of the PTA are governed through "The Constitution for the Pukekohe Hill School Parent Teacher Association" (The Constitution). All parents, caregivers, whānau and staff of Pukekohe Hill School are members of Pukekohe Hill School Parent Teacher Association.

Expectations and limitations

PTA will elect at its Annual General Meeting in Term 1 each year, a Chairperson, Secretary, Treasurer (the Executive members) and other office holders from persons present at the meeting and those giving apologies. An annual report, including the financial position and Statement of Accounts, must be handed in to the BOT following the AGM. The PTA committee may consist of any interested person associated with the local community.

All PTA members will;

- Act in a positive way that promotes / supports the school and encourages future membership of the PTA.
- Respect the integrity of fellow PTA members, staff, parents/whanau/caregivers and the children. Members shall be professional in, and accept responsibility, for their actions.
- Serve the Pukekohe Hill School to the best of their ability and be honest, reliable and trustworthy in all matters relevant to their roles and responsibilities.

PTA will hold regular meetings. The dates of these will be advertised in the school newsletter and on the school website.

Meetings are to follow guidelines with the keeping of accurate minutes, correspondence, treasurer's report, principal's report and general business.

A quorum must consist of 2 executive members (Chairperson / Secretary / Treasurer) and at least one other person in attendance.

The BOT/Principal will give PTA direction where PTA funds should be spent. This is to ensure that all PTA projects fit into the BOT strategic, annual and 5-year property plans.

PTA will consult with the Principal when planning school based activities.

Internal controls of finance will include:

- the operation of a cash accounting system
- two signatures required on every cheque
- receipts being presented for reimbursement
- a treasurer's report being tabled/presented at each meeting
- a yearly Statement of Income & Expenditure and a Statement of Financial Position as at 31st December being made available to the BOT.
- all monies raised at an event must be held by at school until funds can be counted and banked, which should be done in a timely manner.

Funds must be counted and verified by two members of the Executive or one member of the Executive, plus one committee or school staff member.

The PTA will donate fundraised money to the Board enabling the Board to legally claim GST and meet all Inland Revenue Department requirements.

The Treasurer will, in accordance with the NZ Charities Commission, complete an online Annual Return with a copy of the latest financial accounts as well as advising of any changes in office holders no later than 90 days from the day of the election or 30th June each year, whichever comes first.

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 organization 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.

Winding-up Provisions:

Any remaining property after debts and liabilities have been settled must be given to Pukekohe Hill School.

PTA agrees that the governance and day-to-day management of the school is the role of the Board of Trustees and Principal.

The executive members will sign acceptance of the Board policy, which will be presented at each PTA AGM and signed by the incoming office holders.

The Board expects this policy will be presented at each PTA AGM and that duly elective incoming PTA Executive members will give their verbal acceptance of this policy, as recorded in the minutes of the PTA AGM.

Procedures/supporting documentation

<https://www.nzpta.org.nz/>

Monitoring

PTA minutes and financial reports

Reviewed: *October 2021*

Next review: *October 2024*
