



Netherton J&I School

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Friends of Netherton J&I School - Terms of reference

The Friends of Netherton (PTA) is an 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 Friends of Netherton organised?

- At Netherton like most schools, all parents/carers and teachers are automatically members of the PTA and are welcome to all general committee meetings.
- We hold our annual general meeting in September, at the start of the school year. At this meeting a committee is elected to run the PTA consisting of a chair, vice-chair, treasurer and a secretary.
- PTA committees usually meet once a term and may set up smaller working groups to organise individual events under the direction and agreement of the whole group.

Aims of the PTA

1. To enhance the education and wellbeing of the pupils of Netherton by providing or supporting provision of facilities and resources through fundraising.
2. To promote positive close co-operation and communication between parents and school staff.
3. To provide activities and events to support and enhance school provision.

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.

School management/operational procedures; curriculum or timetabling; staff selection and appointment; school hours or holidays and management of budget all fall outside the remit of PTA.

Fundraising

PTAs help raise much needed money by organising and managing various fundraisers throughout the year. The money raised by the PTA is used to promote educational opportunities such as resources including reading books and IT equipment (whiteboards, computers), to enrichment opportunities such as themed days including 'The Great Fire of London and Stone Age Day'.

PTAs tend to raise money through a wide range of fundraising events over the course of the year. At our school these include annual events such as the Christmas Market, Spring Fayre

and regular discos. However, there are other opportunities to raise donations such as links with business partnerships e.g. bid writing.

Organising social events

Social events which provide an environment for parents to network. Events such as the fashion show and golf day create a social occasion which parents can enjoy supported by staff members.

Communication

Communication within the Community

One of the primary roles of the PTA is to build strong relationships among teachers, staff, students and the community at large. Relationships are built through positive communications. PTAs typically manage newsletters, events and meetings to promote communications with all members of the school community. The PTA also has a Facebook site for reminders and posts about school events.

Communication between PTA members

The PTA members communicate primarily through face to face meetings held on school premises. Electronic forms of communication are also used including email and a WhatsApp message group. These are used to posts updates around organisational matters and are not intended as a medium to discuss matters that require a decision.

Meeting structure

The PTA work collectively as a group for the benefit for all the children of Netherton School. There needs to be a close link between PTA members and school to ensure Meetings are led by the Chair and in the Chair's absence the Vice Chair. Any items for discussion need to be sent to the Chair in advance of the meeting. Items that are A.O.B can be noted and added as an agenda item for the following meeting but will not be included in the decision making process of that meeting. All opinions are valued and any member can ask to add items to the meeting agenda however where options differ a majority view will sought on a voting basis if required.

Consultation and governance

The PTA committee must keep the Headteacher and Governors informed about activities and key decisions through meetings 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.