



# Braywood Parent-Teacher Association Policy

*'From tiny acorns, mighty oak trees grow, watered and nurtured by God'*

*'For with God, nothing is impossible' Luke 1:37*

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Friends of Braywood  
HOME SCHOOL ASSOCIATION

## Introduction

*“At Braywood our aspiration is for all children to become confident, emotionally resilient and compassionate individuals who achieve personal success through strength of character and a love of learning”*

Our Parent and Teacher Association is an integral part of our school. It is not just involved in fundraising and organises many social events for parents and children, it brings together parents and the school.

Our PTA manages to raise between £5,000 and £8,000 a year for the school purchasing ICT equipment, play equipment, books, teaching resources. These achievements make a real difference to schools and their pupils, providing extra resources and, in some cases, making it possible for activities such as school trips to happen.

Research has shown that parental involvement has a very significant impact on a child's achievement and attainment at school. A successful PTA provides parents and teachers with the opportunity to exchange views, work together and to develop mutual trust and confidence.

## Aims

*ASPIRE LEARN ACHIEVE TOGETHER*

The aim is to help children thrive:

- By providing additional funds to provide the school with those 'extras' they cannot always afford;
- By maintaining high quality events that enrich the children's education, that are fun and that provide an opportunity to engage with the schools' community;
- By working in partnership with the school and move together to emulate the ethos of our community;
- By keeping everyone safe, happy and respectful at all times;
- Ensuring that all children's individual needs e.g. disabilities, gender, race, religions and backgrounds should also be reflected in all of the events.

## Statutory Guidance

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a PTA and how we conduct ourselves financially as well as an entity.

Being a registered charity enables the PTA to: -

- receive charitable donations from local and national companies
- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- receive donations made through payroll giving and company matched giving schemes
- apply for Gift Aid Links with local businesses

## Key Contacts

Position	Club Supervisors
Braywood PTA	Chair, Secretary, Treasurer
School	Headteacher

# Leadership Roles and Responsibilities

## The PTA:

- Follow the school's ethos and values as well as the school policies and procedures. Including safeguarding, health and Safety and GBPR.
- Decide what events they would like to hold.
- By following their constitution, the key roles within the PTA including a chair, secretary and treasurer.
- Show accountability by holding an AGM every year to the school and the parents.
- Have financial culpability by having their accounts audited by an independent body

## The School supports:

- The PTA events with reference to health and safety, child protection, data protection and school procedures.
- That the school staff will support PTA events wherever possible
- That the school will advertise PTA events and help with the administration wherever possible
- That 1 or 2 members of school staff will attend PTA meetings either in school or after the school day.

## The Governors:

- Works together with parents in the recognition that they are supporting the school.

# PTA Code of Conduct

Our school community consist of staff, children and parents learning together in an environment in which each person feels safe, valued, respected and stimulated.

## Members' Rights and Responsibilities

- Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member or the school.
- Members have the right to expect that their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
- Active members involved in events are asked to ensure the safety of children as a priority and retain an appropriate level of confidentiality i.e. we don't talk about other people's children or their behaviour.

## The children will:

- Show respect for all adults and other pupils by their words and actions and listen carefully to directions when they are given.
- Respect school and personal property.
- Not engage in activities that may injure others whether intentional or unintentional. What happens if a child behaves unacceptably at a PTA sponsored functions.

## The adults will:

- Parents/carers attending PTA functions with their children are expected to assume responsibility for their children's and their own behaviour and safety.
- Not engage in abusive language or behaviour or intentionally disobey the rules of the event.

## Policies and Procedures

This policy and procedure have been compiled by the PTA for its members, active members of the committee and Trustees.

It gives more in-depth explanation about the PTA, safety and procedural policies which are required for Charity organisations.

### The role of the PTA

We are fortunate at our school to have a PTA that is and has been an integral part of the school community for many years. In its time the PTA has raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education and whole school experience as well as the school's facilities.

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school, and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the Friends of Braywood PTA when their child join our school.

The Friends of Braywood PTA is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as fundraisers. The PTA financially assists events aiming to giving the children extra learning opportunities and a good time on the school grounds. The wide variety of social functions allow us all to get to know one another in a more relaxed setting.

Our PTA committee consists of three Officers - Chair or Co-Chairs, Treasurer and Secretary all of whom are trustees as well as many other members. The Committee meet on a regular basis usually once per term, with smaller working groups meeting as necessary when we are planning larger events. Our Annual General Meeting is held in the autumn term and provides an opportunity for all parents to come along and hear in more detail about the work of the PTA, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our new committee members.

### Our Events

The majority of our funds are raised through the events that we run. Some of our most popular events are:

- Christmas/Summer Fayre
- Family Fun Nights such as quiz nights, movie events
- May Fun Run
- Recycling including Happy Bags
- Funding school events such as visitors and discos

### Financial processes

Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction or offers of services and skills. The main aim of our fundraising events is to reduce our outgoings so we have a few non-uniform days so for example parents can bring in donations for the Christmas and Summer Fayre.

It is the PTA who source a alcohol licence when we are selling drinks at any function.

Following a fundraising event, the money is banked straight away. It is at our PTA Committee meetings, that the decisions on how to spend the money are agreed. Usually, the school will have a 'wish list' of items that the school would like the PTA to consider funding. Sometimes this will be as a result of the children asking for something, at other times it will be for resources to improve a particular area of the curriculum in relation to the School Improvement Plan.

All events are fully itemised by the Treasurer for transparency. These accounts are then scrutinised at the end of every year by an independent individual to ensure that the finances are in order. All the electronic data should be handed onto the next Treasurer, and deleted by the previous Treasurer.

The PTA funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your child/ren will feel the benefit, along with everybody else.

Our PTA is a member of Parentkind, which is a national charity and membership organisation for Parent Teacher Associations. We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all PTA run events, support and advice on running the PTA plus fundraising ideas and good practice hints and tips.

We try to use facilities that will support our fundraising such as Gift Aid Amazon 'smile' and fundraising .org or Company matched funding.

## Communication

All PTA letters or posters are sent via the school email with regard to GDPR with hard copies available to serve as an additional reminder. The letters include information on forthcoming events and dates plus requests for assistance, when we are planning large events.

PTA events are posted

- on the PTA notice board, which is situated in the school grounds by the gate.
- Through text messages via the school WhatsApp systems.
- On PTA Facebook page which is a closed group.
- A section in our newsletter highlighting PTA events
- Each main meeting and these minutes should be then publishing the minutes of our meetings
- Election of Class Reps to support each Year group
- A section on our website with attached booklet and information.
- Holding an AGM where parents can ask questions.

As many parents as possible are encouraged to be involved in our activities by offering to help before, after or during an event or by attending. We really couldn't achieve what we do without the behind the scenes without this support.

Again, any of the paperwork (electronic or otherwise) should be passed on to the next member of the PTA whether that is the Chair or the Secretary. Once you have left the PTA (or your role on the PTA) then all paperwork should be deleted or given to the school to shred.

## Safeguarding

The PTA support and abide by these policies. Our PTA will ensure that we prioritise child safeguarding at every event that is held. We will complete a risk assessment which will be reviewed and approved by the school. This risk assessment will consider the safeguarding element. All members will adopt and follow school policies and other safeguarding procedures.

All PTA members are aware that any concerns regarding events they witness or are concerned about should be raised with the DSL immediately. It is crucial that PTA members recognise the importance of sharing information confidentially. Safeguarding and volunteer checks PTAs have a duty of care to consider the safety and well-being of children and vulnerable adults, so make sure this is considered when risk assessing your event.

## Health and Safety

The health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. In order to do this, a wide range of measures and policies are put in place by Braywood CE First School. These are all available to view on the school website.

All PTA run events will have a comprehensive Risk Assessment which will be approved by the school prior to the event. The Risk Assessment will include health & safety, safeguarding, supervisions levels and first aid arrangements. All Health and Safety considerations should be built into every event such as attendance at events, following our 'nut free' cake policy. First Aid arrangements will also be included as part of the risk assessment for any event and should a child be injured or taken unwell during an event the school procedures will be followed including calling an ambulance. All emergency procedures such as fire, emergency or critical incidents will be followed at all time

The PTA will provide the suitable insurance to comply with legal regulations and to protect the safety and wellbeing of the community.

## Inclusion & Equal Opportunities

Equality of opportunity at Braywood is about equality and excellence for all in order to promote the highest possible standards of achievements. Equality of opportunity applies to all members of the school community, pupils, staff, governors, parents and community members applies to all PTA events and member. We will do our utmost to accommodate the requirements for all children with special needs, liaising with carers/parents and professional care workers as required. Staffing levels will be re-addressed subject to the need of the child. The Committee, wherever possible, would look to provide training for the relevant needs of a particular situation.

## Confidentiality

Everyone who is part of the PTA then they immediately sign up for the confidentiality guidelines of the school. This not only includes the children but the whole school community. Members of the PTA should not hold any confidential material but if they are party to any matters which they deem to be confidential then they should speak to the Chair or the Headteacher immediately.

## GDPR

Data Protection regulations are adhered at all time. Are procedures are supported by school's procedures and are as follows:

- Our parents contact details are held by the school through eschools which is a protected site linked to SIMS. Messages are sent via eschools or WhatsApp (which is encrypted) or through a closed PTA Facebook page. Messages from parents are sent to a borough email which is also encrypted.
- Data taken from these sites to make list of orders will have limited information, be kept in school and will be destroyed at the end of an event. This includes raffle tickets.
- No photographs of children will be taken by individuals of children other than their own and only 'long shots' will be used for publication.

## Complaints Policy

If there is a complaint against our PTA this will firstly be referred to the Chair of the PTA and Headteacher. Complaints can be any expression of dissatisfaction about the PTA's action or lack of action or about the standard of a service provided. A complaint can be written or verbal.

Every parent can make a complaint about the PTA if they feel that the PTA has failed to meet its requirements, or they are concerned about the way the PTA handles their funding arrangements. The PTA would expect that the vast majority of all complaints you have about the service from the PTA could be resolved at the first point of contact. You are encouraged to contact the PTA to let the PTA know of any problems and give the PTA the opportunity to put it right. If, after you have contacted the Chair, you are still not satisfied or the issue has not been resolved, then you have the right to raise the matter with the school. You can do this by contacting the school office and asking to speak to the Headteacher.

## Appendix A – Braywood PTA Constitution