

St. Paul's Public School, COIMBATORE - 641025

## Parent Teacher Association Committee

*The PTA is a formal association consisting of all the parents from every class spearheaded by the PTA Executive made up of the representatives of parents from each class, nominated at the discretion of the principal. The association forms a voluntary platform for activities focused on all-round development of the school.*

### OBJECTIVES:

- *to help enrich the school environment to advance the education and all-round development of the students*
- *provide the school management with required support*
- *extend relationships between teachers, parents and others associated with the school*

### STRUCTURE OF PTA EXECUTIVE COMMITTEE:

***Constitution of the Representative Members for the Parents Teachers Association Executive Committee shall be as under:***

- |                                    |   |   |
|------------------------------------|---|---|
| ➤ <i>President/Chairman</i>        | - | <i>Principal/Head Master</i>                            |
| ➤ <i>Vice President/V Chairman</i> | - | <i>One among the Parents</i>                            |
| ➤ <i>Secretary</i>                 | - | <i>One among the Teachers</i>                           |
| ➤ <i>Joint Secretary (2)</i>       | - | <i>One among the Parents and one among the teachers</i> |
| ➤ <i>Member</i>                    | - | <i>One Parent and One Teacher from every standard</i>   |

*The term of Executive Committee will be for one year*

Who may nominate themselves for Executive Committee?

*There are some clear qualifications to take this big job in PTA Executive Committee. It requires a little time to attend the Executive Meetings and take forward concerns of parents, so nominate yourself if you have:*

- *Parent or guardian of enrolled student in the school for minimum TWO years*
- *Understand the school functioning and feel there is scope for improvement*
- *Passionate about education, school and parent's involvement*
- *Patience to listen to parent's concerns*
- *Active and outgoing*
- *Good communication and able to act as "Parent Ambassadors" for PTA*

#### **Role of Executive Committee of PTA:**

- *Prepare Single Annual Plan - Executive Committee must interact with parents in their circle and come up with common agenda to work towards it during an academic year*
- *To provide a channel for both parents and school to exchange opinions concerning school policies promoting the development of the school*
- *Provide a forum for important issues and where appropriate inform the school administration and Board of Trustees of the opinions of members*
- *Only bigger common issues must be brought in the agenda for General Body rather than personal grievances. It is one chance for all the parents and teachers to come together, therefore, make full use of it*
- *The Executive Committee meeting must be conducted once in six months*
- *Transparency of fixing fees for a proposed fee for next academic year*

#### **Guiding Principles:**

##### **1. Duties of Parents Teachers Association:**

- *To see that the syllabus is completed as planned*
- *To see suitable schemes to support students who are weak in studies*
- *To assist the school in planning and organising education programs to support the syllabus*
- *To approve co-educational programs*

- *Solve problems related to parents and teachers experience day to day*
  - *To collect information regarding school fees - term fees and other fees for related educational programs and to present it to the working committee of the parents-teachers association*
  - *Role of PTA is significant in bringing transparency in fixation of fees*
2. *There will be 50 percent female members in the members of the PTA Executive Committee*
  3. *List of the Representative Members of Parents Teachers Association Executive Committee shall be published/ displayed on the Notice Board of the School*
  4. *Meeting of the Representative Members of the PTA Executive Committee must be called at least once in two months*
  5. *Notice of all the meetings shall be given to all the members in advance by circular along with the Agenda*
  6. *Minutes of the Meeting shall be recorded in the Register in handwriting and said register shall be preserved. The minutes will be displayed on the notice board of the school.*
  7. *All circulars regarding Parents Teachers Association Executive Committee, Government Resolution, Orders of Hon. High Court, Notices, and names, contact numbers of the Representative members of the PTA Executive Committee, Minutes of the Meetings of the PTA Executive Committee etc. papers shall be published/displayed on the notice board of the schools.*

**General Body Meeting:**

*General Body Meeting is open to all the parents of the school. This is the common forum for parents to ask and know the developments of the school.*