

THE SCHOOL OF THE GOOD SHEPHERD

PTA GUIDELINES

1. DEFINITION & AIM OF THE PTA

o Parent Teachers Association (PTA) is a non-profit, non-political **and** non-sectarian association made up of teachers and parents which work to support the school in a wide variety of ways.

o The function of PTA is to help/ support in the improvement & development of the students and school.

2. Roles and Responsibility of the PTA:

The PTA IS A CONSULTATIVE BODY AND NOT A DECISION MAKING BODY.

The PTA should be a pillar of strength for the school. It should aim to provide a platform for parents and teachers to meet, exchange, deeply analyse issues, make recommendations affecting education/learning.

To foster mutual understanding, harmonious relationship and cooperation among parents and teachers in the fulfilment of their common aim, the welfare of the school and the pupils/students therein.

To make for a healthy understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for reception of the same. The PTA Executive Committee can render suggestions to the school in planning co-curricular activities and co-operate and assist with any other related activities of the school.

Note: PTA's role is limited to the above mentioned roles and responsibilities. PTA and PTA Executive Committee members are not permitted to intervene in Day to Day affairs of the school.

3. MEMBERSHIP OF PTA, QUALIFICATION

The formation of parents- teachers' Association and working methods is as under.

Membership of association shall be open to - Parents whose children attend school in The School of The Good Shepherd

Such participation shall be non - political and non -religious.

Any person who is a member of the teaching staff of The School of The Good Shepherd..

4. EXECUTIVE COMMITTEE

An Executive Committee shall be formed with a total of 22 members, comprising of the Principal, 11 parent representatives & 10 teacher representatives.

Parents whose wards have not completed a minimum of one year in the school shall not be eligible to give nomination for the selection. Parents of STD I are therefore not eligible to give nomination for selection.

Parents of students with fee dues are not eligible for nominations to the PTA Executive Committee.

If multiple wards are studying in the school, nomination for selection can only be given on behalf of one ward.

In the executive committee, 50% shall be women.

The parent representative of each class shall be chosen through a lottery system, by drawing lots from the nominated parents of each class.

Eligible members who have submitted nomination will be intimated prior to the drawing of lots.

The formation of PTA's Executive Committee would be as under:-

The office bearers of the committee shall be chosen from the 22 members.

Chairperson	The Principal of the school
Vice-chairperson	One amongst the parents
Secretary	One amongst the Teachers
Joint Secretaries	Two among the parents
Members	8 parents & 9 teachers.

5. Rules & Code of Conduct

1. Executive Committee Members will always, during its deliberation and actions, work with proper conduct and respect to one another and to the school. Each member must be physically present in meetings unless a member has a sound reason that will hinder him.
2. The period of the Executive Committee would be for one academic year. The tenure of the executive committee shall be for a period of one academic year (April-March) and no parent member of the executive committee can become an executive committee member for the next three years.
3. The meeting of the executive committee will be held once in three months.
4. Help School in any events outside and beyond standard School functions which will benefit the school community.
5. Provide an "ear" to the issues concerning the parent body at large.
6. Solicit new ideas and suggestions from the parent body to help enhance the overall and all-round education experience and work with SGS for the same.
7. Build a sense of community through increased and sustained parental participation and involvement in school events.

8. Foster a relationship between parents, teachers & students
9. All PTA general body meetings and executive committee meetings shall be conducted only in school. No meeting shall be held under the auspices of PTA outside the school or in a public place without the approval of the school authorities.
10. No PTA member shall communicate with any outside organization or issue statements, in their official capacity without the permission of the Executive Committee.
11. At no times will obnoxious, aggressive behaviour, abusive language or character assault be permitted. If such instances occur, the PTA Executive Committee member shall not be permitted to attend any further meetings and shall be expelled from the Executive Committee as per the Chairperson's discretion.
12. No special treatment shall be meted out to Executive Committee Members. Members shall follow all rules and regulations laid down by the school.
13. The PTA shall not have any control whatsoever in the day to day working and administration of the school.
14. No fund raising will be allowed on behalf of PTA
15. The PTA will not have any involvement in the admission process and staff appointment process of the school.

6. Meetings

PTA General body meeting shall be conducted once in 6 months. Prior notice period of 10 days has to be given to all members. Members need to inform the points of agenda to the secretary at least 1 week before the meeting. No point outside of the agenda shall be discussed in the meeting.

PTA Executive Committee meetings shall be convened once in 3 Months or as and when required. Prior notice period of 1 week has to be given to all members. Members need to inform the points of agenda to the secretary at least 2 days before the meeting. No point outside of the agenda shall be discussed in the meeting.

The minutes of all the meetings shall be recorded and maintained by the Secretary.

7. Funds & Finance

The PTA is not intended as a revenue generating body. All Executive Committee members shall act in an honorary capacity and no member shall receive any remuneration.

No fund collection from parents shall be allowed.

8. Vacancies and Replacements:

Upon resignation of any standing member of the PTA Executive committee, the Principal will fill vacancy by appointment. The appointed person shall serve only the remaining time that the original committee member would have served.

Any vacancies during nomination for the election of PTA Executive Committee will be filled by the School authorities by appointment.

The PTA executive committee has the right to replace any member who violates the code of conduct and communication and appoint a replacement by selection for the remaining tenure of the committee.

9. Formation & Dissolution of PTA

The process of electing a new Executive Committee shall begin within 30 days of school reopening every year. The existing PTA will be automatically dissolved at the end of the academic year.

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