

## Terms of Reference for the PTSA at Oryx International School

### A. Objectives

The objectives of the Parent Teacher Student Association shall be to:

#### 1. Support the Mission, Vision and Procedures of the School by

Encouraging all members of the parent community to actively support the School's mission, vision, policies and procedures

#### 2. Support and enrich the School community through:

- Encouraging parents to promote, organise and support school events.
- Organising social events to foster links within the community, including welcoming new parents and community members.
- Promoting the image of the School by assisting with charitable activities and ensuring adherence to school policies from their own children as setting good examples.

#### 3. Act as a parent representational body by:

- Bringing general and specific school issues and suggestions for addressing these positively to the attention of the school
- Advising and guiding parents on the correct procedures for raising individual and classroom issues with management.
- Notifying parents on the outcome of specific issues discussed with management through the PTSA minutes.
- Helping the school to improve and grow by suggesting and implementing events and activities approved by the Executive Principal

### B. Membership

Will consist of Parents, Senior Students and Teaching/Admin staff.

The appointed Chairperson will manage the committee and the Parent Relations Executive will be the link person between the school, parents and students on all PTSA matters and will facilitate all meetings. A quorum of not less than 50% of the PTSA will be required for any meeting.

#### Parent Membership

Any parent or legal guardian of any student currently enrolled in the school can apply to become a member of the Parent Teacher Student Association.



The PTSA Chairperson and SLT representative will invite a cross selection of applicants to join the PTSA for a two year rolling programme period. This period may be extended if agreed by all parties. The Executive Principal will have the final say on any disputed applications.

### Teacher/Admin Membership

Teaching staff and members of the admin staff can apply to become a member of the PTSA. The SLT will invite selected members to join at their sole discretion.

### Senior Secondary students (from Y12 upwards)

Student leaders, already elected by their peers and teachers, will be invited to attend some of the PTSA meetings, particularly with relevance to events and activities. The Assistant Head of Secondary and the Executive Principal will decide upon which students should attend on a rotational basis.

## **C. Meetings**

Meetings will take place twice a month or more regularly as required by the SLT Representative. All members of the PTSA Committee will be invited to attend. The agenda for the PTSA meetings shall be set by the existing Chairperson and the SLT Representative and shall be circulated to all members at least 2 days before the date of the meeting.

Meetings will take place in the school at a time and venue convenient to all members and agreed with the Executive Principal.

## **D. Changes to the PTSA Terms of Reference**

The Terms of Reference of the PTSA are set and agreed by the Executive Principal and the School Operating Committee (from Orbital Education): any changes will require to be confirmed by the Executive Principal and the School Operating Committee.

## **E. PTSA Selection**

a) Parents and teaching staff/admin staff should make their interest known in writing to the SLT Representative. All applicants will be invited for interview with the SLT Representative and Chairperson. Members must be in good standing with the School with regard to fees in order to be eligible for candidacy.



b) In the event that there are more applications than places available on the PTSA, the school SLT will allocate places to parents from across the school age range to ensure a fair representation of school views.

Applicants not selected initially, may wish to participate in certain school events and can be coopted by the SLT Representative for this purpose temporarily.

Positions available on the PTSA are: Chairperson (elected by the members), Secretary (elected by the members), Treasurer (elected by the members) and member. All PTSA accounts are held in Oryx International Schools bank account and managed by the Bursar.

The Chairperson will chair the meetings making sure that the agreed agenda is followed and timings of the meeting are adhered to. S/he will also liaise with the SLT Representative regarding future meetings.

The secretary will take minutes of the meetings to report to the members via the Chairperson, SLT Representative and Executive Principal.

Members missing more than 3 meetings will be deemed to have relinquished their place and will be replaced.

## F. PTSA Meetings

The Executive Principal and/or Head of Secondary or Head of Primary will attend PTSA meetings *ex officio*. The SLT Representative will facilitate meetings. Only members of the PTSA can attend meetings without the express invitation of the Chairperson & SLT Representative.

The PTSA may hold meetings or activities during the school day in cooperation with the SLT Representative provided that the curricular, co-curricular or activities programmes are not disturbed. A room will be made available for PTSA members to attend to logistics in preparation for an event, at the sole discretion of the Executive Principal. Requests should be made via the SLT Representative at least 5 days in advance.

### Role of Professional Staff Member(s)

The role of professional staff member(s) on the PTSA is to:

- Advise other members concerning arrangements for events (such as timing, possible student/teacher involvement, resources needed, which personnel to liaise with)
- Help with recruiting students and other members of staff to assist with events.

The professional staff member will not be the person to organise or set up events but will help to facilitate events and activities.

## G. Officers of the PTSA

In the event that the Chairperson or secretary of the PTSA is absent from any meeting the SLT Representative will deputise for them.

The Chairperson and SLT Representative shall set the agenda of all PTSA meetings to be approved by the Executive Principal, and then circulate this to members at least 2 days prior to a meeting.

The Secretary shall record minutes of all PTSA meetings and provide these to the Chairperson and SLT Representative for approval before distributing these to members. The SLT Representative will forward the minutes to the SLT and upload to Sharepoint for all staff.

## H. PTSA Communication

The Parent Teacher & Student Association will communicate with parents through a section in the School newsletter on a monthly basis, or more regularly as required, through special SLT Representative emails on specific issues, or through notices on the School PTSA notice board. In **all cases** such communication must be with the prior agreement of the SLT Representative and the Executive Principal.

## I. PTSA Members' Ethics

All PTSA members are expected to follow basic ethical principles. In particular:

- a) No PTSA member may benefit financially from any activities of the PTSA.
- b) PTSA members are expected to consider the welfare of the School and are responsible to the institution as a whole, rather than to any constituency which they may represent. Members should remember that individual children's issues or class issues are to be attended to by the PARENT CLASS REPRESENTATIVES, **not** through the PTSA.
- c) PTSA members are expected to respect the confidentiality of discussions in PTSA meetings and of documents, which may be submitted to the PTSA for informational purposes.
- d) PTSA members are expected to guard against any conflict of interest. They are expected to inform the PTSA should any conflict or potential conflict arise.
- e) PTSA members are expected to support the School within the community.
- f) PTSA members are expected to attend meetings whenever possible. If a member is absent for three consecutive meetings, the member will be removed and the SLT Representative will nominate another member in his/her place.
- g) PTSA members must respect the authority of the Chair in his/her conduct of meetings and the SLT Representative in their role as the facilitator of this body.

## J. Removal of a PTSA Member

If it is believed that a member has violated any ethics or acted outside or against the objectives of the PTSA, they will be removed from the PTSA body by the SLT Representative.

## K. Affiliated to the PTSA

The SLT Representative will also act as the facilitator and liaison for Parent Class Representatives. Their role is to assist the PTSA in organisation, liaison and transmission of information regarding school events and activities. They do not meet as a group but liaise through class notices and official class WhatsApp messaging. The SLT Representative will arrange for Parent Class Reps to attend meetings with the PTSA Committee at regular intervals to keep everyone informed and updated throughout the year.

## L. Unofficial Parent Groupings

The school does not support or recognise unofficial parent groupings; such groups will not be permitted to hold meetings in the School or communicate through the School channels. Their views will not be considered by the Executive Principal under any circumstances. The views of the PTSA and Parent Class Representatives will be the only group views received by the school and only via the SLT Representative.

## M. Statutes of limitation for the PTSA

The remit of the PTSA includes the following areas:

- Official school events such as information meetings, themed days
- Official school activities such as concerts, sports, special assemblies
- Official school trips
- Suggested improvements to non-educational matters such as canteen, social events
- Provision of specific items requested for DOE or other student groups if approved

The remit of the PTSA does **NOT** include any areas related to academic, curricular, financial, policies, procedures, staff, organisation or strategic direction and function of the school.



All suggestions must receive the approval of the Executive Principal and/or the School Organising Committee (Orbital Ed) before being adopted.

## **N. Continuance of the PTSA**

The Executive Principal and/or the School Operating Committee shall have sole discretion on arbitration, ToR, disbanding or continuance of the PTSA for the immediate and long-term welfare of the school.

Derek Laidlaw  
Executive Principal  
August 2022

SLT liaison for 2022-2023: Mrs Sarah Dewey

### Nomenclature:

SLT – Senior Leadership Team

PTSA – Parent, Teacher & Student Association

ToR – Terms of Reference

School Operating Committee – Executive members from Orbital Education Ltd.