

PTA GUIDELINE – SAGEWOOD SCHOOL

THE KEY PRINCIPLES OF THE PTA

- The Parents Teacher Association (PTA) must not be confused with the School Board or ExCo.
- Sagewood School has a PTA body which represents the interests of the three schools.
- None of these have any authority in terms of school governance and management.
- The PTA may not be a separate legal entity and is an association operating with its own constitution under the authority of the Sagewood Foundation. By association the Head of Sagewood School is the sole director mandated to fully interact with the PTA.

ROLES & ACCOUNTABILITIES OF THE PTA

The PTA at Sagewood School is the live demonstration of a “collaborative partnership” with parents, as stated in our new vision. The purpose of the PTA is to:

- Support the school’s direction, development, fund raising, cultural and sportive eventualities.
- Develop a positive, welcoming climate for all parents and act in an advisory role for both school and parents.
- Create an energising environment that is conducive for collaborative engagement between parents, teachers, and children.
- Strengthen the PTA as a forum for parental input and communication, ensuring alignment of the school’s strategic direction with parents.
- Enhance the children’s experiences at school through the improvement of facilities, derived from fundraising activities.
- Assist in the growth and development of our parent body through enhancing parenting skills.
- Be the forum to organise events which bring the Sagewood community together.

And in so doing, seek to do so with a spirit that celebrates what is right with the school, which culminates in the recognition of the possibilities and finding solutions for the challenges presented.

THE OUTLINE OF THE PTA STRUCTURE

- Sagewood School consists of three schools situated on the same campus. The PTA structure reflects that of the management structure.
- The Parent Teachers Association is a body which is bound by a constitution under the auspices of the management team of the school. They also have their own banking account with their own record keeping thereof.
- An executive committee will be elected from the parent body as a whole. Three sub committees will be elected to represent the voice of each of the three schools.

Alone we can do so little; together we can do so much. - Helen Keller

“Life affords no greater responsibility, no greater privilege, than the raising of the next generation.” - C. Everett Koop

EXECUTIVE LEADERSHIP ROLES

The Chairperson: A leader who has the drive to serve the parent and teacher body. One who has the ability to manage meetings effectively. The individual should be able to work closely with the management team of the school and represent the parents. This individual has to work through sensitive issues with the management team in order for the PTA subcommittees to present a united front to the parents. All conflicts have to be resolved outside of parent meetings. The PTA chairperson is committed to supporting the school by celebrating that which works and at the same time is willing to find solutions to challenges.

The Secretary: A people's person with strong communication skills and the energy to work relentlessly at keeping the parent body informed. Is able to accurately record minutes of meetings and have the time and organizational skills to produce minutes within 48 hours of a meeting.

The treasurer: A person who understands and can generate financial documents. Will manage the PTA account responsibly and keep the rest of the team informed.

Champions of sub committees: People who are passionate about the choice of interest they are spearheading. Have the energy and drive to motivate others to participate and are willing to do the ground work. Run meetings, organize people and spread the energy and drive to inspire the parent body.

ELECTION PLAN FOR 2012

- Elections will take place during the fourth term of 2011.
- All elected members will be invited to an induction programme at the onset of the new year.
- The team will be presented with the initiatives planned by the management team for the parent body as a whole.
- Together, targets will be set for the PTA of 2012

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