**Parent Staff Association (PSA) - Terms of Reference (ToRs)**

**PURPOSE**

1. The PSA core purpose is to:
   1. Enhance the education and wellbeing of the pupils of British Section SHAPE International School by providing or supporting provision of facilities and resources through fundraising.

* 1. Develop effective relationships between the staff, parents[[1]](#footnote-1), governors and the community associated with the school.
  2. Improve communications, share information, knowledge and skills with all relevant stakeholders in a mutually supportive environment.

**ACTIVITIES**

1. Activities of the PSA include, but are not limited to, fundraising efforts, small school based initiatives and other community events in support of the PSA purpose.

**MEMBERSHIP**

1. The members of the association help the school on a voluntary basis. Members of the Association are:
   1. The parents of any pupil currently attending the school.
   2. The teaching and non-teaching staff currently employed by the school.
   3. Any person over the age of 18 wishing to offer appropriate support or help to the

school and the association, who is accepted by the committee as a member.

**COMMITTEE** **MEMBERS AND** **ROLES**

1. Members of the committee help to support and execute fund raising activities, school based initiatives and community based projects. Within the committee there are four core members who provide leadership, governance, communication and accounting for the PSA. Out of the four core committee roles, three are elected and one is permanent (Treasurer). The elected posts are reviewed annually in accordance with these ToRs. The committee members’ roles are defined as follows:

a. **Chair/Co-Chairs.** These are to provide leadership and governance for the PSA committee. Duties include:

(1) Provide leadership to the PSA ensuring the long-term vision remains appropriate and shorter term goals are met.

(2) Set and agree the agenda for the meeting with core committee members.

(3) Coordinate activities and events.

(4) Recruit new members, encourage attendance at, and participation in, PSA meetings.

(5) Ensure committee roles and fundraising event roles are filled and tasks accomplished.

(6) Review PSA monies raised and planned spend with the Committee, Headteacher and the PSA Treasurer.

(7) Act as primary contact point for communication between the Headteacher, the Board of Governors and the PSA.

(8) Write the annual report, in co-operation with the Secretary and Treasurer, highlighting the successes and lessons identified regarding the output of the PSA from the past 12 months.

(9) Provide written/oral briefs to their successor on their duties and responsibilities as part of a formal handover.

b. **Secretary.** Role is to ensure that the PSA runs smoothly. The Secretary provides a link between core committee members and the PSA, and between the PSA and the School. Duties of the secretary include:

* + - 1. Agree the agenda with core committee members, prepare and disseminate accordingly.
      2. Coordinate and arrange all meeting requirements, within the timing and frequency determined by the committee.
      3. Keep a record of attendance and discussions that occurred at each meeting.
      4. Produce and distribute the minutes of meetings.
      5. Deal with and follow up all PSA correspondence as a result of meetings.
      6. Maintain and updated PSA documentation accordingly.
      7. Write the annual report, in co-operation with the Chair/Co-Chairs and Treasurer, highlighting the successes and lessons identified regarding the output of the PSA from the past 12 months.
      8. Provide written/oral briefs to their successor on their duties and responsibilities as part of a formal handover.

c. **Treasurer.** Is an unelected role as part of the School Business Manager’s ToRs. The Treasurer is responsible for recording, accounting and reporting monies raised and spent of the PSA Account[[2]](#footnote-2). Duties of the Treasure include:

(1) Collection of monies raised.

(2) Paying in monies raised to the PSA account.

(3) Keeping accurate records of monies raised/spent accordingly.

(4) Keeping records of the statement of account.

(5) Updating the PSA committee with the statement of accounts at regular intervals.

(6) Agree agenda with core committee members.

(7) Write the annual report, in co-operation with the Chair/Co-Chairs and Secretary, highlighting the successes and lessons identified regarding the output of the PSA from the past 12 months.

(8) Provide written/oral briefs to their successor on their duties and responsibilities as part of a formal handover.

d. **Communications Manager.** Is to ensure coherent internal and external communications of the PSA. If a Communications Manager is not elected in a given year, the duties will be fulfilled by the Committee Secretary. Duties of the Communications Manager include:

(1) Develop and edit advertisements of upcoming events, activities, and other communications.

(2) Develop/Maintain/Control the PSA Facebook page.

(3) Measure and analyse current communications efforts.

(4) Agree agenda with core committee members.

(5) Provide written/oral briefs to their successor on their duties and responsibilities as part of a formal handover.

e. **Committee Members.** Are the regular attendees and contributors of the Committee’s main effort. They are the driving force behind all coordinated and executed fund raising events.

5. The 2019-2020 Core Committee members are:

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| --- | --- |
| Denise Welsh | Chair |
| Vicki Manders-Trett | Secretary |
| Stephanie Gliege | Treasurer |
| Cathy Finnie | Communications Manager |

**COMMITTEE NOMINATIONS AND ELECTIONS**

6. On an annual basis and at the first meeting of the school year, or when a vacancy appears, nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair(s) at any time until the election process has been completed. If no nominations are made, or an insufficient numbers are received before the first meeting of the school year, any member present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

**ORGANISATION OF MEETINGS**

7. Meetings should be held at the beginning of each term, approximately three in total. A special or extraordinary meeting may be called when deemed necessary e.g. for event planning.

8. Meetings will be booked in advance and will usually be held in the school building.

9. All members are welcome to attend scheduled meetings.

10. Core Committee members will meet 15 days prior to a meeting to finalise the agenda.

11. The Secretary will distribute the agenda at least 10 days in advance of a meeting to all members who have expressed interest in attending.

12. Minutes will be circulated no later than 2 weeks following a meeting.

**PROFESSIONAL STANDARDS**

13. All committee members must agree to abide by these PSA ToRs and to uphold general professional standards in carrying out PSA activities.

14. All PSA members must declare a conflict of interest if any PSA matters discussed are directly linked to their personal or professional interests.

15. Members must be aware that many issues discussed by this group are sometimes of a sensitive or confidential nature, and the highest standards of professionalism must always be upheld both in and out of meetings.

**ITEMS NOT OPEN TO DISCUSSION**

16. It is not the purpose of PSA to discuss individual child or parent concerns or complaints; such matters should be raised through the appropriate channels following school guidelines.

17. School management or operational procedures; curriculum or timetabling; staff selection and appointment; school hours or holidays and management of budget all fall outside the remit of PSA.

**AMENDMENTS**

18. The ToRs shall be reviewed by the Core Committee members and agreed by Committee members annually from the date of approval.

19. The above ToRs for British Section SHAPE International School PSA have been agreed.

Signed on behalf of the PSA:

Date:

Date for review:

1. . Includes guardians or carers. [↑](#footnote-ref-1)
2. . Also known as the PTA Fund or PTA Account. [↑](#footnote-ref-2)