

## **The Parents and Friends Association**

### 1. Remit of the Parent and Friends Association

The PFA participates in the management of the school by electing representatives onto the Board of Directors and the School Management Committee (SMC). It provides a platform for parents to ask questions and put forward ideas, questions, concerns and feedback regarding the school's running. The content of these discussions can then be conveyed to the Management Committee or the School Board through the elected representatives.

All of the above is done with the main purpose of supporting the school and helping it develop and grow.

Additionally, the PFA supports the school by providing information for parents, organising fundraising for the school, organising (social) events for pupils/parents/friends/supporters. It aims to promote and give a good report of the school.

### 2. The PFA Committee

The PFA is lead and organised by a committee which is elected on annual basis at the Association's AGM. There are three specified roles on this committee (Chairperson, Secretary and Treasurer). The Principal Teacher as well as the school's Secretarial Administrator form part of the committee. Additional roles may be added (e.g., fundraising coordinator) if the committee sees so necessary. Descriptions of the three committee roles can be found below.

#### **Role of Chairperson:**

- Leading the PFA meetings in such a way that agenda items are discussed in a balanced and proportionate way and within the time given.
- Making sure all voices are heard.
- Directing issues to its relevant authorities (i.e. board issues directed to board, Management issues directed to SMC).
- Ensure the PFA fulfils its role in supporting the school in a positive way.
- Ensuring invitations to PFA meetings are sent in a timely manner by the PFA secretary
- Drafting an agenda at least 7 days prior to a meeting and asking the PFA secretary to send it to all PFA members.
- Can exercise their right to vote in case of a voting deadlock.

### Role of Secretary:

- Keeping the PFA records up to date.
- Writing minutes, typing them up and distributing them no later than two weeks after the meeting.
- Sending out invitations to PFA meetings alongside the draft agenda created by the chairperson.

### Role of Treasurer:

- Keeping the PFA accounts up to date.
- Bank or withdraw any PFA money when necessary.

Principal Teacher (Board appointed)

Secretarial Administrator (Board appointed)

## 3. The School Management Committee (SMC)

The PFA annually elects two representatives to be part of the School Management Committee. This Committee consists of the Principal Teacher, Deputy Head Teacher, Financial and Secretarial Administrator(s) as well as the two PFA representatives.

### 3.1. Remits of the SMC

The SMC reports to the Board and is responsible for the day-to-day running of the school such as managing the operational budget, devising and carrying out the agreed curriculum, organising projects, days out, materials etc. The SMC informs the Board of any issues, needs or legislation involving the school's operation and facilities. It also takes part in promoting the school.

### 3.2. Role of the PFA Representatives on the SMC

- Encouraging teaching Staff
- Working together with teaching staff to build the school up and help it grow
- Giving the parents' perspective on issues raised
- Providing feedback, advice, suggestions
- Offering help and enlisting help of PFA members
- Raising concerns in a constructive manner
- Bringing feedback from SMC back to the PFA

### 3.3. Requirements of the PFA representatives on SMC

- Full sympathy with the school's vision and Reformed Christian nature
- Be committed Christian and a member of a church.
- Sign the Statement of Faith and Principles of Doctrine
- Ideally bring skills, enthusiasm and dedication to contribute towards growth and development of the school.
- If possible, have experience and enthusiasm for education.
- Be available for most of the SMC meetings.

## 4. The Board of Directors

The PFA also elects two representatives to form part of the Board of Directors. Members of the Board of Directors serve for an initial period of 3 years and can then annually be re-elected.

### 4.1. Remits of the School Board

The Board of Directors governs the school. They oversee the general direction the school is developing into. Part of this is the safeguarding of the Reformed Christian nature of the school. The board appoints and looks after the school staff, including dealing with issues within the staff team or a particular member of staff. The board is the ultimate authority over finances and properties as well as school policies and theological issues. The board develops the school's profile amongst Christians and in wider society as representatives of the school. Should there be issues teachers/SMC/PFA cannot solve themselves, these will be handed over to the board. See also the constitution.

### 4.2. Role of PFA representatives on the Board

- Working together with the rest of the board to help the school develop.
- Safeguard the school's reformed Christian nature.
- Boost the school's profile amongst Christians and in wider society.
- Give advice, suggestions and help.
- Provide a parents' perspective on issues raised.
- Represent parents' feedback, questions or concerns as these are agreed in the PFA meetings.

### 4.3. Requirements of PFA representatives on the Board

- Full sympathy with school's vision and Reformed Christian nature
- Be committed Christians and members of a church.
- Sign the Statement of Faith and the Principles of Doctrine
- Enthusiasm and dedication to the growth and development of the school
- Be available to attend board meetings as much as possible.
- Be trustworthy and be able to keep sensitive issues confidential.

## 5. Election Process

1. Voting is to take place at least once a year, ideally in May/June before the end of the school year.
2. Notice on upcoming elections will be given at the PFA meeting preceding the elections, or at least 4 weeks before said elections.
3. This PFA Election Policy will be distributed along with the notice given, as well as Nomination Forms and a call for PFA members to nominate a person for the offices up for election.
4. Nomination Forms can be handed in to the PFA chairperson/secretary with a deadline of max 2 weeks.
5. The person nominating needs to be known to the PFA leadership but can ask for their name to remain confidential to others if so desired.
6. The person nominating will need to check with the person they wish to nominate whether that person is willing to serve in this particular office.
7. The person nominating will need to state why they believe the proposed person has the right skills or requisites for the office.
8. The chairperson will type up a summary of the nominees and the reasons given for their suitability. This will translate into a voting paper which will be distributed at least a week before the PFA Election, with a call to prayer for guidance.
9. Voting papers can be handed in at the start of the Election meeting after which they will be counted.

**Although the PFA elects PFA representatives to the SMC and School Board, The School Board has to affirm their appointments and they are able to refuse any person they believe is unsuitable or doesn't fulfil the qualifications, both to the School Board and the SMC.**