

Friends' School Saffron Walden

Parent Teacher Association

Constitution

Aims of the PTA

- Welcome new parents to the school
- Be a point for contact for parents with each other
- Organise social events for parents
- Raise money for the school in ways that are compatible with the Quaker ethos of the school
- Offer opportunity for all parents to be involved and to offer help in any way they can
- Support the school in positive ways

The Quaker Ethos of the School will be reflected in the following ways

- Each meeting will open and close with a short silence
- Tolerance and respect for the individual will be observed and all ideas will be taken seriously and discussed. The sense of the meeting will be gauged, and acted upon as a way forward
- Tasks will be shared
- Money will be raised in ways compatible with Quaker ethos and will not include things such as gambling and raffles.

Organisation

- The PTA will consist of:
 - A chairperson
 - Vice-chair

Secretary
Treasurer
Head of Senior School
Head of Junior School
Parents/guardians of pupils
Class representatives
Staff representatives

- Contact details for the PTA will be available on the website
- The organisation of events will be shared by sub-committees of volunteers
- Meetings will be held regularly to encourage open communication and discuss matters of interest and bring ideas to a wider group of parents and staff for consideration
- The elected officers shall normally be in office for one academic year. They are eligible to be re-elected for one further term of office.
- New members shall be encouraged to join at each AGM
- The AGM is to be held in the Summer Term

The Role of the Class Representatives

- Make personal contact with the parents
- Organise social events for the parents within their class/year
- To be a point of contact within the school
- The Class Representative shall normally be in office for one academic year

The Role of the Staff Representatives

- To be a point of contact within the school
- To raise suggestions and ideas from staff at PTA meetings