



## PTA Policy

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## Purpose

The purpose of the Parent Teacher Association ("PTA) is to provide a link and support system to the educational and auxiliary programs of MNS. To improve communication between parents, teachers, students and administration, and to provide social and on-site help where needed.

## Goals

- To provide services and programs in support of scholastic pursuits and extra- curricular activities that impact the majority of the student population
- To provide a forum for exchange of ideas between, parents, teachers, students and administration
- To be advocates for our children
- To provide support and encouragement to the Board and staff at MNS (not a forum for criticism or conflict resolution)
- To assist with fundraising for school classrooms and programs

## Role & Mission

The MNS Bahrain's PTA strives to support our children and the School by partnering with staff, families, and the wider community to create a safe and healthy learning environment where students can excel and feel confident in themselves.

The PTA functions as a parent-based information resource that works in consultation with the Principal, Vice Principals, teachers and students to perform the following functions:

- Promote venues for the expression of views and ideas of general interest for parents, faculty and students
- Plan and organize socials and fundraisers
- Participate as advisors/chaperones on class trips
- Give parent input to administration
- Liaise with school families
- Welcome newcomers
- Support families in need through volunteering time and emotional support
- Help wherever needed

## PTA Membership

- Every MNS parent/guardian is eligible to be a member of the PTA, as well as current administrators, teachers and staff members.
- Eligibility for membership will continue for parents for as long as their child is enrolled at MNS.
- Membership for administrators, teachers and staff members will be for as long as they are employed at MNS.

## Responsibilities

- The PTA committee will be responsible for holding a bi termly meeting with parent members of the committee. The PTA lead will co-ordinate with each of the parent and teachers to provide support and guidance where required and report back to the Principal.
- One member of staff will be designated as secretary. The Secretary shall manage the correspondence of the PTA and shall be responsible for keeping accurate minutes of

all PTA meetings. S/he will also be responsible for the PTA Contact Directory. S/he shall co-ordinate with the PTA to present the minutes and newsletter to the Senior Leadership Team.

- Parent members will work as a group, along with teacher committee, to formulate ideas and coordinate events for school.

## Selection

- Every September, all parents will be asked if they wish to take part in the PTA.
- All parents that agree will then be invited to a meeting with the Teacher committee.
- The committee of parents will then be picked based upon the numbers present.

## Term

- The Term of the PTA Members shall be one year. All members are eligible for re-election.
- Each term of office shall be for a one-year term, with a maximum of three years' service.

## Funding

- Funds shall be derived from fund-raising efforts, donations and/or gifts.

## Budget

- The budget for each new school year will be completed and approved by the School Board. This will allow for funds to be made available for projects and events for the new school year.
- If the PTA has no designated Presented for the coming school year and the positions have not yet been filled by invitation, the outgoing officers will prepare and complete the budget. This will provide consistency and insure that a budget is ready for the upcoming school year.
- The PTA budget is approved by the School Board.

## Disbursements

- Disbursements are to be made for budgeted purposes only.
- PTA members may not make commitments for the expenditure of PTA funds for any purposes that has not been approved by the Senior Leadership Team and The MNS School Board.

## Procedures

- Bi-termly meetings as determined by the PTA Lead and official minutes will be kept.
- Invitations to meetings with proposed meeting agenda sent out to every parent two weeks prior.
- Events and programs are planned by PTA Committee and presented to the MNS Senior Leadership Team.

## Board Expectations & Reporting

- The PTA Committee shall report to the Principal who in turn shall report to the Board about the Committee activities.
- Minutes of each meeting will be kept and made available upon the request of parent, teacher or committee member.

## **Conduct & Expectations**

- There is an expectation of mutual respect and cordiality during meetings.
- Suggestions are welcome from all members orally or in writing.

## **Members are expected to:**

- Provide support for cultural and educational programmes at the Multinational School Bahrain.
- Promote social activities that heighten school spirit, encourage family togetherness, and promote a sense of community within our School.
- Encourage and organize volunteer support for school and PTA programmes and events.
- Increase interest, involvement, and understanding of our PTA activities. Build awareness about the critical role of the PTA in helping students reach their full potential.
- Conduct purposeful fundraising to support programs and events at Multinational School Bahrain.
- Fundraising sub-committee: This committee will liaise with the staff and coordinate P.T.A. support for school wide fundraising targets.
- Coordinate support for in-school programmes, events and activities. This may involve looking at ways parents, grandparents and other community members can assist and become involved in the school.