

JOINTLY PREPARED BY PTA REPRESENTATIVES AND SCHOOL MANAGEMENT

1. DEFINITION & AIM OF THE PTA

- Parent Teachers Association (PTA) is a non-profit, non-political and non-sectarian organization made up of school staff and parents which work to support the school in a wide variety of ways.
- The function of PTA is not only to help/ support the school in the development of students but also to provide help/support in the improvement and development of the school.

2. DEFINITION OF KEYWORDS

- Association – All Parents, Teachers and employees of the Podar International School.
- Members – Any / All individuals who have been accepted and admitted by the Association.

3. PREAMBLE

We desire to sustain the promotion and continuity of sound, meaningful and qualitative education for the students of Podar International School (CIE), we, the parents/guardians and teachers of the students hereby jointly and severally agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians and teachers of registered pupils in Podar International School.

4. AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

To provide a platform for parents, guardians, and teachers of students of Podar International School (CIE), Kalyan to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education/learning.

To foster mutual understanding, harmonious relationship and cooperation among parents, guardians, and teachers in the fulfillment of their common aim, the welfare of the school and the pupils/students therein.

To make for a healthy understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for reception of the same.

5. MEMBERSHIP OF PTA, QUALIFICATION

The formation of parents- teachers' Association and working method is as under.

Membership of association shall be open to -

- Parents/guardians whose children or wards attend school in Podar International School. Such participation shall be **non – political** and **non –religious**.
- Any person who is a member of the teaching staff of Podar International School.
- For every class / Division one parent and one teacher (As per the number of divisions, Parent members)
- In the executive committee, 50% shall be women.

6. EXECUTIVE COMMITTEE

The formation of Parents- Teacher's Association's Executive Committee would be as under:-

Chairperson	Principal of the School
Vice-Chairperson	One from amongst the parents
Secretary	One from amongst the coordinators
Two Joint Secretaries	Both from amongst parents
Treasurer	One from amongst the teachers
Joint-Treasurer	One teacher & / one parent from members
Member	One parent & one teacher from every standard

7. GUIDELINES AND RULES OF CONDUCT

Members, will at all times, during its deliberation and actions, work with proper conduct and respect to one another and to the school.

Each member must attend general meetings unless a member has a sound reason that will hinder him.

- a. The period of Parents-Teachers' Association would be for one year. Any parent once has become the office bearer or the executive committee member, thereafter in the **next three years**; he cannot become the office bearer of the executive committee member.
- b. The meeting of managing committee should be called **minimum once** in three months.
- c. In the school, every student's parents should be the member of Parents- Teachers' Association.

GUIDELINES AND RULES OF CONDUCT

- Help School in any events outside and beyond standard School functions such as: Organizing intra school quiz competitions, science fair, community outreach, teacher appreciation event etc.

- Provide an "ear" to the issues concerning the parent body at large and take it up with School management for satisfactory resolution.
- Solicit new ideas and suggestions from the parent body to help enhance the overall and all round education experience and work with PIS for review and implementation of the same.
- Build a sense of community at school through increased and sustained parental participation and involvement in school events.
- Foster a relationship between parents, teachers, school management and Board of Trustees.
- Rules and regulations/ roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of children, parent and the teachers.
- Any changes in the rules and regulations must be first approved and the committee's meeting and thereafter at the a general body meeting provided that previous notice was given in writing and sent to all the members. Those present for the said meeting can approve of the said changes by a simple majority, subject to the President's casting vote, in the event of any disagreement.
- As per the requirements, time & active participants are expected from members. It's also important to attain meetings whenever it will be called.

NOTE: - The Members who wish to enroll themselves as PTA member should make it sure that they will actively take part in all the events and activities as and when required. The parent who can devote time for the same should enroll themselves.