



## West Lodge School Parents' Association Terms of Reference (ToR)

### **The role:**

The West Lodge School Parents' Association (WLPA) is an organisation of parents of the pupils at West Lodge School. Its role is to encourage closer links between home and school.

Parents' Associations are best known for their fundraising work, but they have a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.

All parents/carers are welcome to all general committee meetings.

### **Aims of the WLPA:**

1. To enhance the education and wellbeing of the pupils of West Lodge School by providing or supporting provision of facilities and resources through fundraising.
2. To promote positive close co-operation and communication between parents and school Staff.
3. To provide activities and events to support and enhance school provision.

It is not the purpose of WLPA to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school guidelines.

The following areas fall outside the remit of the WLPA:

- a. School management/operational procedures;
- b. curriculum or timetabling;
- c. staff selection and appointment;
- d. school hours or holidays
- e. management of the school budget

### **Committee Officers:**

Parents can offer themselves to stand as Committee Officers and are voted in by their peers for a period of 3-years. After this time, they can stand down or offer themselves for re-election.

The Chair will: -

- Act as Chair at committee meetings
- Officially represent the committee at all meetings
- Act in an impartial way; facilitating appropriate WLPA discussions and debates.
- Has the authority to make purchases in extenuating circumstances for the WLPA up to the value specified by WLPA without the need for formal voting through the WLPA committee.



The Vice-Chair will:-

- Deputise in the absence of the Chair at committee meetings.
- Assume the role of Acting Chair in the event of the resignation of the Chair.
- Deputise for the Chair in other roles where necessary.

The Secretary will: -

- Take minutes during committee meetings.
- Keep record of meetings.
- Send out minutes, notices of meetings and agendas to all members and committee members as appropriate.
- Keep an up to date register of all committee members.
- Deal with all correspondence and communications addressed to the committee.

The Treasurer will: -

- Maintain a record of all monies received, invoices and expenses.
- Liaise with the School Finance Officer in relation to transactions between the school and WLPA involving the WLPA bank account.
- Raising of cheques on behalf of the WLPA
- Pay officer/committee members expenses provided appropriate receipts are provided.
- Keep petty cash to a minimum, ensuring that excess monies are banked.
- Provide suitable 'floats' for WLPA fundraising events.

If the votes for Chair of the WLPA and are equal, then there may joint Chairs and in this instance there will not be a Vice-Chair.

In the event of any short-term unavailability of the post holder, the Committee Officers may delegate the roles of Treasurer and Secretary to another committee member in order to keep the association running effectively.

In exceptional circumstances, due to the specialist nature of the positions, it may be necessary for the Committee to appoint a temporary post holder until the original post holder returns to office.

**Class representatives:**

Each class within West Lodge School is entitled to be represented on the committee by parents who have been designated as class representatives. They will:

- ensure good communication with the parents of their particular class and WLPA Officers
- promote class and year group events
- assist in organising stalls and volunteers for events
- deploy their class vote at committee meetings in accordance with their class' decisions where appropriate
- attend WLPA meetings
- in their absence, wherever possible, appoint a reserve from their class to attend and vote at
- committee meetings
- each class representative holds one vote.



### **Ordinary Committee Members:**

Further ordinary committee members may be appointed by the four committee officers to take responsibility for particular aspects of the committee's business. They will:-

- be responsible for contributing ideas and organising events and small projects
- encourage participation and contribution to committee events
- be encouraged to attend committee meetings where required
- hold a formal vote at committee meetings

### **Terms of business:**

Our annual general meeting will be held in the Autumn term. At this meeting, a committee is elected to run the WLPA consisting of a Chair/s, Vice-chair, Treasurer and a Secretary.

WLPA Committees usually meet at least once a term and may set up smaller working groups to organise individual events under the direction and agreement of the whole group.

### **Structure of meetings:**

The WLPA work collectively as a group for the benefit for all the children of West Lodge School. There needs to be a close link between WLPA members and school to ensure meetings are led by the Chair and in the Chair's absence the Vice Chair.

Any items for discussion should be sent to the Chair in advance of the meeting. Items that are Any Other Business (A.O.B) can be noted and added as an agenda item for the following meeting but will not necessarily be included in the decision making process of that meeting.

All opinions are valued and any member can ask to add items to the meeting agenda however where options differ a majority view will sought on a voting basis if required.

### **Fundraising:**

The WLPA helps to raise much needed money by organising and managing various fundraisers throughout the year. The money raised by the WLPA is used to promote educational opportunities such as resources including reading books and IT equipment (whiteboards, computers, iPads), to enrichment opportunities such as themed days.

The WLPA tends to raise money through a wide range of fundraising events over the course of the year.

### **Communication:**

One of the primary roles of the WLPA is to build strong relationships among teachers, staff, students and the community at large. Relationships are built through positive communications.

The WLPA members communicate primarily through face-to-face meetings held on the school premises. Electronic forms of communication are also used including email and a WhatsApp message group. These are used to posts updates around organisational matters and are not intended as a medium to discuss matters that require a decision.

### **Consultation and governance:**



The WLP committee must keep the Head Teacher, Bursar and Governors informed about activities and key decisions through meetings between the WLP Chair and Head Teacher.

Minutes and a record of notes from WLP meetings should be maintained and shared following meetings.