



# KEW COLLEGE PREP

## Kew College Prep Parent Teacher Association (PTA) Terms of Reference

### 1. Purpose

The purpose of the Kew College Prep Parent Teacher Association (PTA) is to support and enhance the school community by:

- Organising and running fun events that provide additional social opportunities for children outside the classroom environment.
- Hosting events that enable parents to come together, fostering a sense of connection and community within the school.
- Running a periodic second-hand uniform stall

The PTA operates in collaboration with the school to strengthen relationships between staff, parents, and pupils, contributing to the positive ethos of the school community.

The structure of the PTA may alter year to year. Groups of parents will come together to run specific events. Ideally one or more parents will lead the PTA thereby overseeing the various events.

In any case, the PTA will liaise with the Head to communicate dates, logistics and plans.

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### 2. Financial Principles

- **Event Pricing:** All PTA events should be priced to cover the full cost of running the event (including materials, refreshments, and any necessary external services). Where large sums above £1000 are involved, liaison with the Bursar is necessary.
- **Surplus Funds:** Any surplus funds generated from PTA events will be banked in the school's PTA account.
- **Financial transactions:** where possible, tickets for PTA events should be paid via the school's card machines or directly into the PTA bank account.
- **Allocation of Surplus:** At the end of each academic year, the school will decide how to spend the accumulated surplus, ensuring that the funds are used in ways that benefit the pupils and enhance the school experience.
- **Transparency:** The school will announce to parents how the surplus funds have been used, maintaining open communication and accountability.

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### 3. Event Organisation and Responsibilities

Parents or guardians who take the lead in running a PTA event are expected to:

- **Build a Team:** Recruit as many fellow parents as needed to support the planning and delivery of the event.
- **Liaise with the School:** Communicate with the Head to ensure all practicalities are addressed, including dates, facilities, permissions, and health and safety requirements.
- **Financial Oversight:** Ensure any expenditure is in line with the event budget and submit receipts or financial summaries to the PTA Treasurer (or designated staff member).
- **Succession Planning:** Plan for continuity by identifying and involving another parent (or team of parents) who can take responsibility for organising the same event the following year.

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### 4. Governance and Collaboration

- The PTA works in partnership with the school's leadership and staff to ensure all activities align with the school's values and policies.
- The PTA is not a fundraising body in the traditional sense; its primary aim is to build community and enrich the social life of the school.
- Decisions related to PTA operations, event planning, or use of funds should be considered collaboratively although ultimately made by the Head.

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### 5. Review

These Terms of Reference will be reviewed annually by the PTA Committee in consultation with the school leadership to ensure they remain relevant and effective.