



Our Lady's High School
SCHOOL POLICY and ARRANGEMENTS
SCHOOL BOARD and PTA

Reference No. **A16**

Produced / Revised: September 2003

AIMS / RATIONALE

This policy describes the rôle and operation of two organisations; the School Board and Parent Teacher Association (PTA).

MAIN ELEMENTS OF POLICY: ORGANISATION & IMPLEMENTATION

School Board

The School Boards (Scotland) Act 1988 led to the setting up of School Boards. Boards, which are composed of parent, staff and co-opted members with the Headteacher as a professional adviser, have duties, rights and responsibilities in relation to the management of the school. These include:

- consulting with parents and reporting to parents on matters of interest;
- encouraging the development of links between the school and parents;
- taking part in the selection of senior promoted staff to the school;
- discussing and approving the Headteacher's plans for purchasing books and educational materials;
- setting dates for occasional holidays in consultation with interested parties;
- under the direction of the Education Authority, assisting in the letting of school premises;
- receiving reports from the Headteacher and Education Authority;
- receiving an annual budget for administration, training and other expenses;
- having power to raise funds and spending these for the benefit of the school after consulting the Headteacher.

School Policy File



Members of School Boards, on a voluntary basis, may also have an advisory rôle in the investigation of cases of non-attendance and suspected truancy and decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school exceeds the number of places available.

The School Board of Our Lady's High consists of five elected parent representatives, two staff representatives, two co-opted members (one as a church representative), two co-opted pupil representatives and the Headteacher who contributes in an advisory capacity. A committee is in existence for four years, with half the parent membership being replaced every two years.

The Headteacher and local councillors may attend the meetings of the School Board and have the right to speak although, not being members of the Board, have no right to vote.

The School Board currently meets once per month and parents and staff are entitled to attend as observers.

Parent Teacher Association (PTA)

The PTA unites interested parents in a voluntary group through which they can represent the parent viewpoint to the school and to other agencies which can affect it. The PTA also plays an important part in assisting at school events such as parents evening and in fund raising for the benefit of the school and its pupils.

The PTA meets once per month and holds its AGM in October. Invites to this event are issued through the school.

The PTA, since it is not a statutory organisation, has been able to develop its own constitution and identity. It has no fixed membership or term of membership (other than for office bearers) and always welcomes new parent or staff members.

RESPONSIBILITIES

Staff members who are members of the school board and PTA have a responsibility to attend meetings. The Headteacher has a number of specific duties and responsibilities in relation to the school board.

MONITORING & EVALUATION

The minutes of both organisations are widely available and circulated. The school board produces an annual report on its work.

School Policy File



SUPPORTING ADVICE & GUIDELINES

- School Board Manuals produced by the local authority.
- Mr Jim Beers, Parent Officer, North Lanarkshire Education Department.
- Scottish School Boards Association: www.schoolboard-scotland.com
- PTA links: www.ngfl.gov.uk/parentzone www.sol.co.uk/s/s/sptc

School Policy File

