



# Solan Public School

## Parent Teachers Association Policy

### Mission and Vision Statement of SPS

#### **Vision:**

Solan Public School provides affordable and quality education to students of all strata of society irrespective of cast, creed or gender. The aim will be to foster mind-set with values deep rooted in our Indian culture. The school is committed to instilling values of social justice, equality, knowledge and skills by providing unlimited possibilities for every child to realize their potential and fulfil their ambitions.

#### **Mission:**

Solan Public School imparts an integrated curriculum blended with experiential learning by providing tools with techniques of collaboration, critical thinking and creativity. The school will empower its students and staff with entrepreneurial and leadership skills to enable them to become well adjusted, environmentally conscious, future ready citizens of the world.

#### **Introduction**

Solan Public School Parent Teacher Association is a body consisting of members who are parents and teachers of the school. The main objective of the PTA is to help enrich the school environment and provide the school management with the required support.

## **Objectives:**

1. Develop effective relationships between the teachers, parents, staff and others associated with the school.
2. To provide the platform for the parents and teachers to meet, exchange, discuss issues that are affecting education/learning of a student in particular and the whole school in general.
3. To foster mutual understanding, harmonious relationship and cooperation among parents, guardians, and teachers in the fulfilment of their common aim, the welfare of the school and the students.
4. To make for a healthy and sympathetic understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for the reception of the same.

## **Constitution of PTA**

1. Parents / legal guardians of all students can become members of PTA by paying a nominal fee and filling a form of PTA Membership.
2. Only those parents, who submit their “Application for Membership form of PTA” along with membership fee will be eligible to contest and vote in the elections.
3. The Managing Committee of the PTA will be formed as far as practicable within 3 weeks from the date of formation of the PTA. A notice period of 1 week will be given for the formation of the Managing Committee.
4. The PTA Managing Committee will be elected democratically.
5. Guidelines for Parent-Teacher Association
  - The chairperson should be a parent.
  - Member Secretary should be one teacher.
  - Executive body with 2/3 members from amongst parents.
  - 1/3 members from amongst teachers.
  - 15 members in the executive body and all the office bearers and parent members should be elected in the General house of parents.
  - The principal will call the General House.

- Out of the 2/3 member parents, 25% of the total strength of parent members shall be reserve for parents of weaker section.
- 50 % should be women for this committee.
- Meeting once a quarter.
- Last date for PTA before 30-7-2019.
- Association is of advisory nature.

### **Election Process:**

#### **For Membership of Managing Committee of PTA**

1. Elections for the Managing Committee will be announced after the PTA is formed.
2. Upon the formation of the PTA, the School Management will invite nominations from candidates for the post of members of Managing Committee of the PTA.
3. The school management will give a notice period of 1 week for filing of nominations.
4. Upon completion of the 1-week notice period, the School Management will announce the list of candidates based on the eligibility criteria mentioned in the eligibility criteria section.
5. The School Management will announce the date of elections.
6. The voting process will be through an anonymous ballot process.

#### **For Executive Posts of Managing Committee of PTA**

1. Upon the election of the members of the Managing Committee of PTA, members of the committee will nominate parents from the elected members for the post of Chairperson, Vice-Chairperson will be the principal of the school and the Member Secretary and teacher representatives will be nominated by the Principal.
2. The members of the Managing Committee will then elect the Chairperson and other 8 – 10 members through vote of simple majority.

### **Roles and Responsibility of the PTA:**

To see that syllabus as planned be completed. The PTA Managing Committee partakes in assisting the school in planning co-curricular activities and co-operate and assist with such other activities of the school. The committee will oversee that the planned syllabus is

completed & will suggest methods to help pupils who are weak in studies. The committee will assist the school in other such issues including ensuring that parents follow the proper code of conduct during visits.

**Note: PTA's role is limited to the above-mentioned roles and responsibility. PTA and PTA Managing Committee are not permitted to intervene in Day to Day affairs of the school Management.**

### **Code of Conduct:**

1. All PTA meetings will be held at the school.
2. No meeting will be held under auspices of PTA outside the school or in a public place without the approval of School Management.
3. The name of the PTA and the names of any members, in their official capacities, shall not be used in connection with any commercial concern or for purpose not related to promotion of the objectives of the PTA.
4. No PTA member will communicate with any outside organization or persons in their official capacities without expressed permission of the school management or a resolution of the PTA Management Committee.
5. The PTA is not expected to contravene policies or decisions of the School Management.
6. At no times will obnoxious, aggressive behaviour, abusive language or character assaults be permitted. In the event that such practices are indulged in, the PTA management committee member will not be permitted to attend any further PTA meetings.
7. The PTA is not a platform for personal advancement or as a means to score favours with the Management & Teachers.
8. No special treatment is meted out to any Executive Committee member. Members follow ALL the rules and observe ALL the regulations laid down by the school - such as entry into the school, timings for meeting teachers, coordinators, principal, director, trustees etc. PTA members should be modestly and appropriately attired at all times in the school.

9. If any classes are taught or workshops conducted by members, then it is done purely voluntarily with no monetary or other remuneration expected.

### **PTA Meetings:**

1. PTA Meetings will be held on quarterly basis or as and when the need arises.
2. Prior notice period of 3 -4 days for the meeting will be given to all members.
3. Members need to inform their points of agenda to the Secretary at least 2 days prior to the meeting.
4. Point not on the agenda will not be discussed during the meeting.
5. Quorum must include the Chairperson, Vice Chairperson, Member Secretary and at least 3 parents and 2 teachers of the PTA Management Committee.

### **Vacancies and Replacements:**

1. Upon resignation of any standing member of the PTA Managing committee, the School Management will fill vacancy by appointment. The appointed person shall serve only the remaining time that the original committee member would have served.
2. The PTA managing committee has the right to replace any member who violates the code of conduct and communication and appoint a replacement by selection for the remaining tenure of the committee.

### **Communication:**

1. All communication by PTA members in their official capacities will be addressed to the PTA Managing Committee only.
2. All communication by PTA Managing Committee members to the School Management will be in writing after due process of passing of resolution by the appropriate quorum at PTA meeting after it is completed.

### **Finance:**

1. The PTA is a non-profit making body and all funds raised or held by the PTA are solely used for meeting the objectives of the PTA. All committee members and appointed or

elected officials act in an honorary capacity, and no member of the PTA shall receive any remuneration or payment other than refund of previously-authorized expenditures.

2. All expenditures of the PTA fund need to be approved by the managing committee through a majority vote.

### **Alterations to Constitution**

No alterations to this constitution shall be proposed or adapted by the members without prior written approval of the School Management.

### **Dissolution of PTA**

1. The PTA will be automatically dissolved at the end of the academic year.
2. The PTA managing committee will hand over all documents, data and PTA accounts details to the Principal of the school for safe keeping for next year PTA.

## **Solan Public School – Parent Teacher Association Committee – Academic Year 2020 – 2021**

### **Managing Director- Preetee Kumar**

<b>Chairperson</b>	Ms. Nisha Panwar
<b>Vice Chairperson</b>	Ms. Kiran Sharma
<b>Member Secretary</b>	Ms. Suman Dhanta

### **TEACHER MEMBERS**

<b>Sr. No.</b>	<b>Names</b>
<b>1.</b>	Ms. Nisha Thakur
<b>2.</b>	Ms. Suman Jhangra
<b>3.</b>	Ms. Bhawna Banal
<b>4.</b>	Ms. Minkashi Devi
<b>5.</b>	Mr. Naresh

PARENT MEMBERS (Selected as per reservation criteria)

Sr.No.	Names
1.	Mr. Nafeez Khan
2.	Mrs. Anuradha Bansal
3.	Mrs. Ritu Kanwar
4.	Mrs. Sanju Negi
5.	Mr. Lalit Thakur
6.	Mrs. Godavri

It is the responsibility of the PTA to form a PTA Managing Committee comprising the following to review the PTA Policy:

- Chairperson
- Vice Chairperson
- Member Secretary
- Teacher Members
- Parents Members

**Communicating the policy:**

This policy would be made available to all stakeholders. All stakeholders are free to send suggestions to modify/improve the policy. You can email to: [hm@solanpublicschool.com](mailto:hm@solanpublicschool.com)