



The British School of Beijing, Shunyi: Parents' and Teachers' Association

8 April 2024

Purpose

The purpose of the Parents' and Teachers' Association (PTA) is to support BSB teachers, leadership, parents and student body to fostering a welcoming and thriving BSB community.

The Parents' and Teachers' Association supports the faculty and staff in its mission to enhance a learning and cooperative environment for the BSB student body to thrive. The purpose of our group is to pull together the talents and support of the parent and broader BSB community to serve the students body, faculty.

The Parents' and Teachers' Association will organize events and social activities to bring different nationalities together into a BSB community bettering the unity of the school.

Membership

All parents and caregivers are automatically members of the Parents' and Teachers' Association upon the enrollment of their child into the British School of Beijing. The amount of involvement in the PTA (Parents' and Teachers' Association) is up to the individual member.

Once a month, an Open PTA meeting is offered to the boarder community to present volunteer opportunities or avenues to support the PTA mission through interested or talent the boarder PTA community.

Chairs of the Parents' and Teachers' Association

With room for adjustment due to the skills, abilities and availabilities of officers, the Chairs of the PTA are committed to the following and selected through the following methods.

At least two up to three members of the PTA will sit as Chairs of the PTA. These members will ensure of the success of the major events committed to by the PTA which are International Day, Santa Secret Shop and German Market (name subject to change upon review).

The Chairs will meet with Leadership once a month to see how to best serve the community and student body together and to discuss any major upcoming events or happenings with the PTA or events that require the support of the PTA as a whole.

The Chairs will attend three meetings each month - CORE meeting with the Leadership, Steering Committee Meeting once a month and the Open PTA meeting/coffee once a month.

The primary purpose of the Chairs is to organize and communicate events and information between the school and PTA as whole.

Election of the PTA

The election of the Chairs will be conducted as follows. The Chairs will submit a resume to the boarder PTA community introducing themselves along with their credentials for the position. At meeting held the month prior to the end of the academic year, the resumes will be submitted to the BSB community. At the May Open PTA meeting, through voice vote (a hand raise), the officers will be selected. These members will then attend the June meetings to ensure that the turn over is seamless into the next academic year.

Steering Committee

At the end of every academic year, the Steering Committee will be set for the following academic year to ensure turn over.

The Steering Committee (SC) is comprised of individuals dedicated to the mission of the PTA and committed to leading at least two big events or missions within the PTA. The SC member agrees to attend a meeting once a month and seeks to support at Open PTA meetings when available.

Appointment of the Steering Committee

The previous years' Steering Committee has the option of continuing to serve the community in the areas that he or she had committed to that academic year.

Positions for new members will be posted a month prior to the end of the academic year giving the opportunity to anyone within the community to apply for the position.

Interested members will fill out an application in which he or she will designated the position that he or she would like to serve. Within the application he or she will identify the methods in which he or she has served the community through volunteering or support of the interest groups offered for the BSB community.

The application are submitted prior to the current Steering Committee and members are voted on to join the Steering Committee.

The Steering Committee will thereby be selected and installed in the June meetings prior to the next academic year.

Any positions that are not filled at the end of the academic year will be floated at the beginning of the new academic year to allow for new community members to join the Steering Committee if the positions are available.

Steering Committee Positions

Prior to the end of each academic year, the Steering Committee positions will be reevaluated to be ensure that the members are serving the community in the best possible manner.

Prior to leading a major event, the individuals in charge will work with the the PTA Chairs to solidify the duties of the PTA and the duties of the school to ensure the success of the event.

For the 2024-2025 academic year

International Day

1. Decorations
2. Booths.
3. Performances

Decorating Events

1. Communication
2. Organization

Santa Secret Shop

1. Group Leads
2. Sales.
3. Volunteers

Social Committee

1. Luncheon
2. Cocktail/Ball (Position 1 and Position 2)
3. Cultural Outings

Bookfair

1. Communication
2. Volunteer

German Market (Name Subject to Change Upon Review)

1. Decorations
2. Communication/ Organizer
3. Volunteers

Communications

1. Newsletter
2. Posters

Finance

1. Position 1
2. Position 2

Used Uniform Sale

1. Position 1
2. Position 2

New Parent Representative/ Parent Representative Lead

1. Position 1
2. Position 2

Classroom Parent Representatives

Beginning in the 2024-2025 academic year, each primary classroom and each secondary year group will have a Parent Representative.

The teacher will work with the PTA to advertise to the position allowing for parents to volunteer for the position of Parent Representative for that class. If a Parent does not volunteer for the position, the teacher will work with the PTA to ask a specific parent that would be the perfect fit for the position.

The duties of the Parent Representative is as follows.

- 1) To Manage a WeChat communication platform for their class.
- 2) To pass along any information for the PTA Events along with any important information that needs to be passed from the school. This information will be posted in the Parent Representative WeChat to ensure that this important information is identified.
- 3) To work closely with the teacher to ensure that all important information is passed to the classroom community to include reminders about Swimming days, library days, Tuk Shops, dress down days etc.
- 4) For holidays such as Christmas, Chinese New Year and at the end of the Academic year, Parent Representatives will collect cards for the teacher and assistant teachers.

The duties of the Parent Representative is NOT

- 1) To communicate any concerns or complaints with the teacher or leadership. Individual parents are to contact their teacher or leadership for these matters.
- 2) To collect any money for presents or parties.

Interest Groups

Interest groups are offered and supported by the PTA to ensure community bonding. A Steering Committee Member will oversee these groups however are not responsible for any outside vendors and the collection of money. This is arranged through the individual teacher and is completely separate from the PTA finances.

Finances

The PTA is a self-financing organization with no membership fee or subscription. The events therefore that are organized by the PTA use the money gained through Used Uniform Sales, Bake Sales, PTA clothing sales or sales through the Chatterbox (along with any other method that may raise money in the future).

Finance Officers

Two finance officers will be selected prior to each academic year. These individuals will count and collect money together and will be present to approve any use of the PTA funds.

Budget

A draft budget will be presented at the end of each academic year in preparation for the upcoming academic year. This budget will include money set aside for International Day, various decorating such as Christmas decorations and Halloween along with any other necessary supplies that will allow the PTA to support the school.

Excess Money

When excess money is raised the Steering Committee will vote on how the money will be used either to donate to a selected Charity, used to improve the functionality of the PTA or to the School. The level and type of donation is voted upon at the Steering Committee and then presented to the boarder community at the Open PTA meeting and within the PTA newsletter. The only agreed stipulation is that donations to the school should benefit as many students as possible or the school community in general and should not be use for the purposes that would routinely be covered by school fees.

Expenses

In order to use PTA funds, the individual must fill out the PTA expense form attached. This form must be submitted prior to the event and approved by the Steering Committee. The individual will then go with the Finance Steering Committee Member to receive the money and sign off on the retrieval of the money to include the date the money was received. Both the Finance Committee Member and individual that submitted the form must be present to receive the money. If the money is passed through electronic means, then the date must be documented and signed by both parties.

Specific instructions and details attached.

Major Events Committed to by the PTA

International Day

German Market (Name Subject To Change Upon Review)

Santa Secret Shop

Cocktail or Ball

Interest Groups from 2023

Running Club

Book Club

Yoga

Tai Chi

English Class