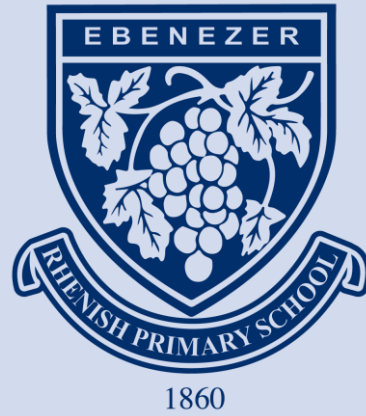




Rhenish Primary School

Parent-Teacher Association (PTA) Constitution

(UPDATED: SEPTEMBER 2025)





CONSTITUTION OF THE PARENT-TEACHER ASSOCIATION (PTA) OF RHENISH PRIMARY SCHOOL (RPS)

1. NAME AND MANDATE

The name of the association shall be the **RPS PTA**. This term refers to the greater parent body involvement. The Association shall be managed by the PTA Committee.

While the PTA is an autonomous body, it is a sub-committee of the Rhenish Primary School Governing Body (SGB) and falls under the auspices of the SGB to whom it is accountable.

The Chairperson or Vice Chairperson is expected to attend SGB meetings as required; at which time they will report to the Governing Body on matters concerning the PTA. The attendance of the Chairperson or Vice Chairperson for the full duration of each SGB meeting will be at the discretion of the SGB. The PTA can be given the floor at the start of an SGB meeting and excused when SGB matters are discussed. They may be required to sign a non-disclosure document if deemed necessary. The Chairperson and Vice Chairperson may attend meetings on a rotational basis.

2. AIMS AND OBJECTIVES

The PTA's **aims** are to be of assistance to the school, in whatever capacity requested. The PTA is focused on nurturing, promoting, and implementing the RPS ethos and brand. Furthermore, to provide opportunities for closer co-operation between parents, teachers, home, and school. Generally, to enter all undertakings as may prove of gain and benefit to the school.

To realise these aims the PTA has the following **objectives**, which on an annual basis will be determined by the PTA, in conjunction with the SMT and SGB:

- To assist in the raising of funds for the specific use of RPS. These may be projects envisaged and undertaken by the PTA committee; or from time to time, the SGB and Senior Management Team (SMT) will advise on specific needs and projects to be undertaken.
- To provide material and human resources to implement the above, ongoing support will be provided in the form of Portfolios, including:
 - Catering and Hospitality,
 - Communications,
 - Events and Fundraising,
 - Staff Support,
 - Golf and Boules Committee,
 - PTA Shop,
 - MySchool, etc.
- To assist at any RPS function throughout the year. This will be in the form of offering hospitality / catering at sporting and cultural events hosted by the school.
- To provide advice and assistance regarding certain aspects of school aesthetics.



3. MEMBERSHIP AND MANAGEMENT

All parents and staff at RPS are automatically members of the PTA.

- Members of the PTA can be volunteers from parents or guardians of current pupils attending RPS.
- Members of the PTA can be present members of the RPS teaching staff.

3.1 PTA Committee Affairs

The affairs of the PTA shall be managed by a committee consisting of:

- 3.1.1 The Chairperson
- 3.1.2 The Vice Chairperson (able to perform dual role of Treasurer or Secretary)
- 3.1.3 The Secretary / Treasurer OR Secretary and Treasurer (able to perform dual role)
- 3.1.4 The principal and SMT will select a representative from the SMT to attend all PTA meetings
- 3.1.5 Committee Portfolio Heads for each PTA-owned responsibility bulleted in Aims and Objectives above.

3.2 Election of members for the Committee

The election of Committee members, (for roles mentioned at numbers 3.1.2, 3.1.3, 3.1.5 above), shall be voted for the following year at the final PTA meeting of the present year. Should more than one-member volunteer to head a portfolio, the committee shall vote by show of hands, ballot, or online voting system. If there is an equality vote, the Chair and Vice Chairperson shall select the candidate believed to be best suited to the purpose of the portfolio co-ordinator.

The Chairperson shall be voted for by the members of the PTA following a nomination process. Nominations can only be considered with prior consent of the nominee/s. Voting shall take place via show of hands, ballot, or an online voting system. The election of the PTA Chairperson can be voted for the following year at the final PTA meeting of the present year. Should the Chairperson resign mid-year, the abovementioned nomination and voting process will need to be undertaken to elect a new Chairperson.

The seat of a member of the Committee shall become vacant if such member:

- Dies
- Resigns in writing
- Has been absent without prior leave of the Chairperson, from 2 consecutive meetings of the committee.

3.3 PTA Committee Meetings

- 3.3.1 There shall be at least one PTA Committee meeting per term.
- 3.3.2 At all committee meetings the Chairperson (or in their absence, the Vice Chairperson) shall take the chair. In the absence of both the Chairperson and the Vice Chairperson, the Committee shall elect an existing member for that purpose.
- 3.3.3 Proper minutes of all meetings of the Committee shall be kept by the Secretary and stored on an open platform for viewing.

3.3.4 Notice of meetings must be sent out one week before the meeting.

- Questions arising at any Committee meeting shall be decided by a majority vote by show of hands. In the case of an equality of votes, the Chairperson shall have the deciding vote.
- Any matter of a controversial nature, or matters concerning school policy, academics, sports, culture, uniform, or school facilities shall be referred to the SGB for debate and decision-making.
- All PTA records and supporting documents must be archived on an open platform.

3.3.5 PTA Annual General Meeting:

- Notice of the date, time, and place of the Annual General Meeting, or Special General Meeting shall be made known to each PTA member at least four working days prior to the meeting.
- The PTA AGM will take place at the start of the new school term and needs to be concluded by the first week of February.
- An annual PTA Report from the previous year will be available prior to the PTA AGM.
- Voting at the Annual General Meeting will be by show of hands. No rule of this Association constituting the terms of the Constitution shall be altered unless by a clear majority (75%) at the General Meeting.
- A General Meeting will be conducted in the final term of each year whereby new committee members are nominated and elected / re-elected. This committee will then be established and ready to begin undertaking their responsibilities at the start of the following year.
- An Emergency General Meeting can be called if requested through signed request of ten PTA members or by the Chairperson if required. - The PTA AGM Report and Financials is to be presented to the SGB post the PTA Annual General Meeting.

3.4 Limitations

No member of the PTA shall use meeting forums as an opportunity to conduct any business other than that mentioned.

3.5 Limitation on liability

No member of the PTA Committee will attract any personal liability for any actions undertaken on behalf of the PTA while acting within the scope and ambit of this constitution. All members of the PTA committee will, if required by the SGB, sign a confidentiality agreement regarding all information about the school and parents / staff members / pupils of the school.



This policy has been adopted:

At Rhenish Primary School in Stellenbosch on _____
[Date]

Principal: _____

Governing Body Chairman: _____