



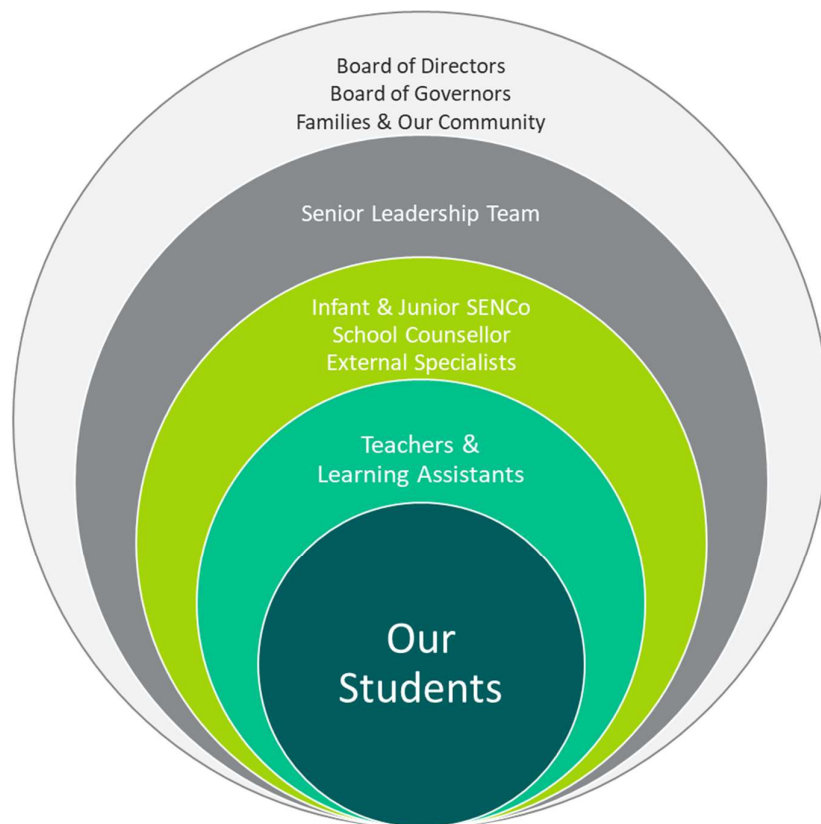
Island Primary Ltd.

Family Teacher Association (FTA) Framework

Introduction

At the core of Island Primary's ethos is a commitment to fostering and growing a sense of community, both within and outside of the classroom and school playgrounds. Crucial to this model is ensuring that our students, the centre of our purpose, are cared for through various layers of support, guidance and ultimately, governance.

The concept of this community can be seen in the following image, representing a multi-layered approach to ensuring our success.





To best support the school's senior leadership and staff, the Governance Model sets out three external means of support: Board of Directors, Board of Governors, and Families & Community.

Families are children's first educators, they form a vital part of any child's learning, from early years through to the end of their formal school/college education. If schools and families work together with a focus on a child's happiness and educational progress, the child will thrive. Schools and families working together builds trust and improves relationships between teachers and families, improves behaviour and develops a shared school ethos and culture.

This document sets out the roles and responsibilities of the **Family Teachers Association** ("FTA") and the Framework which guides the establishment and processes of the FTA.

Role of the FTA

FTAs (sometimes called Parent Teacher Associations or PTAs) are an essential part of any school. Their primary role is to promote effective communication between families, teachers, and school leadership, build a supportive and inclusive community, and enhance the educational experience of students.

1. Facilitating communication

One of the main roles of the FTA is helping to promote effective communication between families and the Senior Leadership Team, ensuring that the voice of families and students are heard, and their concerns are addressed. Families value opportunities to meet other families and share experiences about bringing up children and helping them to learn. The FTA will be stronger and will help networking if it fully represents all families. Therefore, efforts should be made to produce materials using straightforward and simple language, that is, avoid abbreviations and the use of jargon and make all communication respectful, unambiguous and clear.

The FTA will facilitate termly meetings between the Class Parents and the Head of Infants and Juniors, where families can discuss general issues related to school and education to be fed back to the Senior Leadership Team.

2. Bringing the community together

The FTA will assist in organising and coordinating school events that help to bring the community together. Examples include the development of the school community garden or other school-based projects, school volunteering opportunities and organising regular family social events such as coffee mornings. The FTA may also wish to consider having a families' page on the school website and providing an FTA notice board in the school.

3. Providing resources and support

The FTA can enhance the educational experience of students by providing resources, support, and advocacy. For example, the FTA may provide funding for education programs or resources that the school may not be able to afford otherwise.



The FTA will discuss with the SLT on those areas that need their support. FTA proceeds from the different events will help to fund specific projects and initiatives as agreed.

4. Building school spirit

School spirit refers to a sense of pride and enthusiasm for the school, and it is essential for building a positive and supportive learning environment. Building school spirit helps build a stronger sense of community among students, families, and teachers, which can also help to create a more welcoming and inclusive environment.

5. Fostering Community Service

The FTA promotes community service in the school community by organizing service, clean up, and fundraising projects that encourage families and students to volunteer their time and skills including collaborating with student leaders on community-based projects.

6. Welcoming new families

Schools in Cayman often have many new families and students joining the school from different backgrounds and cultures, and it is essential to ensure that families feel welcomed and included in the school community. The FTA can provide support to the School during Orientation days and Open Houses, can provide opportunities for new families to meet current families at the school, help with new families getting to know the School, and their new home in the Cayman Islands.

Code of Conduct

When fulfilling its responsibilities as part of the school governance, the FTA is guided by good governance principles, specifically the FTA must:

- act with integrity, objectivity and honesty in the best interests of the school;
- incorporate the school values of Kindness, Courage and Commitment into all aspects of the FTA;
- act within their powers and obligations;
- be open about their decisions and actions;
- Maintain confidentiality about school matters;
- be prepared to explain their decisions and actions to those with a legitimate interest in them.

These values are at the core of Island Primary and members of the FTA who do not abide by this code of conduct may be removed from their role.

Membership

Full membership, with voting rights, shall include the parents or legal guardians of any student currently attending the School plus teaching and non-teaching staff currently employed by the School.

Membership is terminated if the member is no longer an enrolled student of the school, or in the case of staff, no longer employed by the school.



The Executive Committee of the FTA, the SLT or the BoD may exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the School or its students or staff or if it might bring the FTA into disrepute.

Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days.

Executive Committee (“the Committee”)

While all parents/legal guardians and teachers can be members of the FTA, not all can, or need to, be involved in the day-to-day business of organising the work. It is for this reason that parents in a School elect an FTA Executive Committee.

The Committee consists of a:

- President;
- Vice President;
- Secretary;
- Treasurer; and
- 3 Council members (1 for 2023/24 school year and 2 more being added 2024/25 and rolling thereafter for 2-year terms)

At least one Committee member should be a teacher at the School.

The Committee is a team of people who manage the tasks of the FTA on behalf of the parents and teachers. The Committee needs to work as a team in order to be effective. In establishing or electing the Committee it is vital that all members of the FTA understand the role and work of the Committee.

Role of the Committee

The Committee manages the business of the FTA in accordance with this framework and the rules (By-Laws) of the Not for Profit set up in respect of the FTA from one Annual General Meeting to the next.

The Committee must:

- communicate with and represent the entire parent body;
- take a collaborative approach when contributing to school matters;
- publicly support decisions of the Committee after honoring the right of individual members to express opposing viewpoints;
- give careful consideration to all issues brought forward by individuals and particular groups of people;
- ensure formal meetings follow only the agenda;
- record and publish minutes from all formal meetings for all staff and parents at the School;
- ensure that a staff representative is always present at a formal FTA meeting;



- make decisions as an FTA only at properly called meetings. FTA members recognize that individual members have no authority to take individual action in policy or in school administrative matters;
- attend regularly scheduled FTA meetings unless a situation occurs that makes attendance impossible;
- listen carefully, with courtesy, to others and give others equal opportunity to speak during meetings;
- cast a vote on all matters except when a conflict of interest arises; and
- participate in annual, formal self-assessment of the FTA's performance.

The Committee has shared responsibility for:

- planning for the future and developing a vision for the FTA;
- planning and managing the annual program of activities for the FTA;
- communicating, consulting with and involving as many families as possible in the activities of the FTA;
- planning agendas and keeping records of meetings;
- managing the FTA finances;
- suggesting to the BoD changes in respect of the framework and By-Laws by which the FTA operates in collaboration with the entire parent body; and
- valuing diversity and interculturalism and making sure families who might find it hard to get involved are encouraged and supported to do so.

Subcommittees

There may be many parents or legal guardians who do not want to be on the Committee but who may want to help with particular activities. It is important to gather this information; this can be done at the Annual General Meeting or by sending out a questionnaire to parents and legal guardians so that the Executive Committee can form subcommittees as needed for specific tasks.

Subcommittees can be created for specific activities or events. It is important to note, however, that subcommittees may not make decisions; they remain at all times accountable to the Executive Committee.

Election of the Executive Committee

It is the Committee's responsibility to conduct annual elections each year at the Annual General Meeting in the Fall term. It is the responsibility of the Executive Committee to ensure that the elections are run efficiently and in line with the provisions set out in this framework and in the By-Laws.

The Committee (and for the first election the BoD) will send notices to all members and potential members informing them of the need to hold annual elections. The notices should include:

- a list of all available executive board positions;
- an acknowledgement that the only qualification for all offices is that the candidate be member of the FTA and that they are a teacher or a parent or legal guardian of a child in the School;
- term limits;



- the mechanism(s) by which candidates should notify the nominating committee of their interest in running; and
- the date that nominations will be officially closed.

Given there will be no AGM for the 2023/34 school year, the first 5 members of the Executive Committee will be selected by the BoD and SLT from nominations received. For subsequent years the Voting System described below will be used at a duly convened AGM for all appointments to the Executive Committee going forward.

Voting system

The FTA will use a simple voting system, based on who gets the highest number of votes of those present at the Annual General Meeting.

Two impartial people at the meeting should be nominated as tellers to count the votes. Votes should always be counted in public at the AGM.

Term of office of the committee

The initial term for Committee members is 2 years, it is good practice to have a combination of experienced and new members.

At the AGM all Committee members that have served in the same position for 2 years (or if this is their second AGM in position), step down, but they can be re-elected as long as they continue to be a teacher or a parent/legal guardian of a child in the school. It is advised that members of the Committee should not hold the same officer position for more than four consecutive years in the same position; this is to ensure that families are represented by an evolving and developing committee. Members that have served for 4 years in one position are allowed to run for a different position within the Committee but with a maximum term of 3 terms (6 years in total).

All Committee members shall be entitled to reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the FTA, after pre-approval of the expense.

President

The role of the President of the Committee is to:

- Lead and guide the committee in planning and delivering their activities. This should involve:
 - Chairing meetings;
 - helping the Committee to have a clear vision and clear goals;
 - keeping the work of the FTA to agreed targets;
 - ensuring all members are respected, listened to and are encouraged to have their say;
 - facilitating people to work well together ensuring that the work of the Committee is shared; and
 - reviewing the work of the Committee.
- Ensure that everyone has a clear understanding of their roles within the Committee.
- Delegate the work of the committee to ensure all work is not the responsibility of one or two people;
- Work closely with the other members to plan the agendas and meetings;



- Work in regular collaboration and dialogue with the Principal in due time before each FTA meeting;
- Ensure that the minutes are signed, dated and kept safely;
- Encourage the Committee members to be prepared for the meetings;
- Ensure meetings start and finish at the agreed times;
- Make sure that, as each item is finished, the group is clear about what has been decided;
- Ensure that all decisions are taken democratically and with respect for everyone's opinions;
- Check on responsibilities taken on by members of the Committee and make sure they have been clearly understood and allocated;
- Summarise all decisions at the end of the meeting; and
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming President.

The Vice-President

The Vice-president has the responsibility to assist the President with all the duties of the President. In addition, the Vice-President will be responsible for the following duties:

- Preside at any FTA Board and Annual General Meeting where the President is absent;
- Preside at any FTA event where the President is absent;
- Aid the President in his/her duties as required; and
- Is responsible for organising staff appreciation events.

The Secretary

The role of the Secretary of the FTA committee is to:

- Take minutes, or facilitate the taking of minutes, at each meeting;
- File all correspondence and minutes safely;
- Minutes should be brief and should be a record of decisions made and actions to be taken, they may also record a brief outline of issues discussed;
- Agree the agenda for committee meetings with the President. It is important that all committee members have a right to have items included on the agenda, therefore they must be given adequate time to pass these items on to the Secretary;
- Make sure all committee members have the agenda prior to the meetings so they can be adequately prepared;
- Make sure all parents and staff receive a copy of the minutes of meetings, including committee members who had been unable to attend;
- Appropriately administer incoming and outgoing correspondence;
- Ensure the minutes are approved at each meeting. It is important at committee meetings that the minutes are agreed by those that attended to be a true and accurate record of what happened. Once this has been agreed by the committee the President and Vice-President should sign the minutes for the committee's records. This process is especially useful if there is any confusion in the future regarding any decisions made;
- Assist the President with clarification of decisions made at meetings; and
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Secretary.



The Treasurer

The role of the Treasurer of the FTA committee is to:

- Lodge and record all financial transactions;
- Manage and maintain books/record of income and expenditure;
- Give monthly reports on the FTA finances to the FTA committee;
- Issue receipts for all financial transactions;
- Ensure that the committee has the necessary information to understand the FTA's financial needs;
- Advise on how the resources can best be used to fulfil the aims and work plan of the committee;
- Liaise with a bank or other financial institutions on behalf of the FTA;
- Present a full account of the year's income and expenditure at the FTA Annual General Meeting; and
- Ensure that at the end of the office term all relevant documentation is passed on to the incoming Treasurer.

Council roles

The role of the Council members of the FTA committee is to:

- Actively participate in the business of the FTA;
- Chair any sub-committees for specific projects, activities or events; and
- When Chairing, emulate the role of President, and report back to the Committee.

How to be an effective Committee member

It is important as a committee member to act effectively as an individual, but it is also essential to work collectively as part of the Committee team. Take time at the start of the year to help newcomers to feel welcome and get actively involved. Remember it is hard for new people to join an already established group. If you are a newcomer don't be afraid to ask, you won't be expected to know everything.

- Prepare well: Read the minutes and any other information sent out before the meeting. Be clear about the purpose of the meeting. Prepare any points that you are going to raise.
- Participate fully: Listen carefully and think about what is being said. Feel free to speak when you have something to contribute. Make your point at the appropriate time.
- Be mindful of others: It is important to be aware of other points of views, cultural backgrounds and people's feelings, this will help everyone hear and understand better.
- Listen to other views: Be reasonable and open to changing your mind - one of the purposes of the meeting is to exchange information and ideas, to learn from each other and to listen to other views on issues.
- Communicate honestly and openly: It is important that people should give their opinions at the meeting and that these are appropriate and relate to the agenda items. This can be difficult at times, but it is more constructive than making comments outside the meeting, which can sometimes happen if views are not properly aired.



- Support the President: Be supportive of the President. Give constructive feedback. Give ideas on ways to proceed. Remember it is important that the Committee works as a team.
- Be reliable: If you agree to take on a task be sure to carry it out. Then be ready to report back at the next meeting.

The strength of the Committee lies in their ability to work together as a team. Committee members' responsibilities are collective.

Compensation

It is expected that all FTA Committee positions will be voluntary and not paid roles.

Retirement, Withdrawal and Removal

A Committee member automatically ceases to be a Committee member if the member:

- is absent from three consecutive meetings of the Committee without prior notification to the Secretary;
- ceases to be a member of the FTA;
- is in arrears with their student's tuition;
- resigns by written notice to the committee but only if at least two Committee members remain in office; or
- is removed by a resolution passed by a majority of other Committee members or the Board of Directors.

Removal is not effective until the Committee member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

Procedures at Executive Committee Meetings

The Committee must hold at least 6 meetings every academic year, ideally one each month during the school year.

A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.

At least 7 days clear notice of all meetings of the Committee shall be given unless all members of the Committee agree to waive this requirement.

The President or, if the President is unable or unwilling to do so, another Committee member chosen by the members' present shall Chair each Committee meeting.

Every decision may be made by a simple majority of the votes cast at a Committee meeting. A resolution which is in writing (including by email) and signed by all Committee members is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

Except for the Chair of the meeting, who has a second or casting vote, every Committee member has one vote on each issue.



Agenda

The agenda is the list of items that will be discussed at a meeting. A focused agenda is essential to having a productive meeting.

The President, Vice-President and Secretary set the agenda together. At the end of each meeting the President should ask the Committee if they have any item they would like on the next agenda. It is a good idea to specify the time allocated for each item on the agenda.

The agenda should be sent out to all members of the Committee a week in advance of the meeting where possible. This gives all members of the Committee an opportunity to prepare for the meeting and to inform the President or the Secretary of any items they would like added to the agenda.

Pre-Agenda

A short Pre-Agenda meeting or call with the school Principal, Vice-Principal and FTA President and Vice-President should be organized to discuss and approve items on the agenda for the next FTA meeting. This is an opportunity for the school Principal to provide an update on items and clarification on specific points.

Minutes

Minutes should list those who attended the meeting and any apologies received. Minutes cover the topics discussed, decisions taken and who will do what and when. Minutes should not include comments made by individuals.

Minutes should be sent within a week of the meeting and published on the FTA website.

Minutes of the committee meetings should be sent to all members of the FTA. At the next meeting these minutes are signed and dated by the President and Vice-President after the Committee agrees that they are a true and accurate record of the meeting and decisions taken.

The Committee should keep full and accurate records of its meetings, committees, and policies and communicate its decisions widely, while keeping its deliberations confidential. The Committee are responsible for ensuring that their decisions are recorded in writing by means of minutes.

Communication and confidentiality

The Committee should communicate openly with parents in the school. Occasionally matters may arise that should be kept confidential, it is very important that this confidentiality is explicitly stated to committee members and is respected.

When and where meetings should be held

Meetings are usually held approximately once a month during staff working hours in the school. Giving Committee members advance notice of meetings will ensure better attendance.

FTA meetings should be scheduled by the President before the school year starts and aligned with school events and official holidays throughout the year in order to avoid calling extra meetings. The FTA calendar can be discussed at the first meeting of the school year with the rest of the FTA members.

Choose times for meetings that will suit contributing parents and teachers and ensure, where possible that FTA meetings are always held in accessible locations.



Length of committee meetings

Knowing the length of the meeting helps people stay focused and encourages a good use of time. In addition to an accountability person for the meeting, the meeting leader (i.e., President), it is helpful to have the additional support role of a Timekeeper. A Timekeeper is one who is responsible for monitoring the time of the entire meeting as well as each agenda item. He or she gives the participants awareness of time frames in order for them to pace themselves appropriately.

If during the meeting it is identified that further discussions are required for a specific item on the agenda, a different meeting should take place at another time with those involved on the matter.

Often a meeting leader believes he or she can do the role of the Timekeeper. It is better to assign others in the meeting the responsibility of this role as it allows the meeting leader to stay focused on the meeting process, content and dynamics.

Evaluating

It is a good idea for the Committee to develop the practice of reviewing their work. This enables the group to be effective and to value the work they do. A brief informal evaluation can take place at the end of a meeting; however, an overall review of the work of the committee should be done at the end of each school year. After each FTA event, a "lessons learned" document should be produced and kept as a record for future events.

Finance

The FTA is entitled to raise funds for the administration and activities of the association and is entitled to open an account in the name of the FTA.

To safeguard all members of the FTA, it is recommended that two members of the FTA committee should be responsible for signing any authorisations on the bank account i.e., there should be two signatures required on each transaction. The signatories are normally the Treasurer with either the President or Vice President.

The FTA must complete and submit a form to the bank to validate the names of those who are entitled to perform movements in the account; normally, this is done each year when there is a change of personnel on the committee.

All transactions (income and expenditure) must be accounted for, and a report given at each committee meeting by the Treasurer.

The financial year end shall be 31 July of each year.

Fundraising

At the beginning of the school year, the FTA Committee should meet with the SLT and together decide what will be of most benefit to the school. The SLT may draw up a wish list from which the FTA Committee can choose.

Receipts should be kept by the FTA for all items/services purchased with funds used from the FTA.

Support for Families

If a member of the FTA is approached by a parent or legal guardian with a concern it may be appropriate for them to them in two ways:



1. When it is related to a school policy

The parent or legal guardian should be advised to bring their concern through the proper SLT channels. However, the FTA Committee might also propose specific policy amendments to the Principal. It is important to note that an FTA is not a forum for complaint against an individual teacher, parent/legal guardian or child, nor does it have a punitive nor supervisory role.

2. In supporting families in the situation of a concern regarding a specific issue

The FTA can help a parent or legal guardian to find good ways of approaching a staff member about a problem with a view to having the problem sorted out and/or let a parent or legal guardian know that there is a complaint procedure available through the school and encourage the parent or legal guardian to use the procedure.

There should be no discussion of individual children at any meeting of the Executive Committee or any of the subcommittees.

Annual General Meetings

The Annual General Meeting is important as it ensures openness and accountability, and it is essential that all teachers, support staff and parents/legal guardians of children in the School are invited and welcomed. Invitations should be extended to the SLT, Board of Governors and Board of Directors.

The AGM should be held during the fall term, ideally in September or October. At least 21 clear days written notice of the AGM should be given to all parents/legal guardians of children in the School and teachers and support staff. This notice should include the agenda as well as specifying the date, time and location of the meeting.

There is a quorum at a general meeting when the total number of members present (including Committee members) is at least twice the number of Committee members in office at the start of the meeting.

The President (or if the President is unable to do so) another Committee member shall chair the general meeting.

Every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

The FTA must hold a general meeting within 12 months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive AGMs.

At an AGM the members:

- receive the accounts of the association for the previous financial year;
- receive the report of the Executive Committee on the association's activities since the previous AGM;
- receive reports from subcommittees;
- hold elections for the FTA Committee;



- appoint an independent examiner or auditor for the FTA if this is needed; and
- discuss and determine any issues of policy or deal with any other business put before them.

Other business which may take place at the AGM includes:

- having an opportunity at the AGM for families to meet each other;
- getting feedback on events planned for the year;
- asking parents what activities would be useful to them;
- offering opportunities to families to discuss and ask questions about the work of the FTA;
- encouraging parents to become active members of the FTA;
- celebrating the work of the past year; and
- inviting the Principal to speak to the members of the association.

Sample agenda for an AGM

(This is a sample agenda therefore please note times given here are suggested times only)

7pm - 8.30pm

Agenda item

1. Welcome 5 minutes
2. Minutes of the last AGM 10 minutes
3. President's report 10 minutes
4. Financial report 10 minutes
5. Report from the subcommittees 20 minutes
6. Principal/Board of Governors address 10 minutes
7. Election of new Executive Committee members 15 minutes
8. Close 5 minutes

Tea & Coffee

Extraordinary General Meetings

A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by Committee members, these can be called by members of the FTA. This requires a request in writing to the Committee from 10 or more members.

As a result, the Committee must call an EGM (giving all members of the FTA notice of the EGM) within 21 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. (This timeframe is designed to make allowances for school holidays.)



FTA and Board of Governors

The BoG will have a standing member as a representative of the FTA as a channel to understand families views and any concerns.

The BoG representative of the FTA will be elected by a vote at the first meeting of the Executive Committee by a simple majority of the Committee members present. The BoG representative will represent the FTA for a minimum of a 2-year term ideally.

FTA and Board of Directors

Once established, the FTA Committee shall hold an annual meeting with the BoD.

FTA and SLT

Once established, the FTA Committee shall hold termly meetings with the SLT, the BoD may also attend these if requested or deemed appropriate.