



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

NIS PTA POLICY & ACCOUNTABILITY 2026-2027

Signed

Principal : 

Date : 06/03/2026

Reviewed By : **Governing Body | SLT**

Date : 06/03/2026

Next Review Due By

Date : 28/04/2026

NIS PTA POLICY AND ACCOUNTABILITY

Introduction

The **NIS Parent Teachers Association (PTA)** was founded with the goal of advancing student's academic success. **NIS PTA** importance is growing daily in order to maximize the teaching-learning process' benefits and for a child's overall development.

NIS PTAs focus on the requirements of students, including their needs for nutritional food, health, school safety, physical fitness, and general well-being. The Parent Teachers Association was established to work with school to promote student success and a strong bond between the home and the school.

Importance of PTA in New Indian School

- ❖ To increase the visibility of the school through hosting of community events and supporting the school's community service initiatives
- ❖ To motivate and mobilize parents and teachers to participate in School activities
- ❖ To raise funds as required to achieve the above objectives

To build a strong PTA in New Indian School

There are many strategies to develop a strong PTA in New Indian School, however a few of them may be taken into consideration as listed below;

- ❖ **Improve Parent Communication** - Developing a vibrant parent group requires effective communication with parents. Although communication tools have undergone a significant transformation recently, the options remain limitless.
- ❖ **Recruit Class Representatives** - The committee leaders of each group might seek out parents from each class to serve as class representatives. These representatives serve as your group's eyes and ears and can make recommendations for the needs of the school based on their interactions with the instructor or other parents in that class.
- ❖ **Parental Involvement** - Parental engagement is essential for a child's entire development since in today's fast-paced environment, parents frequently find it difficult to find the time to be active in their children's education. The establishment of a culture at the school that values parental engagement can be facilitated by regular contact with parents about the crucial role they play in their children's education.
- ❖ **Communities in Schools** - The Community in Schools initiative sets up volunteer activities with at-risk students and fosters the development of mentors who may really follow their student as they progress through the school system.

NIS PTA Election Method

NIS encourages all parents to take part in PTA activities as an impartial school. An opinion polling system in the form of a survey was devised in order to evaluate the level of interest from individual parents who wish to actively contribute to the progress of students and the school.

This opinion poll continued to be effective in selecting suitable candidates for numerous committees, including;

- ❖ E-Safety Committee
- ❖ Behaviour Committee
- ❖ Anti-Bullying Committee
- ❖ Health, Safety and Wellness Committee
- ❖ Curriculum Committee
- ❖ Transport Committee
- ❖ Cultural Committee

Aims and Functions of NIS Parent-Teacher Association

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- ❖ To foster relationships and communication between parents and the school and to create a collaborative relationship between the two.
- ❖ To advance children's academic achievement as well as their physical and mental health via strong school collaboration.
- ❖ By organizing and carrying out a range of developmental and recreational activities, we hope to enhance the potential of parents and improve their bonds with their children.
- ❖ To aid parents in better comprehending the needs of their children and to stimulate their interest in and participation in youth policy through parent education.
- ❖ To give parents and the school a means of communicating their views on curricular decisions in order to advance educational advancement.
- ❖ To elect parent board executives as NIS PTA Board office holders so they may collaborate with the other school.

Preparation - Roles of the School

- ❖ Parents who are interested in school administration and educational concerns are identified by the school and invited to join the NIS PTA Board.
- ❖ Parents whose kids are in different classes levels are welcome to join the PTA Committee.
- ❖ Effective and seasoned educators are selected to actively support the appropriate operation of seven PTA council committees, namely;
 - ◆ Anti-Bullying Council Committee (ABCC),
 - ◆ Behaviour Council Committee (BCC),
 - ◆ Health, Safety and Welfare Council Committee (HSWCC),
 - ◆ ESafety Council Committee (ESCC),
 - ◆ Curriculum Council Committee (CCC),
 - ◆ Cultural Council Committee (CLCC),
 - ◆ Transport Council Committee (TCC).
- ❖ In order for committee members to get to know one another, the school must convene the first PTA General Body meeting.
- ❖ All office bearers (PTA representatives) should be elected at the first meeting of the PTA Board in order to properly commence work.

Executive Committee Members of the Parent-Teacher Association and a Summary of their Duties

President :

- ❖ Outstanding leadership, decision-making, and communication abilities are required by the president.
 - ❖ Preside over all association meetings and participate in all committees as an ex-officio member.
 - ❖ Other committee office bearers for the association may be chosen with the approval of the executive board.
 - ❖ Establish the direction of the Parent-Teacher Association, act as its leader, and monitor how adopted resolutions are being carried out.
 - ❖ Assist in improving communication between parents and the school.
 - ❖ Schedule all PTA meetings, and read over any memoranda that the PTA has distributed.
 - ❖ Assign responsibilities to each member of the 7 committees and encourage active participation in all parent and school events.
- Attend all regularly scheduled New Indian School PTA Board Meetings, and be a part of the team that supports the school.
- Plan the agendas for the general membership meetings with the executive board members through frequent meetings or emails in line with these bylaws.
- Be one of the authorized signatories on financial approvals and transactions, or two, in the case of co-presidents.

Vice President:

- ❖ Excellent leadership, decision-making, and communication abilities are requirements for the vice president.
- ❖ Preside over the meetings and execute the President's directives when necessary or when he or she is not present.
- ❖ Help the President define the direction of the Parent-Teacher Association, oversee it, and keep track of how its decisions are being carried out.
- ❖ Only occupy the position(s) in the line of succession if the President position(s) fall vacant due to a resignation or removal from office.
- ❖ Vice President might be a signatory on any bank or checking account.

Treasurer:

- ❖ The treasurer must be proficient in math and financial administration, as well as being well-organized.
- ❖ Be in charge of the association's finances, liable for keeping track of all revenue and expenses related to upgrades to the school's facilities, and in charge of being one of the signatories for financial transactions.
- ❖ At each PTA meeting, prepare and submit a written report of all transactions. The opening and closing balances for the reporting period, as well as revenue, refunds, reimbursements, and other expenses, must all be included in this report.
- ❖ Make all books and financial records accessible to members for inspection upon request and for audit.

Secretary and Joint Secretary:

- ❖ The Secretary and Joint Secretary must be meticulous, organized, and have excellent writing and communication skills.
- ❖ The Secretary and Joint Secretary jointly maintain the official record (minutes) of all acts and proceedings at PTA meetings.
- ❖ The completed PTA meeting minutes should be given to the president or co-presidents for preliminary approval.
- ❖ The draught minutes will be distributed for final community approval at the PTA meeting the following month.
- ❖ Approved minutes must be made available upon request, in addition to assisting with the transfer of all association data, including all appropriate user IDs and passwords, to the next executive board at the completion of tenure and replacement.
- ❖ Maintain the PTA's records in the school's possession and make sure that the parent coordinator's office has signed copies of the bylaws with the most recent modifications.

External Community Member:

- ❖ The "External Community Member" is a proactive, outgoing individual who keeps up with community trends and resource usage.
- ❖ Promote educational, enjoyable, and safe activities while also keeping an eye on the welfare of the members, students, and school.

Suggested Activities

- ❖ Publication and distribution of publications, including newsletters, annual reports, and (if any) Association business reports.
- ❖ Outdoor activities, interest clubs, and combined PTA events are all examples of parent-child activities.
- ❖ Talks, training sessions, sharing sessions, and visits are examples of value-added courses.
- ❖ Offering on-site services at the school, counselling for parents and children and public relations services are all voluntary activities.

Recommendable PTA Networking Strategies

The Parent-Teacher Associations engage in a variety of activities, including liaison work with the school, the teachers, and different community groups and organizations, in addition to those involving parents and their children. The growth of the Parent-Teacher Associations is aided by the creation of a strong liaison network. In order to promote the children's healthy growth and development, a good liaison network should be built on a shared conviction among the parents, the school, the instructors, and other relevant parties.

❖ School Networking

❖ Networking among the Executive Committee Members:

- ✓ Designating a contact person for the network to strengthen the impact of the affairs of the Association and the relationship among the executive committee members;
- ✓ Inviting the former chairman and committee members or chairmen and committee members from past years to be the advisors whose experience is valuable to the promotion of the affairs of the Association.
- ✓ Holding regular activities among committee members such as monthly tea gatherings and interest classes to forge the sharing of experiences and strengthen the relationship among the committee members.

❖ **Networking between the Executive Committee Members and the Members:**

- ✓ Establishing liaison networks at every level of the school to improve communication between committee members and parents, who would be encouraged to communicate their needs, thoughts, and sentiments to committee members directly on behalf of their children in the relevant classes;
- ✓ increasing the lines of contact by constructing online message boards, placing message collecting boxes inside the school, and printing newsletters;
- ✓ Inviting the parents to complete surveys to gather feedback, if appropriate and with the school's prior approval;
- ✓ Establishing an activity centre for the parent-teacher association at the school to provide possibilities for interactions between committee members and parent members; and
- ✓ Establishing a constructive, harmonic connection between the committee members and the parent members by forming a volunteer parent service team.

❖ **Networking between Parent-Teacher Association and School:**

- ✓ Engaging in active participation in school-sponsored events and making an effort to assume the co-organizer position;
- ✓ Inviting teachers to PTA events like tea parties and interest courses; and
- ✓ Maintaining constant communication with and sharing ideas with the principal, teachers, school administration committee, students association, alumni association, etc.

❖ **District-Based Networking**

❖ **Importance of district-based networking:**

- ✓ By developing a solid working relationship with other Parent-Teacher Associations, effective and advantageous school cooperation activities may be created between the school and the community.
- ✓ Associations and government agencies within the area are effectively utilizing available resources in the neighbourhood.

Proper Use of Community Resources

- ✓ If the PTA determines that schools needs additional facilities or resources for planning or organizing events, they may speak with community service organizations or community centres in the same district for accessing facilities and resources.
- ✓ Various sorts of resource centres are being established by government agencies or community service groups in light of various themes or subjects. For the use of the general public, each centre maintains an appropriate amount of material, including books, magazines, slide shows, and display boards.