



## Whole School PTF Policy

### 1. Purpose

The purpose of the PTF Policy is to provide guidelines for the selection and function of the PTF, established to support the school in its daily mission to Inspire, Support, and Celebrate student progress and achievement, and school vision, which is to build a community of passionate lifelong learners.

### 2. Overview

The PTF stands for Parents, Teachers, and Friends, and is the reconstituted PTA (Parent-Teacher Association). The PTF Committee, is comprised of both current and past parents of students from IBSB who work alongside the Senior Leadership Team, contributing to the formation of school policy, and helping plan and organise a variety of school events intended to enrich the lives of the students at IBSB. The PTF also organise a social calendar of events where parents can meet and socialise with teachers and other parents throughout the school year. These events are all posted in the school Events Calendar on the school website.

PTF meetings take place on the third Thursday of every month, in the Flavors Café, located on the 1st floor of the new IBSB building, which is an ideal space for productive meetings to take place, being a relaxed and welcoming environment, where the PTF committee and parents attending the PTF meeting can speak openly and freely, sharing opinions, brainstorming ideas and solutions to improve their children's experience at IBSB.

Minutes from PTF meetings are available on the school website in the Parent's Area.

### 3. Aims

- Provide support for cultural and educational programmes at IBSB.
- Promote social activities that heighten the sense of community spirit, encourage family togetherness, and promote humanitarian efforts within our community.
- Encourage and organize volunteer support for school and PTF programmes and events.
- Increase interest, involvement, and understanding of the vital function the PTF performs in regard to building a strong sense of community and adding to extracurricular enrichment.
- Conduct an open dialogue with the school as parent representatives to help solve any problems that may arise during the course of the school year, offer suggestions, and make recommendations.
- Conduct purposeful fundraising to support programmes and events at IBSB.

### 4. Membership

Membership shall be automatically granted to all parents and guardians of IBSB students, plus all staff at IBSB. There are no membership dues. All members have voting privileges, with one vote allocated per household.

### 5. PTF Executive Committee

**Executive Committee** - The PTF Executive Committee shall consist of the following officers:

- President,
- Vice President
- Secretary
- Communications Secretary
- Treasurer

- Sponsorships coordinator
- Social media coordinator

Executive Committee positions can be shared or can be cumulated – a maximum of two office positions per one member is possible, if no other candidates are available. The Head of School, or his/her designee, is a voting member of the Executive Committee.

Executive Committee positions are taken up on a voluntary basis and are not provided with any form of remuneration for their services rendered.

## Term of Office

The term of office for all Executive Committee members is one year, beginning August 01 and ending July 31 of the following year.

## Qualifications

Any PTF member in good standing may become an officer of the PTF.

## Executive Committee Elections

Executive Committee positions are limited to a maximum of four one-year terms, unless no other candidates are willing to run for the office. In this situation, the incumbent member may seek and additional one-year term.

### Election guidelines:

- Elections shall be held during the general PTF meeting in May of each year.
- The names and a brief bio of the nominees shall be announced in advance and shared via the PTF Newsletter to the PTF members and post on the bulletin boards.
- The deadline for when candidates must express an interest in running for a position shall be one week before the May general PTF meeting.
- Nominations from the floor (or online if the school is closed during a pandemic) the day of the election are still allowed.
- Tools for the voting: paper ballots with the names of known nominees or online voting forms, in case of extraordinary event where the majority of the membership is unable to vote in person. Ballots should be counted privately by two or three PTF members who are not officers or not running for office, with one representative from IBSB such as a member of IBSB SLT.
- In case of a tie vote, revoting shall be taken until a decision is made.
- The transmission date: the existing executive committee members serve until July 31<sup>st</sup>.

## Online PTF Officer Elections

In order to expedite the business of the PTF, the Executive Board, Committees and PTF may conduct business by voting via conference call or other designated technology with the approval of the PTF President.

- The designated technology shall restrict voting to one ballot per member.
- A simple majority 7 of members voting yes is required for passage of motion or election.
- The Secretary shall:
  - send out the ballots
  - record the names of those voting
  - tabulate the results
  - report the vote results if quorum is present
  - enter results of the vote into the minutes of the next meeting

## Roles and Responsibilities

**The Executive Committee:** Manages the PTF's annual budget, activities programme, and annual report, establishes and oversees committees to conduct the work of the PTF, establishes fundraising programmes, and approves by majority vote of the Executive Committee unbudgeted expenditures of no more than 200 RON.

**President:** Presides at general PTF meetings and Executive Committee meetings, serves as the official representative of the PTF, and retains all official records of the PTF.

**Vice President:** Oversees the committee system of the PTF, assists the President, and chairs meetings in the absence of the President.

**Secretary:** Records and distribute minutes of all Executive Committee meetings and all general PTF meetings, prepares agendas for official PTF meetings, and holds historical records for the PTF.

**Communications Secretary:** Manages communications and marketing for the PTF, including but not limited to the PTF newsletter, email broadcasts, WhatsApp groups, bulletin boards, etc.

**Treasurer:** Serves as custodian of the PTF's finances, proposes and follows all financial policies of the PTF, and hold all financial records. As the PTF is not a legal entity, all its funds are collected, and authorized expenses are paid by IBSB, from the fund set for the purposes of supporting PTF initiatives; the Treasurer will request from IBSB and hold all the relevant information pertaining to PTF Finances.

**Sponsorship coordinator:** Works with the local businesses who are willing to sponsor the PTF and IBSB, and also supports internal fundraising campaigns organized among the PTF members. All the sponsorships granted to IBSB will be considered income of IBSB, irrespective of whether they are obtained following the involvement of PTF.

**Social media coordinator:** Develops and curates engaging content for social media platforms, and assists in the creation and editing of written, video, and photo content on the PTF Facebook page, website.

## Executive Committee Meetings

The Executive Committee shall meet monthly, every third Thursday during the school year, or at the discretion of the President.

## Executive Committee Meetings with the SLT

The PTF President, and other members of the Executive Committee as appropriate, shall meet monthly with the SLT, every third Monday during the school year, prior to the General PTF Meetings or at the discretion of the President and Head of School. The purpose of this meeting will to be review the agenda for the General PTF Meetings, and to discuss key proposed PTF initiatives. Meetings will be minutes by the PTF President, or delegated to another attending member of the Executive Committee.

## Removal

A member of the Executive Committee can be removed from office for failure to fulfil his/her duties, after reasonable notice, by a majority vote of the Executive Committee.

## Vacancy

If a vacancy occurs on the Executive Committee, the President shall appoint a PTF member to fill the vacancy for the remainder of the officer's term.

## 6. Communication

The PTF will communicate directly with parents through the following channels:

- **School emails:** sent through the school office, checked by the Head of School prior to being sent
- **Official WhatsApp Groups:** messages sent directly by PTF President, with authorisation of the Head of School
- **PTF Facebook Page:** messages shall be posted by the Social media coordinator or PTF President, with authorisation of the Head of School.

## 7. General PTF Meetings

General PTF meetings shall be held to conduct the business of the PTF. Meetings shall be held monthly during the school year or at the discretion of the Executive Committee

**General PTF meetings will approve:**

- a) Annual Budget proposals,
- b) Annual Activities Program
- c) Annual Report
- d) Fundraising requirements
- e) Unbudgeted expenditures in excess of 200 RON submitted by the Executive Committee, plus any other significant matter that the Executive Committee deems necessary.

The agenda for general PTF meetings shall be prepared by the Executive Board and distributed in advance to the PTF members (via WhatsApp group, PTF newsletter, etc.).

### Voting

Each member in attendance at a PTF meeting is eligible to vote, with one vote allocated per household. Absentee and proxy votes are not allowed.

### Quorum

Seven (7) members of the PTF present and voting constitute a quorum for the purpose of voting.

### Virtual PTF meetings

In order to expedite the business of the PTF, the Executive Board, PTF Committees, and PTF may conduct meetings and business via conference calls or other designated technology with the approval of the PTF President, with at least 3 working days notice given.

## 8. Financial Policies

### General Provisions

As IBSB PTF is not a separate legal entity, all funds collected and expenditures paid will go through IBSB's bank accounts and financial records. As such, IBSB PTF commits to fully observe IBSB's financial policies and procedures.

To this effect, the PTF Treasurer shall draw up and maintain up to date a PTF Funds Usage Procedure, to be approved by IBSB's Finance Department and Executive Director and PTF's President. Whenever



in doubt on a specific situation, the PTF Treasurer and / or other relevant Executive Committee Member (e.g. Sponsorships Coordinator) will align with and seek approval in advance from the IBSB Finance Department and Executive Director.

IBSB has committed to keep separate management accounting records of PTF's transactions, so as to ensure full visibility, traceability, and transparency of PTF's activities.

## Reporting Year

IBSB PTF's Reporting Year begins August 1<sup>st</sup> and ends July 31<sup>st</sup> the following year. The following documents must comply with this requirement:

**(a) Annual Budget** – the list of **(i)** revenues expected (from internal fundraising and/or external sponsorships) and **(ii)** expenditures intended, detailed by activity (as per the Annual Activities Programme) and calendar month. The Annual Budget should be submitted by the Executive Committee to the General PTF meeting for approval ideally within the first such meeting in the Reporting Year, together with the Annual Activities Programme.

**(b) Annual Activities Programme** – the list of Activities that the PTF intends to execute during the Reporting Year.

If a significant level of uncertainty is preventing the Executive Committee from submitting a full annual budget / activities programme, the Executive Committee may present a partial version, i.e. Term budget / activities programme, at the beginning of each school term.

**(c) Annual Report** – a detailed presentation regarding the execution of the Annual Activities Programme and Annual Budget, to be submitted before the end of the Reporting Year by the Executive Committee to the General PTF meeting.

## Banking/Payments

All funds shall be kept by IBSB in its own bank accounts on behalf of PTF. Instructions to make payments from the fund set for the purposes of these bylaws shall be submitted to IBSB Finance Department by PTF President.

PTF President will only give such instructions:

- (a)** After consultation with a minimum of one other Officer, if the expenditure is budgeted or
- (b)** After gaining approval of the Executive Committee, if the expenditure is not budgeted and below 200 RON, or the approval of the General PTF meeting, if the expenditure is not budgeted and exceeds 200 RON.

PTF President will only issue instructions for payments that comply with the PTF Funds Usage Procedure.

## Independent Review

The PTF shall arrange an independent review of its financial transactions each year. To this effect, the PTF shall seek and appoint an external auditor, ideally from the PTF members / IBSB parents and guardians community. External auditor fees cannot be paid.

## Ending Balance

The organization shall leave a minimum of 2000 RON in the treasury at the end of each reporting year.



## Contracts

Given that IBSB PTF is not a separate legal entity, any and all contracts required for running its activities (with suppliers, sponsors, etc.) shall be signed by IBSB authorized signatories on behalf of PTF. A request to sign a contract shall be made by PTF President and must follow the same rules described above, in the Banking / Payments section.

## 9. Amendments to Policy

Amendments to this policy may be proposed by any PTF member. Amendments presented at PTF meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to this policy. The Data management table must be updated each time an amendment is made

## 10. Dissolution

In the event of dissolution of the PTF, any funds remain the full property of IBSB.

## 11. Final Provisions

This policy represents an association between parents and guardians of IBSB students and all IBSB staff in order to achieve the purpose and aims of the PTF, namely to improve support the school mission and vision, enriching the lives of the students at IBSB.

The members of IBSB PTF, do not have any rights related to the organization, management, and control of IBSB. All the decisions related to the management of IBSB, including the ones related to funding sources, will be taken by the competent bodies of IBSB.

The members of IBSB PTF will act only in accordance with the decisions taken by the competent bodies of IBSB in order to achieve the purposes of IBSB.

### Related Policies

PS Curriculum Policy

SS Curriculum Policy

SS Community Action Service Policy

WS Child Safeguarding Policy

WS Equal Opportunities Policy

WS Events Policy

WS Health and Safety Policy

WS Visitor's Policy