



FRYENT PRIMARY SCHOOL PARENT/STAFF ASSOCIATION (PSA)

Terms of Reference

Aims :

- To foster closer links between home and school
- To provide opportunities for parents. Pupils and staff to get together
- To raise money to help improve educational facilities that benefits the pupils
- To form a committee to manage the business of Fryent PSA
- To liaise with the school leadership team to allocate funds raised

Membership :

- All parents and staff are automatically members of the PSA

Committee:

- The committee will consist of at least 7 parents who represent each of the year groups from Nursery to Year 6 . There should be up to 3 staff member, including one member of the senior leadership team
- Key roles elected annually- Chair , Vice Chair , Secretary and Treasurer(should be a school staff member)

Roles of the Chair , Vice Chair , Secretary , Treasurer and Committee members:

- Meetings to be held at least once a term
- Agenda to be set in conjunction with chair and circulated at least one week prior to meeting .

Communication:

- All communication with committee members – via email, text, whats app , (in line with school policy)
- Communication with staff members should be via work email or on a work phone

*Fryent **Parent School Association (PSA)** is an organisation of parents and staff. Its role is to encourage closer links between home and school. The PSA is best known for **fundraising** work, but it also has a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.*