

BIS PTA Charter

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BISI PTA operates in compliance with guidelines defined by the Ministry of Education of Turkey.

This document outlines the objectives and operating procedures governing the actions of the Parent Teacher Association, otherwise known as PTA, working on behalf of Parents, Students and Teachers of the British International School Istanbul (BISI).

1) Vision and Mission

The British International School Istanbul provides a caring international environment, fostering cultural diversity. Individual students achieve their full academic potential, inspired to become lifelong learners and responsible citizens of the global community.

2) Objectives

The objectives of the PTA have been defined as follows:

1. To create a communication ground for the parents, students, teachers and the school administration and to facilitate communications between these parties by;
 - Welcoming all families into the school community—Families are active participants in the life of the school. PTA helps them feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
 - Communicating effectively.
 - Sharing power—Families and school staff are equal partners in decisions that affect children and families and therefore together they should inform, influence and create policies, practices, and programs.
2. To help monitor, review and improve issues regarding the Curriculum, Campus Environment and Social Activities of the school for the best of our BISI students by:

- Supporting student success—PTA provides the grounds for parents and school staff to continuously collaborate to support students' learning and mental development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
 - Speaking up for every child—Through the PTA, families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
3. To support the school community – PTA creates grounds and opportunities for families and school staff to collaborate with community members to connect students, families and staff to expanded learning opportunities and community services.

3) Values

The following are the values that PTA stands for:

- Collaboration – We work in partnership with a wide array of individuals and organisations to accomplish our agreed upon goals.
- Commitment – We are dedicated to promoting children's health, well-being and educational success through strong parent, family and community involvement.
- Accountability – We acknowledge our obligations. We deliver on our promises.
- Respect – We value our colleagues and ourselves. We aim to provide the same quality of effort and thought that we expect from others.
- Inclusivity – We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- Integrity - We act consistently with our beliefs. When we make mistakes we acknowledge them and seek to make amends.

4) Members of the PTA

All parents and/or guardians of students and teachers at the British International School Istanbul are members of the PTA.

5) Annual General Meeting.

Once a year, an AGM is held at the start of the new school year. This meeting is chaired by the current Chairperson of the PTA and all members are invited to participate.

The Agenda for the AGM will typically consist of the following items:

- i) Yearly Financial Reports
- ii) Approval of Minutes from the previous AGM
- iii) Election of the PTA Management Board - 15 parents, 2 teachers and 1 member of the senior management team are elected to take part in the management of the PTA throughout the year

Minutes of the meeting are drafted and recorded by the current Secretary of the PTA Board and distributed between the members after the meeting.

6) Assignment of Roles

PTA Management Board meets shortly after the AGM and in its first meeting elects members for the following roles:

- a) PTA Board which consists of 7 members, 4 of whom are required to be parents:
 - i) Chairperson (Parent)
 - ii) School Director
 - iii) Vice-Chairperson
 - iv) Secretary
 - v) Treasurer
 - vi) Member of the school's Senior Management Team
 - vii) Member
- b) Seconds for PTA Board- 4 parents
- c) Board of Control – 3 Parents
- d) Seconds for Board of Controls – 2 Parents

7) PTA Board Responsibilities

The Board is responsible for:

- a) Creating an environment for parents, teachers and students and the administration of the school to communicate and exchange ideas to achieve the objectives of the PTA;
- b) Creating the working model for these objectives to be achieved;
- c) Preparing an annual plan for PTA activities;
- d) Organising, coordinating and steering these activities to achieve the annual plan;
- e) Financial Management of funding, including the sub-committees;
- f) Communication at regular intervals with the Head(s) of School and with the Head of Communications.

PTA Board meets at minimum once every 3 months.

8) Decision Making at PTA Board

Voting can be done in person, in writing or remotely by email.

Silence is accepted as abstained.

Majority of votes that are not abstained are required for a PTA Board decision.

9) Financial means of the PTA

The financial means of the PTA consist of:

- a) Results of fundraising activities;
- b) Support from the Board of Governors of The British International School Istanbul.

10) PTA Sub-Committees

As per Article 5b of this Charter, it has been accepted that 4 subcommittees are to be established as the execution arms of the PTA.

- a) The Social Sub-Committee
- b) The Curriculum Sub-Committee
- c) The Campus Sub-Committee
- d) Communication Sub-Committee

When no longer required, these sub-committees can be terminated or new ones established, as decided by the BoD.

Each subcommittee has 2 leaders, 1 member is a parent and the other is a member from the school staff.

PTA members can take part in any and all sub-committees as they wish.

Sub-committees prepare annual plans and present them to the PTA Board. PTA Board reviews annual plans and may or may not approve some or all parts of an annual plan.

11) The Curriculum Sub-Committee

The purpose of this subcommittee is to facilitate an understanding on parents' behalf of the school's academic environment and to help improve the provisions in following areas:

- the whole school curriculum
- curriculum resources
- accreditation of the school

12) Campus Sub-Committee

The purpose of this subcommittee is to review and help find solutions for improvements for all aspects of the school campus. This covers the classrooms, play grounds, sports grounds, cafeteria, parking and health and safety.

13) The Social Sub-Committee

The purpose of this committee is to organise social activities taking into consideration the various age groups and times of the year to help grow a harmonious school community. Such activities can include Halloween, Coffee Mornings, Winter Bazaar activities, Easter activities, International Day, Fun day, Teachers Day, Student of the year Award, Introduction of the "Buddy System" for new parents, Fundraising (inside/outside school), Information Evenings / Open day, Social Events for parents, i.e. guest speakers etc.

The items listed below will be considered when choosing charities. The chosen charity/charities would need to:

- allow for active participation and involvement of BISI students
- be educational;
- reach the underprivileged;
- form a long-term relationship with the school;

- Be local
- Be non religious.

14) Communication Sub-Committee

The purpose of this subcommittee is to establish and manage the communication of the PTA with parents, teachers and the school community.

15) The Board of Control (BoC)

The Board of Control is responsible for annual control of financial records of the PTA. BoC meets once every 6 months.