

2.5 PARENT TEACHER ASSOCIATION (PTA)

A Parent Teacher Association (PTA) is a body of elected representatives of parents, teachers and community members, whose responsibility is to assist in activities in school improvement and to take decisions in school management issues that impact directly upon the quality of education for children, such as physical infrastructure, teacher absenteeism, purchasing financial management and needs of the children. The Parent Teacher Association (PTA) and School Council work on a non-profit basis for improving the quality and access to education in the community. It is a non-political forum where parents, teachers and community representatives can provide an effective representation of the community.

School Management Committee (SMC) or School Council (SC) and Parent Teacher Association (PTA) are seen as government sponsored CSOs, created by Govt. Notification or through law. These are the anchor organizations for local level governance at the school level. (Shami, P.A. 2007).

2.6 SCHOOL COUNCIL:

“School councils are collective associations of parents, teachers, Heads, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school”.

“A school council is group of students who are elected to represent the views of all pupils and to improve their school”

"School council" means all kinds of school-based groups run by students, including student forums and youth parliaments. (Rizvi 1998, p-32)

2.6.1 Background:

Parents should have meaningful involvement in their children's education. Such involvement includes ensuring that their children are ready to learn as well as being able to choose education programs that best meet their children's learning needs.

Other members of society also have a responsibility to contribute to the education of young people and an important role to play in education. Everyone has a role and everyone's role is important. In an education system, one person or group can make few decisions alone. Parents, students, teachers, Heads, superintendents, trustees, government, business and other community members are all participants in the educational Endeavour and have a responsibility to work together, cooperate and communicate with one another.

School Council recognizes and reaffirms the right of parents and the school community to have meaningful involvement in the education of their children through school councils. School councils are responsible to the parents and the community they serve.

School Councils have been around for around 40 years, but now with citizenship being taught, there are many more around.

2.6.2 School Council in Pakistan

School Council is such a system that makes the schools disciplined and creates harmony amongst teachers, students and the parents. In the beginning no attention was paid towards the School Councils.

To improve the standard of education and to bring up the literacy rate has remained the top priority of the government. Beside a lot of efforts we are still miles away from our destination. In order to ensure involvement of general public in Government efforts, School Councils have been established.

In **1994**, School Management Committees (SMC) were established. As they failed to deliver the desired results, therefore situation had arrived where parents should be given an important role.

In **1995**, Government carried out restructuring of School Management Committees (SMC), and were not only assigned the responsibilities to resolve the problems at school level but also have the authority to bring the certain changes.

In **2000**, through a notification by Government of the Punjab School Management Committees (SMC) were renamed as School Council (SC).

If we talk about the present School Councils in Punjab, Government of the Punjab launched “Punjab Education Sector Reform Program” PESRP for the purpose of provision of Educational Facilities and Enhance the Education standard. For the purpose of smooth and effective functioning of School Councils responsibilities has been given to teachers, parents and prominent figures of the community.

“**School Council Policy 2007**” has been furnished by Special Secretary (Schools). Notification in this regard was brought by Muhammad Akram Jan Under Secretary (S-III), this notification was brought 06th August, 2007. (Annexure- E)

According to “**School Council Policy 2007**” structure of the School Council in government of Punjab’s schools is as under:

- i) Formulation of School Council (SC).
- ii) Role / Responsibilities of School Council (SC).

- iii) Procedure of funds allocation to School Council (SC).
- iv) Monitoring of School Council (SC)

2.6.3 Formulation of School Council (SC).

2.6.3.1 General Structure:

In its general structure School Council comprises 7 to 15 members. But total numbers of members will remain odd.

2.6.3.2 Categories of Members:

Members of School Council must be from three categories as given below .

i) Parent Members:

Parent's membership will be more than 50% of total strength. Only one teacher will be specified in the SC and remaining seats be filled with general members. Parent's members mean those parents whose children are studying in the concerned school. The parents of students must be more than 50% of total members. Moreover, in girls schools only mothers can be a member but in boys schools mother or father can be the member of SC.

ii) Teacher Member:

Head teacher or designated Head of the institution will be only a teacher member of each School Council (SC). He / She will also be Co-chairperson and Co-signatory of the SC account.

iii) General Members:

General members must be those who are the parents of ex-students of the concerned school or respectable / prominent figures of the community who are willing to serve for the betterment of the school. But in female schools only female will be preferred to be a member of SC. However maximum 2 male members can be taken as general members in the female schools if it is necessary.

2.6.3.3 How To Form A School Council?

A.E.O will form the school council. At least three meetings will be held for this purpose.

In these meetings Assistant Education Officer (A.E.O), Head teacher, Parents and respectable figures of the community will take part. Participants will be informed at least three days before.

- Member may be nominated if they are less / equal than required numbers.
- If they are more than fifteen, decision will be made through election.
- If less than fifteen and there are objections for the nomination of the members, then objections will be noted and will be removed through election.
- In this election, only those parents will cast their votes whose children are in the school. Respectable persons and head teacher has no power to cast a vote.
- If two parents get equal votes, then AEO can cast a vote and decision will be accordingly final.

2.6.3.4 Method Of Election: -

The AEO can adopt any of the method given below for election:

- Through raising hands of participants.
- Through Ballet Paper

Assistant Education Officer (A.E.O) will announce the school council.

Chairperson must be amongst the parent's members.

2.6.3.5 Notification Of School Council:

Assistant Education Officer will notify the school council on Form 1 specific for notification. Copies of this notification will be sent to Deputy District Education Officer (Dy.D.E.O) and Executive District Officer (Education) (E.D.O) for record. A copy of notification will also be sent to the concerned bank manager.

2.6.3.6 Change of Membership:

The change of membership can be due to following reasons / circumstances:

- i) Death of the member.
- ii) Shifting of residence or inability to fulfill the responsibilities of SC.
- iii) Separation at own will or with consent of other members.
- iv) Loss of eligibility when child is no longer enrolled in the school.
- v) Transfer or retirement of Head Teacher.

2.6.3.7 Procedure of Change

Chairperson or Co-Chairperson will inform in writing to the A.E.O about the change of membership due to the any of the above reasons, within twenty days vacant seat of the member will be filled according to the previous procedure.

2.6.3.8 Duration

A School council is nominated or elected for two years with effect from the date of issuance of notification.

2.6.3.9 Cancellation Of Membership:

The membership of any member may be cancelled due to the following reasons:

- Unsatisfactory Performance
- Meager interest in school council's affairs
- Creation of obstacles in the way of School Council
- Embezzlement / Mis-use of school council's funds
- Any other reason which majority of members think appropriate.

2.6.3.10 Procedure of Cancellation of Membership:

A.E.O. is authority in such a case He / She will take action on the basis of written complaint moved from the chairperson. An opportunity must be given to the accused to defend him. Failing which A.E.O will issue notification on Form-2.

The cancellation of membership will be through election in which affectee could not cast their vote. The member whose membership will be terminated according to the above procedure, he / she will not eligible for the member ship for one year.

The complaints about the general performance of SC can be brought in to the notice of EDO(Education) in writing form. If EDO(Education) considers it, he can issue an order of inquiry against SC but only a person of Dy. DEO level can probe the matter. The report of this inquiry will be compulsory to be submitted to EDO (E) within 15 days. The EDO (E) will decide himself / herself to take an action on this report. Moreover, EDO (E) can dissolve the SC on the basis of inquiry report whose decision will be final and non-challengeable in any forum or court. After dissolution notice, the new SC will be formulated within 30 days.

2.6.4 Role / Responsibilities of School Council:

According to “**School Council Policy 2007**” following role / responsibilities have been constructed for School Council.

- To check Absenteeism of teaching and non-teaching staff and report to AEO or MEA in case of continuous / long absence of the staff.
- To Increase Enrollment Rate and Decrease Drop-out Rate
- To create awareness in parents about importance of education, so that they may register their children in the school
- To inspire and assist the school administration for Co-curricular activities like, Parents Teacher meeting, Celebration of Cleanliness, Literacy and other days.
- To take such steps and make such arrangements with which there is safety of the rights of teachers and students.
- To take measures for stoppage of Corporal Punishment
- To enhance the standard of administration in the school.

- To provide suitable help and supervision for the provision of course books and distribution of scholarships after every three months.
- To take necessary measures against misuse and encroachment of school building / property.
- To arrange at least one meeting of SC in each and every month so that there might be at least 10 meetings (beside the summer vacation) in a year.
- To prepare, complete and supervise the School Development Plans
- Utilization of funds (School Council funds and Farogh-e-taleem fund) which have been received from the government or other resources (e:g donations)
- To maintain a neat and transparent Financial (Receipts, Cash Book, Registers and Cheque Book etc.) and other record (notification, registers of school council's meeting and a copy of development plan) of School Council.

2.6.4.1 Procedure of Meeting of School Council:

The head teacher will send a meeting notice to all members of school council.

In this meeting the presence of head teacher and chairperson will be mandatory. In this notice the following things will be cleared to all members of school council.

- Day and date of the meeting
- Time of the meeting
- Venue of the meeting
- Agenda of the meeting

2.6.4.2 Quorum

The Quorum of school council will be consisting of 2/3 members of school council. Failure the required number of the members, meeting will be postponed. New date will be decided with the consensus of the members of SC.

- Head teacher or chairperson will furnish the minutes of the meeting and will get signature of every member.
- Decision of the meeting will be based on simple majority of the members of SC.
- Un-Certainly meeting desires signatures of, 1/3 members of School Council.
- It will be mandatory for the chairperson to call said meeting with in 3 days.

2.6.4.3 Record of School Council:

Record of following activities must be kept / maintained by each and every School Council:

- Notification of School Council Form-1
- Replacement notification of School Council Form- 2
- Record of Members of School Council Form- 3
- School Inspection Register (for members of School Council) Form- 4
- Minutes of the meeting Form -- 5
- Diary / Dispatch Register of School Council
- Record of School Development Plan Form- 6
- Record of Passed Resolution Form- 7
- Financial Record (Cash Book, Receipts, Bank Account Statement etc.) of School Council form- 8

- Stock Register of School Council
- Record of Curricular & Co-Curricular activities of the School

2.6.4.4 Developmental Plan Of School: -

- School Council identifies the basic needs of the school keeping before the available resources. In this regard school council can consult with concerned community. School Council will prepare the “Developmental Plan” for school and all members will sign it.
- One copy of developmental plan will be sent to Assistant Education Officer (AEO), in case of any objection, Assistant Education Officer will inform to the Head Teacher or Chairperson within seven days. Assistant Education Officer will also send a copy to Deputy District Education Officer (Dy.D.E.O) as well.
- In case of objection, Head Teacher will call a “Special Meeting” in which, the presence of 2/3 members will be necessary.
- If the majority of members agree with the proposals of Assistant Education Officer, the school council will change the Developmental plan through a resolution and will send its copy to Assistant Education Officer and Deputy District Education Officer as well.
- In case of differ with the proposal of Assistant Education Officer, the school council will send reply along with necessary reasons to Assistant Education Officer. Its copy will also be sent to Deputy District Education Officer as well.
- Deputy District Education Officer will visit with in 15 days to the concerned School Council for developing consensus upon School Development Plan. However the decision of Deputy District Education Officer will be final.

- All the members of school council will monitor the Developmental work of the school, so that the work may be completed with quality, at reasonable cost and on a proper time.
- Government Specification may be observed strictly in implementation of “School Development Plan”
- Detailed report must be submitted to the Deputy District Education Officer concerned, on completion of work.

2.6.5 Provision / Distribution of Public Funds to School Council:

2.6.5.1 Bank Account Of School Council: -

- The accounts of school council can be open in the local branch of Commercial Bank or in the local post office. If operational bank account of school council is there in the bank or post office, then there is no need to open a new account.
- There must be only one bank account of School Council and all collective funds of school council like funds of school council, Ferough-e-Taleem fund, and the donations must be deposited in this account.
- The bank statement of school council can be obtained from the bank or post office quarterly.
- All bank transactions regarding depositing or drawing of amount should be recorded in form-8.

- If there is no bank account of school council in the bank or post office, or it is has been closed due to any reason, and then school council will open a new bank account.

2.6.5.2 How To Open A New Bank Account?

- After issuing the notification of school council, all the members will conduct a meeting, which pass the resolution to open the new bank account.
- School council will mention the name of new post office or a bank where account is desired.
- The name of Head Teacher, Chairperson along with their NIC numbers, will also be quoted in the resolution.
- A copy of this resolution along with school council notification will be sent to the Deputy District Education Officer for acknowledgement.
- The Deputy District Education Officer will approve the resolution and endorse a copy to concerned School Council and relevant manager / postmaster with in 5 days.
- Chairperson and Co-Signatory of the School Council will open a new account.

2.6.5.3 Financial Procedure For School Councils

Following Financial Procedure shall be observed by the School Council (SC) in the respective District Government.

a) **Source of Funding:**

- The funds to the School Council shall be transferred from PCF A/C No. 1 to Account IV of respective District Government as a tied budget grant-in-aid.
- The District Government shall be required to budget the allocation for each SC.
- Each School Council shall maintain a commercial bank account to be jointly operated by the Headmaster of the school and a designated member of School Council.
- The Executive District Officer (Education) of the respective District Government shall accord financial sanction for the transfer of funds from the District Account IV to the bank account of School Council. These funds shall be transfer credited up-front in the bank account of the School Council by the DAO without any pre-audit etc.

b) **Financial Procedure:**

- The funds shall only be spent by the School Council on the purposes as prescribed including minor civil works up to Rs. 200,000/-
- All expenditure shall be incurred with the prior approval of School Council.
- All purchases / execution of work shall be carried out by the School Council in a transparent and economical manner.

- The Headmaster, on the behalf of the School Council, shall maintain the accounts of receipts and expenditure on a simple cash book in the prescribed format.
- The Cash Book and allied details / vouchers shall be verified and approved by the School Council in a special meeting on a 6 monthly basis i.e. 15th January and 15th July.
- The vouched accounts shall be subject to inspection by the functionaries of the education department and to third party validation.
- The expenditure of the School Council shall not be the subject to the provision of Financial Rules / Purchase Procedure of the Government.
- The Expenditure on civil works shall be market based and shall be incurred by exercising general financial prudence.

2.6.5.4 Faroogh-e-Taleem Fund (F.T.F):

The Government of the Punjab established a fund vide letter No. 50 (A-I) – 21/81-IV dated August 6, 1995.

In an other notification issued by the Government of the Punjab, Education Department in 2004, unification of funds was made. All of the school funds were merged in to Faroogh-e-Taleem Fund. It was decided that this fund would be utilized for welfare of the students through School Council.

2.6.5.5 Utilization of Faroogh-e-Taleem Fund:

According to notification No. SO (A-II) 2-5/2003, Education Department (School Wing), the Faroogh-e-Taleem Fund to be expended by head of the institution

after observing all codal and procedural formalities) with approval of School Council.

Utilization of Farough-e-Taleem Fund is as under:

- i) Purchase of Science equipments of all types.
- ii) Purchase and repair of sports articles of all types.
- iii) Expenses to hold games contests, refreshment of players, conveyance expenses of sports, accommodation and meal expenses of sports.
- iv) Minor work of play ground (cleanliness & level etc. if required), availability of water for ground.
- v) Purchase of library books, magazines, newspapers and periodical library and reading room expenses.
- vi) Expenditures of examinations, printing of question papers, purchase of duplicating machine and related material.
- vii) Purchase of Audio Visual aids.
- viii) Installation of telephone (internet subject to computer science 9th & 10th classes).
- ix) Purchase of geometry box, charts, maps, black / white boards, dusters and display boards.
- x) Purchase of plants for tree plantations / flower pots.
- xi) Expenses for holding of competition of co-curricular activities i.e. drama, debates, speeches, essay writing etc.
- xii) Expenses of students and class incharge for trips to historical and geographical places. (No subscription will be taken from the students)
- xiii) Fee for scouting / girl guiding expenses of related items and accommodation of students, incharge teacher and headmaster.

- xiv) Purchase of medicines.
- xv) Appointment of doctor and dispenser as a part time.
- xvi) Treatment of poor and deserving students.
- xvii) Purchase of sanitation related articles.
- xviii) Health related charts.
- xix) Weight machine.
- xx) Holding of parent's day expenses.
- xxi) National & Islamic days celebration expenses.
- xxii) Furniture of library and related items.
- xxiii) Annual prize distribution expenses.
- xxiv) Educational distinction and sports prizes.
- xxv) First aid and related articles.
- xxvi) Articles relating to cleanliness in school.
- xxvii) Purchase of equipments relating first aid.
- xxviii) Books for deserving poor students, stationary, purchase of uniform and shoes payment etc.
- xxix) Purchase of optical and toys for poor students.
- xxx) Purchase of seeds and plants for school ground and other ordinary purchase.
- xxxi) Help for students SOS village and hospital.
- xxxii) Prize in form of articles (towels / vests) or prize bonds on Milad-un-Nabi / Pakistan day etc.
- xxxiii) Printing of certificates etc. for giving to the students on above occasions.

xxxiv) Expenditure required in form of repair etc. in the libraries / purchase of fans, curtains and any other type of expenditure required in the libraries.

xxxv) Binding of books of libraries.

xxxvi) Purchase of National Leader / National Heroes photos.

xxxvii) Any other type of expenditure required for the welfare of the students and upkeep of the school with the permission of School Council.

2.6.6 Monitoring of School Council (SC)

Following ways will be adopted for the purpose of monitoring of School Council.

- a) Evaluation of Performance of School Council
- b) Financial Monitoring of School Council
- c) Audit of School Council

2.6.6.1 Evaluation of Performance of School Council:

Following measures will be taken for the purpose of evaluation of performance of a School Council.

- i) Through District and Provincial Governments set procedure
- ii) Through MEAs monthly reports
- iii) Through visits of AEOs and Dy.DEOs on monthly basis
- iv) Through DMOs visits

2.6.6.2 Financial Monitoring of School Council:

Executive District Officer (Education) will collect bank statements quarterly to check the utilization of School Council funds.

2.6.6.3 Audit of School Council:

- i) Government, Financial Rules / Purchase Procedure are not imposed on School Council Procedure vide notification of Finance Department No. IT (FD) 3-13/2002 dated January 7, 2004.
- ii) All of the accounts, receipts and expenditures being occurred by the School Council will be checked by the Education Officers or through third party validation.