

Parents can contribute to the KTS community in many ways – as a BOT member, PTA member, or volunteer in some other capacity. Each element is incredibly important to the school as they provide a different valuable input into the quality of our school environment.

The Board of Trustees (BOT)

The BOT's primary focus is ensuring ongoing improvement in student performance and well-being. Boards provide strategic leadership and direction to schools through the Charter and policy framework, which give direction to guide all school activities and decisions. Four areas of BOT Governance include Accountability, Leadership, Representation, and the Employer Role. The Principal, as the Chief Executive of the School, and the staff, then manage the school and make decisions within the framework set by the Board.

In 2019 we have elections for the Kohia Terrace School Board of Trustees. The term of a Trustee is for 3 years with formally run meetings approximately once per month. All kinds of skills, backgrounds and life experience are needed.

We highly recommend that if you are interested in being a Trustee you (1) talk to a Board member and (2) come to a BOT meeting to see how they are run.

Parent Teacher Association (PTA)

The PTA works to strengthen community spirit, act as liaisons between teachers and families, co-ordinate and mobilise volunteers, and plan and participate in fundraising for extra resources for KTS. Meetings are approximately once per term, and are informal.

There is an opportunity within the PTA for parents to take a more formal role looking after a project, fundraising event or as a key organiser (i.e. Chairperson) or just help as you are able. The PTA also incorporates the Parent-Teacher Liaisons for each year group.

Volunteering

KTS could not function without parent help and assistance throughout the year. This can be anything from assisting with school camps to assisting teachers with books.

If you are available to assist in this way please let your class teacher know, talk to the office or keep your eyes on the newsletter for opportunities.

Example: What role does each part play for a school sports day?

BOT (Governance role): Confirms through the KTS school charter and curriculum that sporting activities are important for student wellbeing. Allocates sports budget.

The Principal (Chief Executive): delegates authority to staff to run the sports day, oversees implementation.

School Staff (Management and implementation): Plan and run the school sports day. Purchase sports equipment within the budget. Feed back to the BOT about sporting activities at KTS.

PTA (Volunteer co-ordination): May choose to fundraise for extra sporting equipment.

Volunteers: be there and available to help. Cheer on the students participating.

Separation of Duties between Board, Staff / Principal and the PTA

Topic 主题	Board (Governance) 董事会 (治理)	School staff (Management and Implementation) 学校职员 (管理和实施)	PTA (community and parent support and involvement) PTA = 家长教师协会 (社区和家长的参与)
Sport 体育	Approve the curriculum 批准课程 Set the budget 设定预算	Run the sports curriculum 执行体育课程 Advise on curriculum and budget 课程和预算的建议	PTA members may attend school sports events and competitions PTA 会员可参加学校的体育活动和比赛 May fundraise for particular events 可为特定活动筹款
Uniform 校服	Decide whether the school has a uniform 决定学校是否有校服的制度 Set the uniform policy 设定校服政策	Ensure uniform is worn correctly 确保校服穿著正确 Advise on requests and any issues with uniform 提出任何关于校服的问题和建议	Run the second hand uniform sale 举办和安排二手校服拍卖 Offer comments and proposals on uniform 提供有关制服的评论和建议

<p>Term time and teacher only days 学期和教师专用日</p>	<p>Decide start and end dates for school each year 设定每年学校的开始和结束的日期</p> <p>Approve timing of teacher only days 批准教师的专用日</p>	<p>Provide information to help Board decide start and end dates 提供资讯以帮助董事会决定学校的开始和结束的日期</p> <p>Use teacher only days to improve quality of teaching and learning 使用教师的专用日来提高教学质量</p>	<p>Provide feedback on start and end dates and timing for teacher only days 提供建议有关教师专用日的开始和结束日期以及时间的安排</p>
<p>Staff 职员</p>	<p>Employ the Principal and manage performance 聘请校长并管理绩效</p> <p>Participate in hiring of teachers and others and ratify appointments. 参与聘请教师和其他职员并批准任何的遇约</p> <p>Ensure HR policies are adhered to. 确定遵守人力资源政策</p> <p>(Pay is set by government for teachers) (政府设定教师的工资)</p> <p>Set policy for hiring of other staff (I.e. KTS as a living wage employer) 制定招聘其他员工的政策(例如:KTS 是提供生活工资的雇主)</p> <p>Decide what funds will be used to hire staff above teaching allocation from the Ministry of Education 确定将用于雇用教育部以上教学分配人员的资金</p>	<p>Principal runs recruitment of staff and allocation of work. 校长负责招聘员工和分配工作</p> <p>Advice on workloads and what mix of staff will support successful learning 通知工作量的建议以及工作人员的组合使得有优胜的学习</p> <p>Implements HR policies and recommends staffing levels 实施人力资源政策并推荐人员配备</p>	<p>Provide advice and feedback on staff 提供有关员工的建议和反馈</p> <p>Support teachers and other staff by showing appreciation, volunteering to assist in school, etc. 通过表达赞赏, 志愿参与学校协助活动, 等等的方式来支持教师和其他的工作人员</p>

<p>Funding 资金</p>	<p>Decides how the government operational grant for the school will be spent (within a number of parameters set by government). 决定如何运用政府的运营补助金（在政府设定的若干参数范围内）</p> <p>Sets the level of the school donation. 设定学校捐款的数目。</p> <p>Sets levels of reserves the school needs. 设定学校需要的储备数目。</p> <p>Proposes and agrees fundraising projects for the PTA. 提议并同意为 PTA 筹集资金的项目。</p> <p>Check that the money is spent well and achieves what it was supposed to. 检查是否资金应用的妥当并且达到所设的目标。</p>	<p>Tell the Board what resources they need to provide great learning opportunities for our children. 告诉董事会他们需要哪些资源为我们的孩子提供良好的学习机会。</p> <p>Spend the money well to make sure those opportunities are realised. 资金使用妥当并且确保实现这些良好的学习机会。</p> <p>Report on the spending to the Board. 向董事会报告支出情况。</p>	<p>Fundraises for projects around the school. Proposes projects for fundraising to the Board. 为学校周围的项目筹款。 向董事会提出筹款项目。</p>
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