

# TBS OWLS Parents Association (TOPA)

## Terms of Reference

*The purpose of the Terms of Reference is to assist the members of the TBS OWLS Parents Association (hereinafter known as TOPA) to operate efficiently and effectively and ensure those involved are accountable.*

Other related documents:

- Code of Conduct
- TBS Year group volunteers

In case of any comments, please send them to [santosh.k.singh@hotmail.com](mailto:santosh.k.singh@hotmail.com)

## Purpose

### Vision

Facilitate exchange between TBS parents and school management to promote the development and further improvement of the TBS and stimulate intellectual growth and well being for students and the whole school community.

### Objectives

1. Serve as an effective bridge and representative of all parents and students to bring ideas and constructive suggestions to the attention of the school administration in order to create a beneficial home-school thriving environment
2. Facilitate structured collaboration in forms of dialogue/communication/activities among parents and school administration to bring issues/innovative ideas and solutions that help foster good relationship among TBS communities
3. Adding value to the school through skills resources available in the parent body as well as material resources through e.g. fundraising events and others
4. Support the school in the development and execution of the school growth plan- such as future growth, facilities, resources.

## A Word from the Principal

XXXXX

## Partnership with the School

The TOPA intends to work with the Principal, Board of Governors (BOG) and school management to build effective and long-term partnership between the school and home. It is self-evident that young people are happiest, most successful and secure at school when they are aware that a positive and cooperative relationship exists between their parents and the school. Parents should be clear as to the nature and expectations of the School which in turn seeks parental support in meeting the important features of its ethos and policies.

The Owls Parent's Association shall not have any executive or enforcement powers over the Principal or any other member or members of the staff of the School. However, the TOPA will work in partnership with the Principal or any other member or members of staff to ensure that ideas or concerns from parents are appropriately channeled for the betterment of the children in the school.

To build an effective partnership, during the first six months of its formation, the TOPA will explore (or have a review point??):

- How does the TOPA and the school work together?
- Connection between TOPA core committee and the School senior management.
- Connection between the TOPA core committee and the BOG
- Connection between the TOPA core committee and the student body (head prefects)
- Connection between the TOPA and teachers and School's staff
- Bring transparency in day to day functioning

## Key activities of TOPA

### Enhance communication between the school and parents

- Year group class representatives, 2 per year (1 in each class) that have agreed tasks, whatsapp group, knowledge regarding: signposting parents with issues, periodic meetings between all representatives to share issues, role with supporting teachers with information to parents
- 'parent focal point' from core committee that can follow up on group issues brought through the class reps
- Annual TOPA meeting to outline plans, accountability to parents, recruit volunteers
- Contribute to Yeti news

## Help parents to have a voice at school

- Link to TBS Board of Governors - TOPA Chair to attend BOG meetings, provide inputs to meeting agenda.
- Annual meeting between TOPA Chair, BOG Chair and Principal
- Follow up on key issues at school and report back as required - especially when changes and/or improvements are promised.
- Ad hoc meetings following up on issues brought by parents
- Satisfaction surveys for parents

## Community Support

- New parents welcome and transitioning of parents who are leaving the school
- Special educational needs
- Language and culture support

## Holding events and other activities to build the school community

- Set at the start of the year - events calendar (for e.g Christmas fair, international day etc.). It can be linked to fundraising but should be driven primarily by kids needs/ experience
- New families - welcome booklet with info about activities, shopping, healthcare, finding a house etc. Also, welcome events, integration events during the first two terms, buddy family etc
- Parent info sessions with outside speakers on key topics - mental health, third culture kids, health concerns in Nepal - anything!

## Raise funds or other resources for the school

- At the start of the school year work with the budget/ finance governor and the Principal to see areas of need as well as invite inputs from teachers, parents and school management
- Suggest effective ways and options such as formation of fundraising committees for key areas of school such as library, sports equipment, SEN, instruments, infrastructure

- Work closely with other TOPA members such as events team to prepare fundraising calendar, resource allocation and align with the organisation of other events

## Mobilise resources

- Material resources - mobilise individual network for resources
- Share job skills - public speaking, marketing, negotiation, finance etc
- career counseling - expose children to opportunities and changes in the market
- Encourage parents to share their life and career experiences and learnings - to be a role model

## Membership

Everyone whose child is enrolled at TBS is a member automatically. The majority do not need to be involved in the day-to-day activities of the TOPA. Usually the parents who are elected to the committee manage on behalf of the other parents.

## Structure

### Core committee

It is expected that within six months of the formation of the TOPA , the core committee will streamline the roles, prepare an organisation chart, appointment procedure, joining and resignation formalities of the members.

#### **Chair:**

- Chairs meetings and sets agenda
- Agree tasks and follow up
- Attend BOG meetings together with Secretary
- Approach Principal on specific issues if unresolved
- Spokesperson for TOPA
- Signs off annual reports

#### **Vice-Chair**

To support the Chair and takes over in his/her absence

#### **Secretary**

- Prepare minutes of TOPA meetings

- Make sure tasks are allocated clearly and follow up
- Key administrative contact between the TOPA and School
- Prepare annual reports

**Treasurer**

- Manage all funds and bank account
- Manage events funds
- Produce accounting report

**Focal points**

- Communication
- Fundraising
- Events
- Parent support

**Class/Year Reps**

- Xxxx
- xxxx

## Finance

The TOPA will be responsible for management of funds raised from fundraising events and other contributions. The core committee will discuss and decide on eligible funding sources and maintain a transparent record of funds raised and expenses incurred. The expenses are expected to be limited only to those incurred for the organisation of core committee meetings, stationary, transportation and communication.

Within the six months of the formation of the TOPA, the Treasurer will produce a guidance document on eligible funding sources and eligible expenses.

## Meetings

- Annual General meetings
- Core Committee meeting - core group and other interested parents (biweekly)
- Open breakfast meetings - invite principal, management, parents (monthly)
- Class/Year reps meetings??

Document History		
Date	Version	Comments

20th March 2023	01	First Draft
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