



Dwight School London
Dwight Parent Association
Structure
Sept 2017

Dwight Parent Association

Mission Statement

The Dwight Parent Association's aims are to:

- * Volunteer support to help Dwight School by working together with Dwight staff and students.
- * To organize social events during the school year
- * To provide a bridge to the local community
- * To fundraise with Dwight School, with funds to be divided between the school and the school/students chosen charity
- * To act as parent-school liaison, via the DPA Class Representative system.



DPA

- Dwight Parents Association (DPA)
Committee structure

Committee: Key DPA role-holders, who meet regularly with the School Head and Principals

There will be Lower and Upper School versions of this committee, or a Combined DPA version

- Chairperson
- Vice-Chair (Deputy)
- Treasurer
- Secretary
- Parent Ambassador Coordinator
- * Out & About Coordinator



DPA

* DPA Meetings Schedule

DPA members, the School Head and Principals are invited to all meetings.

- A Whole School Meeting in the first week of September term to introduce new parents to the DPA
- An Annual General Meeting (AGM) in mid September to give activity and financial reports to all DPA members and vote in Committee members
- 6 x Upper School and 6 x Lower School DPA meetings to be scheduled twice a term, in every school year
- Whole School Meetings to be scheduled in January and May of each school year, to co-ordinate whole school events and initiatives.



DPA

- DPA Event Groups structure

These are organized for specific events, headed by one person but composed of DPA Members interested in planning/contributing to a specific Dwight Social Event. Only one or two meetings per event are anticipated. For all Upper School Events, teachers and students will be involved in their planning and execution.

- Winter Fair (Lower School)
- * Summer Fair (Upper and Lower School)
- * Quiz Night (Upper School)
- * Back to School Barbecue (Upper and Lower School)
- International Food Evening (Upper School)
- Parent Ambassador Programme (for new families)
- Parent Education events
- Teacher Appreciation Day (Upper and Lower Schools)
- Book Sales (Upper and Lower Schools)



DPA

- Chair
 - Chairs the DPA Meetings, Whole School Meetings, AGM and any EGM
 - * Ensures that DPA business is conducted openly, according to the DPA Constitution, and reflecting the needs and wishes of the DPA representatives
 - * Liaises with the School Head and Principals
 - * Creates and updates an annual DPA Events and Meetings calendar
 - Assists with the preparation of the annual budget and prepares an Annual Report
 - Reviews and coordinates all DPA Meetings and Committee actions
 - Manages DPA bank account in conjunction with the Treasurer and is one of two required signatories



DPA

- Vice-Chair (Deputy)
 - Provides support to the Chair for all the Chair's responsibilities
 - Assists in the coordination of all DPA Meetings and Committee actions
 - Assists in the organization of the DPA Event and Meetings Calendar
 - In the absence of the Chair, the Vice Chair serves as Acting Chair, conducting DPA Meetings, Whole School and other meetings.



DPA

- Secretary
 - Prepares the agenda for all DPA Meetings, Whole School and other meetings
 - Attends all DPA Meetings
 - Keeps an accurate record of all meetings, including attendance, decisions and action points
 - Submits minutes of all meetings to the Chair for review.
 - Provides copies of minutes from meetings to all attendees
 - Maintains a file of minutes and agendas.
 - Provides a competent replacement in the event of non-attendance by Committee members



DPA

- Treasurer
 - Attends all Committee and DPA Meetings, providing a Treasurers Report
 - Develops the annual budget with input from relevant Committee Members and assistance from the Chair
 - Keeps up to date records of receipt and disbursement of DPA funds, and liaises with the Dwight Finance Dept.
 - Submits income and expense reports to the Committee and Open and AGM meetings
 - Supervises collection of fundraising money, with another signatory, and deposits it with the School
 - Oversees appropriate distribution of DPA funds
 - Manages the DPA Bank A/C in conjunction with the Chair, and is one of two required signatories.



DPA

- Class Representatives (One per Dwight Class)
- Liaises between the DPA and their Class parents
- Liaises between the Class parents and the school where appropriate
- Attends all DPA meetings
- Contributes to Event Planning and organization
- Arranges Class Volunteers for Dwight School events
- Organizes Class teacher appreciation where appropriate