

PTA Booklet



City Board of Education

Table of Contents

I	What is PTA?.....	1
1	Name	2
2	Purpose	3
3	Member	4
4	Group characteristic	
II	PTA Activity Details.....	3
1	Learning from parents and faculty members	
2	Understanding and cooperation in School Education	
3	Guidance for children outside school	
4	Improving the educational environment in the community	
5	Aiming for the formation of community solidarity and improvement of educational ability	
III	After joining PTA • • •	5
1	As a Class and Section PTA member	
2	Let us participate in PTA activities(events)	
3	Be a part of committee members and directors	
IV	As a member of PTA • • •	7
1	Class and section based activities	2
2	Cultural activities	
3	Activities outside school	4
4	PR activities	5
5	Recommendation / Selection	
V	P T A directors and operation.....	9
1	Directors	2
2	Budget	3
3	Organization	4
4	General Assembly	5
5	Learning about management organization	
6	Handling of Personal Information	
VI	Relationship with School and Board of education.....	12
1	Relationship with School	2
2	Relationship with Board of Education	
3	PTA's Allied Organization	4
4	Community and PTA	
VII	PTA Organization chart.....	15

This pamphlet provides an easy-to-understand summary of the structure and activities of the PTA. We hope that you will use this as a reference material to help make your PTA activities smooth and active.

I What is PTA ?

1 Name

PTA stands for Parent Teacher Association. It means that it is the association of parents, teachers and school staffs.

2 Purpose

The purpose of PTA is the promotion of healthy growth of the children. For that reason, parents and faculty members work together to deepen their understanding of education in schools, families and communities, strive for the promotion of education, as well as giving guidance to the children outside the school premises and various activities are done for enrichment and improvement of the educational environment in the community.

In regards to children's education, it is necessary that the school, home and the society share roles and cooperate with one another. This cooperation system creates a better educational environment for the area, and the role of PTA occupies an important position.

3 Member

Parents and guardians of children enrolled in the school and the faculty staffs working at the school can become members. The membership is based on voluntary enrollment, and it is ideal that all parents and faculty members become members with full understanding and agreement on the PTA's purpose.

Also, in regards to the operation of the association, it is important that all members' intentions are respected at all times and democratic action be taken.

4 Group Characteristic

PTA is a type of social education affiliated organization spread nation-wide in order to promote democratic reform of education in Japan. We, the members have different ways of thinking and beliefs and that is why as we work together, we can understand different situations of the people and broaden our horizons.

PTA must not be biased towards specific political parties or

sects, and must not conduct activities intended for profit.

In addition, members need to be fully interested in social movements concerning education, laws and institutions related to education, etc. In hope of fulfilling the happiness of the children, under the consensus of the members, the PTA work together collaborating with related organizations in order to host activities that create opportunities for at-home learning .



II PTA Activity Details

The following activities are held in aiming for the children's healthy growth.

1 Parents and Teachers Learning

We will exchange information and learn mutually about various problems related to children's education and growth, aiming for better home education, school education, and improvement of regional educational ability. Since the information surrounding children's environment and education is overflowing nowadays, parents themselves should learn and select information for better solutions in solving various problems of their children. Sharing and learning about the child's actual condition and concerns at home and school is necessary in keeping up with raising children.

If necessary we also conduct research activities and hold learning sessions and lectures on selected topics.

(Sample Activities) Class and Session based discussions at PTA
Learning sessions and Lectures

2 Understanding and cooperation on school education

It is important that PTA members understand school education and cooperate in their educational activities. It is necessary to understand the school's educational goals and policies, actual conditions of children, problems of the educational environment, etc. from the perspective of the parents, work on practical activities, and create a cooperative system.

(Sample activities) Cooperation on active learning such as Saturday and summer vacation school (such as "Waku-waku school" and "summer school), Cooperation in the school events such as sports festival, exhibition and

art festival, Story telling activities, PR activities, etc.

3 Guidance for children outside school

For children, activities other than school are also important for growth. But is the current local environment a safe, healthy and enjoyable for children? In addition to protecting children from many dangers and adverse effects, we should make environment where children can actively play outside and join group activities. (Sample Activities) Sports and recreation events, traffic safety lectures, off-school patrols, and cooperation to open school ground, etc.

4 Realizing a safe environment in the local community

We investigate work toward improvement of the actual condition of the educational environment in the area where children live. The PTA, as an important community organization concerning children, aims to actively cooperate with related organizations about creating a better learning environment in the community, while valuing the opinions of each and every one of our members.

(Sample Activities) Understand the hazards of school districts and school roads, create community safety maps, prepare for children's watch posters and cooperate with stickers on "Children's SOS's home"

5 Aiming for the improvement of the community's educational ability

In order for children to grow healthy and safely in the community, it is essential that not only for the faculty staffs and parents but also those living in the area understand and cooperate. We strive to create an environment where people in the area can watch and protect our children.

(Sample Activities) Participation in meetings and events of community groups such as youth protection district committees, participation and cooperation on local events and cooperation with a variety of activities and organizations

of the region.

III After joining PTA

1 As a class and section PTA member

Class PTA is the basic unit of PTA, the basis of activities. In many cases, meetings are held together with the school's class visit and the parents' meeting.

- (1) Learn the state of the children in class. Is there anything we can do to help our children get well at school? The class PTA is a place to have a talk and resolve problems with the cooperation of the homeroom teacher and the guardians.
- (2) This group is a place where parents can share their concerns about family education and living. An opportunity to listen to parents who have children of the same age, other family's way of thinking, make contact to children and listen to them.
- (3) It is a group where you can discuss things that you noticed around you, such as the educational environment of the school and the area. While watching the state of the child, it is important to share issues and problems need to be improved.
- (4) The group cooperates with class, section and school events. As per the cooperation system the committee members ("Sewayaku" facilitators) facilitate the discussion.
- (5) Election of each committee member for the operation of class PTA, bridging to Session and School PTA, and administration for the whole school PTA.
- (6) At parent-teacher school meeting, talk and act in consideration to guardians and students who are not PTA members.

2 Let us participate in PTA activities(events)

Although PTA conducts various activities, it is not intended to be carried out only by directors nor committee members. Let's participate and be active. In doing so, you can see the situation of the children and create interactions with parents, faculty staffs. As children grow up interacting with other people, adults also

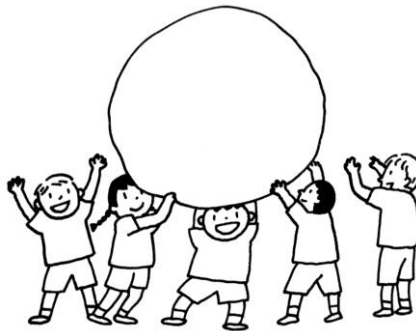
interact with many people, work together, and learn from each other and discover each other.

Also, if you have questions and ideas you want to be heard, don't hesitate to voice it out. Take advantage of the Class PTA and let the members and committee members hear you. In addition, you can send them e-mail as there are PTA's who have website.

3 Be a part of committee members and directors

Voices of members who have experienced being a PTA member or director are, "I got good friends and grew personally" , "I got a chance to know the situation of the school and the community well", or "I realized that things can be seen from different points of view and that one-sided judgement is not advisable" and many others. Gaining friends and experiences through PTA activities is valuable.

On the other hand, there are committee members and directors who are having a hard time assigning people. Even in such circumstances, we still need to deal with children's educational problems. It is necessary to consider easy to apply systems, encourage one another, collaborate and spare some of your time as a member or a director to create a strong PTA.



IV As a member of PTA

Each School PTA operates based on "PTA kaisoku (group rules)" and "Kiyaku (regulations)" and here are some typical examples.

※ Each School PTA names the committee and organization differently and assign work depending on the circumstances.

The following activities are not to be assigned for just the committee members only. Members' cooperation is essential in various ways. Even if you don't become a committee member, do participate and cooperate as best as you can. Parents working together for the activities of children, will be the first step in creating a rich community where children grow up.

1 Class and section based Activities

- (1) Class PTA management where the above mentioned matters can be discussed. When deciding themes, thoroughly discuss it with the classroom teachers. In addition, we will try to create a better atmosphere for the members to comfortably communicate with each other.
- (2) We acknowledge opinions and proposals discussed at Class PTA that can be reflected on PTA activities.
- (3) We encourage members to participate in meetings and events and participate in PTA activities.

2 Cultural Activities

Along with education for children and local issues, we will focus on specific issues reflecting the needs of our members, and will hold a study group.

- (1) Home learning, health, social situation surrounding children, understanding school education and educational system, PTA activity on the themes of home education, movies, tours etc.
- (2) As PTA members' culture and sports activity, you can create group circles for continuous activities and interacting opportunities. (Examples of activities) volleyball, table tennis,

choir.

3 *Activities outside school*

We will work in cooperation with schools and regions so that children can live humanely safe, healthy, both mentally and physically.

- (1) Activities to protect children's safety, such as regional patrols, inspection of school roads, holding of traffic safety classes, joining disaster prevention drills and assistance to children in going home from school.
- (2) Securing playground for children and group activities such as opening school grounds, community group activities.
- (3) Holding recreational events such as rice cake pounding, summer festival, Rajio taiso (radio gymnastics) etc.

4 *PR Activities*

Plays a role of revitalizing PTA through newspaper publication and posting on the website. As for the publication contents, it is necessary to know the thoughts and wishes of parents and faculty staff. Clarify the situation of current PTA activities, talk about the members and provide useful things for learning and activities. Most likely, the following are considered.

- (1) Activities that PTA is focusing right now.
- (2) School information that the PTA members should know.
(Such as events which PTA cooperates and school news.)
- (3) Details related to family education, proposals related to PTA activities and the likes.

Additionally, other activities which require collaboration and cooperation with the community or related organizations will be posted and widely distributed in the area.

5 *Other activities*

Activities include collecting the Bell marks attached to product packages and purchasing the equipment necessary for the school, decide the method of electing PTA officials, conducting activities to actually elect officer candidates and maintaining the schoolyards and flowerbeds.

V PTA directors and operation

1 Directors (Yakuin)

The directors is the representatives of PTA elected by the members and is the facilitator of the activity. The work will be shared and divided to the position of chairman(Kaicho), vice chairman(Fukukaicho), secretary(Shoki), accountant(Kaikei), audit(Kansa) etc. Each role, number of directors, authority, etc. is clarified in "Kiyaku (regulations)" and "Kaisoku(group rules)".

2 Planning activities

Upon planning the activities, it is necessary to grasp the members' requests and facilitate members' active participation. Besides, it is important to develop a plan based on an overall outlook and a long-term view, while fully reviewing and reflecting existing the achievement.

However, it is difficult to conduct activities with a clear vision from the beginning. Therefore, to start activities smoothly without feeling much burden, it is advisable for the officials of the previous school year to prepare for a implementation manual.

3 Budget

PTA activities are funded by membership fees, project income, and donations.

Membership fees and other income vary depending on the number of members. Therefore, it is necessary to carefully select activities and review expenses when planning projects and budgets.

In creating a budget, it is necessary to spend for the PTA's essential activities such as members' learning and practical activities, and public relations activities etc., as well as to plan an appropriate budget from the perspective of reducing members' burdens, etc. The budget should be itemized with detailed explanations, be fully understood by the members, and be

approved at the general meeting. Then when implementing the budget, the expenditure must be appropriate based on the budget and the settlement of account must be detailed. In addition, PTA can also provide support for school education. However, it is not appropriate to provide support for basic expenses that schools are supposed to shoulder or expenses that cannot be said to be returned directly to the child.

4 Organization

PTA organization is divided into decision-making body and the enforcement body. The former includes Sokai(General Assembly) and Iinsokai(Committee General Meeting), etc. The latter includes the Un'ei iinkai (Management Committee) (or Jikko-iinkai (Executive Committee)), Senmon-iinkai(expert committee), Yakuinkai (Directors Meeting), etc.

5 General Assembly(Sokai)

The General Assembly is the highest decision-making body and is held once or twice a year. Activity report, approval of financial settlements, approval of executive candidates, review / approval of activity policy and budget proposals, etc. will be carried out. Take note of the following if holding a General Assembly.

- (1) General Assembly schedule is decided early and members will be informed of the date and agenda. It is important that proposals be decided as early as possible.
- (2) Class and Section PTA and committees should discuss and prepare for agenda details, especially the budget and project proposals prior to the General Assembly.
- (3) It is necessary to explain the details of each agenda very well and to recommend proceedings in an understandable way.
- (4) Members should voice out and express their own opinions.

6 Learning about management of the organization

Doubts may arise during long-term activities on the management contents of PTA, the qualification and membership fee, the election of directors and committee members, how to held

meetings, direction and details of the committee activities, etc. In that case, it is necessary to consider a better solution method based on the recognition of each member as the subject and to think from the perspective of PTA itself.

For example, taking up the issue as the theme on training, such as “How to be a desirable PTA”. It is important to clarify the current status of the members and implementation of matters, look back to the main issue and discussing it, and proceed to the root of the activities.

For the members to gradually understand the activities through learning is the ideal form of PTA.

In this way, the theme of how to operate the organization is also an important field of PTA training and learning.

In the recent years, in order to reduce the burden on members under various family circumstances, there are schools trying to create an easy participating environment for members to incorporate their opinions and some other schools also have implemented an volunteer executive system.

7 Regarding the Handling of Personal Information

The Act on the Protection of Personal Information states that these rules apply to PTA. In case PTA handles personal information such as name, telephone number, address it is required to handle those pursuant to the provisions of The Act on the Protection of Personal Information.

See: Personal Information Protection Committee’s support page of medium and small enterprises (The Act on the Protection of Personal Information)

<https://www.ppc.go.jp/purpose/SMEs/>

Consultation related to the Act on the Protection of Personal Information dial: 03-6457-9849

Office hours: 9:30am to 5:30pm(except Sat., Sun., national holidays and year-end holidays)

Public Interest Incorporated Association, All-Japan PTA



VI Relationship with School and Board of education

1 Relationship with School

(1) Principal's position

The principal is in charge of the management and operations of the school and the administrative issues. Therefore, When PTA activities have a deep relationship with the school management, the principal will participate in various meetings concerning the PTA board meetings, planning and management, etc.

(2) Relationship with the guardians and faculty members

Guardians and faculty members have their own positions and responsibilities regarding children's education. However, as far as PTA activities are concerned, and as a member wishing for the well-being of the children, we will also discuss and cooperate not as guardians and faculty staffs but as PTA members.

(3) Relationship with the school administration

- ① Although PTA can give advice on the school's educational plan, educational guidance, facility management, etc., PTA and PTA directors must not interfere nor pressure with personnel affairs and administrative management etc. So as the school side. It is necessary to mutually respect their independence without interfering.
- ② It is important to clarify the difference between the school's Hogoshakai (parent/guardian meeting) and PTA meetings. The PTA meetings are managed by the PTA members, while the school-hosted guardians' meeting is managed by the faculty staffs.

2 Relationship with Board of Education

The Board of Education cooperates for the healthy development of PTA, but it does not control or interfere with this.

In addition to "advice by request" on the PTA and its affiliates as determined by the Social Education Law etc., the Education and General Affairs Division are also holding workshops, distributing the "PTA Booklet" and spreading information regarding PTA activities.

3 PTA Allied Organization

Each PTA in Ota City is a member of an allied organization in order to exchange information each other and find comprehensive countermeasures under common understanding.

The allied organization needs to build mutual cooperative relationships and develop them while respecting the independence of each school's PTA (hereinafter referred to as "Tan'i PTA(unit PTA)"). Then, the allied organization will take up the problems and tasks that Tan'i PTA is difficult to solve by themselves, draw out wisdom for resolving, and orient them.

4 Community and PTA

Children live and grow day by day not only in the household and school but also the local community. PTA also cooperates with the activities related to children's healthy development in the local community.

PTA, associated with local organizations such as Local Educational Communication Council, Community School (School Management Council System), School Support Regional Headquarter (Local School Collaboration Headquarter) and District Committee on Youth Affairs, enriches children's experience and educational activities.

◆ School Support Regional Headquarter / Local School Collaboration Headquarter

They are the organizations to support school's educational activities and management where the School support coordinators work to connect the local community and the school. They coordinate the school's request such as "We want to do this / We want to get support on this" and the local residents' wish such as "I want to help children with experience / knowledge.". In another words, they are School's support groups.

◆ Community School (School Management Council System)

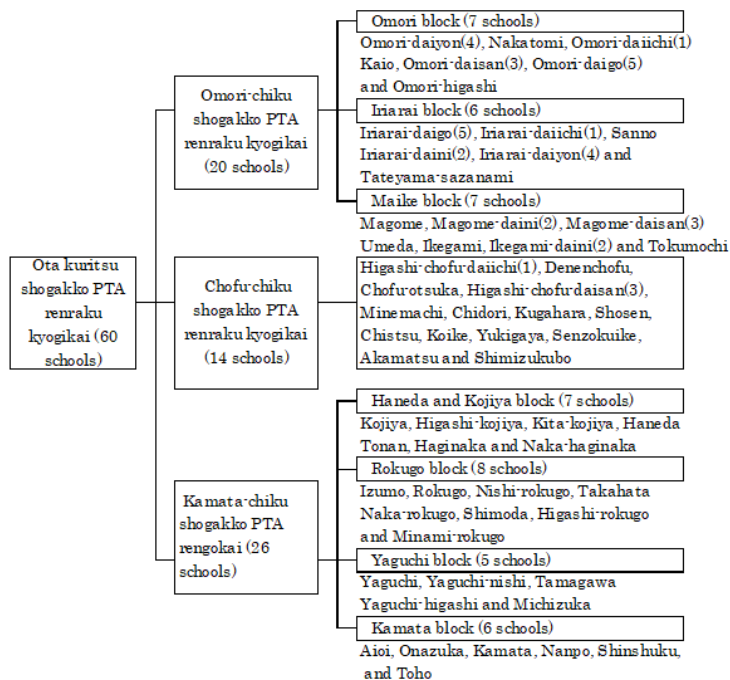
A school with School Management Council is called Community School. It is a system for the school and local residents to work together towards "a school coexisting with the local community" by actively utilizing local community's voice so that the school can promote the school's development with distinct features. The School Management Council is consisted of the local residents, guardians etc.

VII PTA's organization

Ota kuritsu shogakko PTA renraku kyogikai

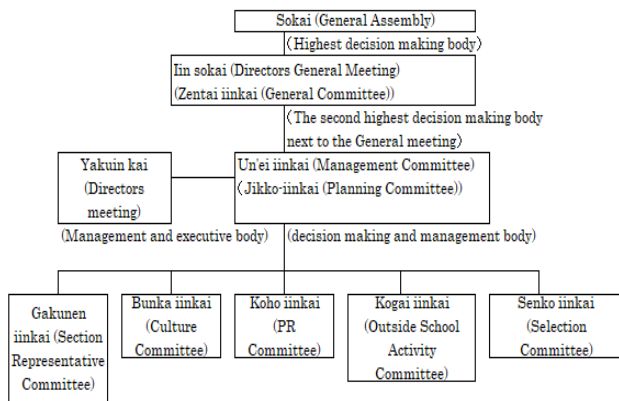
(Network council of PTAs of Ota public elementary schools (Alias "Sho-P-ren"))

- 1 Objective To fulfill the original mission of PTA through establishing frequent communication and a strong tie among PTA of each elementary school.
- 2 Membership The members consist of 60 Tan'i PTA (unit PTAs) (alias "Tan-P") which belong to Ota public elementary schools (including Tateyama Sazanami Gakko) There are 3 "Shogakko PTA renraku kyogikai" (Network council of PTA) or "Rengokai" (Federation) in Omori, Chofu and Kamata elementary schools (alias Chiku-P) and their Omori and Kamata areas have 3 or 4 blocks.



Tan'i PTA (Unit PTA) (Alias "Tan-P") organization (elementary school) (Example)

※The structure, names and etc. of the organization differ depending on the school.



Committee members elected by each class

- ☆Gakunen gakkū iin (Section Representative Committee members)
- ☆Bunka iin (Culture Committee members)
- ☆Koho iin (PR Committee members)
- ☆Kogai iin (Outside School Activity Committee members)
- ☆Senko iin (Selection Committee members)

- Circle activities
- Volleyball circle
 - Chorus circle
 - Story-telling circle etc.

Committee members organized as needed

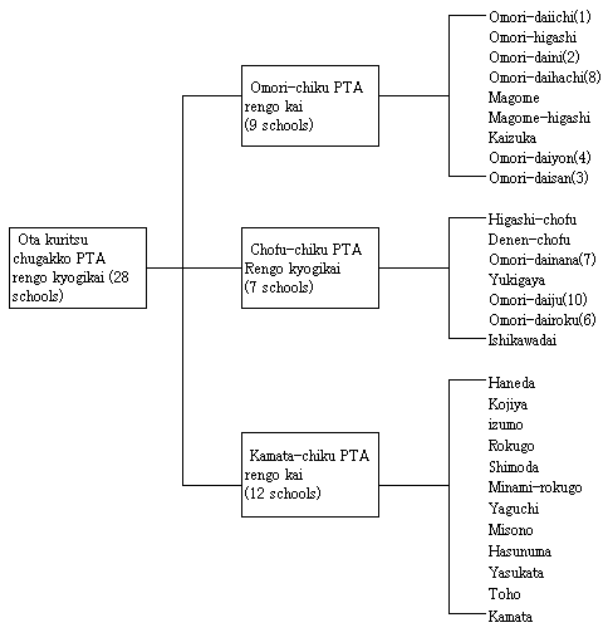
- ☆Tokubetsu iin (Special Committee Members) (For anniversary event etc.)
- ☆Katei kyōikuryōku gakusyūkai jikkō iin (Executive committee members of home education seminars)
- ☆Kotei kaiho iin (Openschool Ground Committee members)

Ota kuritsu chugakko PTA rengo kyogikai

(United council of PTAs of Ota public junior high schools (Alias "Chu-P-ren"))

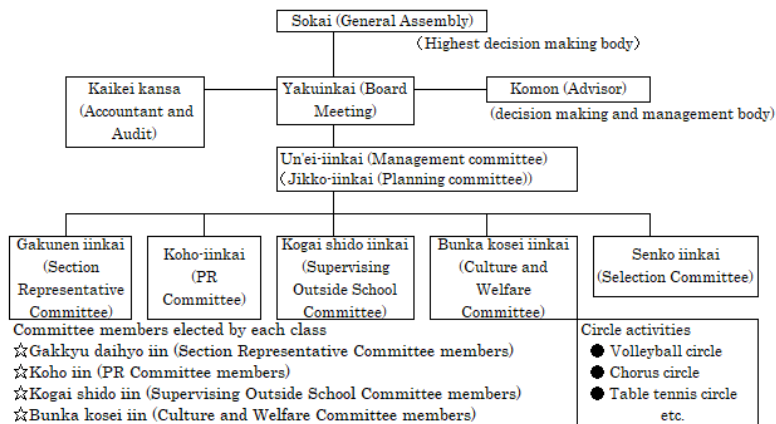
1 Objective To improve the educational environment of school society and to contribute robust development of PTA.

2 Membership The members consist of 28 Tan'i PTA (unit PTAs) (alias "Tan-P") which belong to Ota public junior high schools and their principals' association and the representative manages this organization. It consists of 3 areas namely Omori, Chofu and Kamata areas.



Tan'i PTA (Unit PTA) (Alias "Tan-P") organization (junior high school) (Example)

※The structure, names and etc. of the organization differ depending on the school.



Committee members elected by each school year and specialized division)

☆Yakuin koho senko iinkai (Nominees of directors selection committee members)

Committee members organized as needed

☆Tokubetsu iin (Special committee members) (For anniversary event etc.)

☆Katei kyoikuryoku gakusyukai jikko iin (Executive committee members of home education seminars)

☆Sotsugyoku taisaku iin (Committee members for preparation of graduation)

P T A Booklet

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