

GHANA EDUCATION SERVICE

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Republic of Ghana

HEADQUARTERS
Ministry Branch Post Office
P.O. Box M 45
Accra

29th September, 2025

ALL REGIONAL DIRECTORS OF EDUCATION

APPROVED GUIDELINES FOR PARENT-TEACHER ASSOCIATIONS (PTAs) IN SENIOR HIGH SCHOOLS

Management of the Ghana Education Service (GES) wishes to formally communicate to all Heads of Senior High Schools the approval of standardized guidelines for the operation and management of Parent-Teacher Associations (PTAs) across all second-cycle institutions.

The purpose of these guidelines is to:

- Streamline the functions of PTAs to align with national education policies.
- Promote transparency and accountability in the use of PTA funds.
- Strengthen collaboration between parents, teachers, and school management in the delivery of quality education.
- Ensure uniformity in the structure and operations of PTAs in all Senior High Schools.

All Regional Directors are requested to inform all Metro/Municipal/District Directors of Education to notify all Senior High Schools within their jurisdiction to ensure strict compliance with the provisions outlined and submit quarterly reports on PTA activities in line with the reporting format provided by the GES.

The GES expects your full cooperation in the implementation of these guidelines to enhance effective school-community partnership and improve teaching and learning outcomes.

Please treat this communication with the urgency and seriousness it deserves.

Thank you.

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DIRECTOR, SCHOOLS AND INSTRUCTIONS DIVISION
For: AG. DIRECTOR-GENERAL

Cc: The Chairman, GES Council, Accra
The Ag. Director-General GES HQ, Accra
The Ag Deputy-Director General (MS), GES HQ, Accra
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Ghana Education
Service (GES)

GUIDELINES FOR OPERATIONALIZING PARENT-TEACHER ASSOCIATIONS (PTAs)

SEPTEMBER 2025

ACRONYMS

DEOC	District Education Oversight Committee
GES	Ghana Education Service
PAs	Parent Associations
PTAs	Parent-Teacher Associations
SMC	School Management Committee

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1. INTRODUCTION

Prior to 2017, Parent Teacher Associations (PTAs) in Ghana played very important role in school improvement. PTAs were constituted as a voluntary, school-specific body with an advisory and supportive mandate to promote cooperation between parents, teachers, and school authorities. Through PTA's, platforms were created for teachers and parents to share ideas about teaching and learning challenges facing schools and agreed on prioritized projects in which the PTA could invest. PTA's complimented Government efforts in infrastructure development, supply of transport facilities and many other initiatives that are necessary for enhanced learning outcomes.

Between 2017 and 2024 when the NPP Government implemented the current Free SHS policy, the Ministry of Education/Ghana Education Service (GES) reviewed the mode of managing Parent-Teacher Associations (PTAs) in schools. Central to the review was that the name Parent-Teacher Association was changed to Parents Association (P.A). Research shows strongly that renaming of the association as Parents Association 'lowered the routine activities of the various stakeholders especially teachers and headmasters in basic schools management and administration in the country (Tudagbe-Obour, 2022). Unlike the previous Parents Teacher Association (PTA) where teachers and parents collaborated in managing the association in the interest of the school, the Parents Association (PA) exempted teachers from active participation in activities of PA.

As part of the current Government's resetting agenda in the education sector, the Ministry of Education tasked Management of the Ghana Education Service (GES) to revert to the Parent-Teacher Associations model and develop guidelines for operationalizing PTAs in public basic and Second-cycle Schools. Government recognizes the importance of Parent-Teacher interactions and collaborations in improving education outcomes in schools.

2. CORE VALUES

- a. **Equity and Inclusion:** PTAs ensure that every learner, regardless of gender, ability, or background, fully enjoys their right to education, with equal opportunities to participate and thrive in all school activities.
- b. **Accountability:** PTAs remain transparent and responsible in the use of resources, decision-making, and representation, acting in the best interest of learners, the school community and within the laws of Ghana.
- c. **Participation:** PTAs foster active engagement of parents, teachers, learners,

and the wider community in school governance and development, creating a culture of shared responsibility and collective ownership.

- d. Partnership: PTAs build strong collaborations between parents, teachers, learners, and stakeholders, to support school improvement and enhance learner outcomes.

3. CORPORATE AND LEGAL IDENTITY

- a. PTAs shall exclusively be school based and be known and registered as such. For example: The PTA of Twifo Agona D/A Kindergarten , Primary and Junior High School shall be called and registered as 'Twifo Agona D/A Basic School PTA'.
- b. The GES shall recognize only school-based PTAs.
- c. There shall be one PTA for a Basic School.
- d. There shall be one PTA for a Second-Cycle School.
- e. PTAs shall register as Associations at the District Assembly.
- f. The GES (District and Regional Education Directorates) shall keep an updated record of all PTA executives and dates elected to their respective positions.

4. MEMBERSHIP OF PTA

The following persons shall constitute the membership of a PTA:

- a. Parents/Guardians of Learners in the School,
- b. Teachers in the School,
- c. A Teacher whose child is in the same school shall be a member of the PTA as "Teacher", and ex-officio as "Parent".
- d. A Parent/Guardian whose ward is no longer in the school shall cease to be a member of the PTA.

5. PTA EXECUTIVES

PTAs shall elect their own executives. Executives of the PTA shall include but not be limited to, the following positions and key roles:

- a. Chairperson: Provides overall leadership, presides over PTA meetings,

represents the PTA in school/community matters, and ensures that decisions taken are implemented.

- b. Vice Chairperson: Assists the Chairperson in all duties, and acts in their stead when absent, helping to maintain continuity of leadership.
- c. Secretary: Records and keeps accurate minutes of meetings, manages correspondence, and maintains the official records of the PTA.
- d. Treasurer: Manages and safeguards PTA funds, keeps financial records, and presents financial reports at meetings.
- e. Financial Secretary: Supports the Treasurer by recording all financial transactions, preparing statements, and assisting with accountability and transparency in financial matters.

6. TENURE OF EXECUTIVES

The tenure of PTA Executives shall be:

- a. Two years renewable once for Basic Schools.
- b. Two years non-renewable for Second-Cycle Schools.

7. OPERATIONS OF PTAs

To facilitate their effective operationalization, PTAs shall:

- a. Operate their own bank accounts, determined by their members.
- b. Not enter into any agreement that imposes a 'loan liability' unto the Association, the School, or the GES.

8. ACTIVITIES OF PTAs

The activities of PTAs shall include, but not be limited to the following:

- a. Support for infrastructure development.
- b. Support for teaching and learning improvement.
- c. Support for improved water and sanitation systems.
- d. Support for maintenance of school facilities.
- e. Support for improved school discipline.

- f. General advocacy for school development.

9. ROLE OF TEACHERS IN PTAs

Teachers shall continue to play the following key roles in ensuring PTAs impact positively on education development at the school level. Specifically, teachers shall:

- a. Advice PTAs on academic issues.
- b. Advice PTAs on administrative and operational issues.
- c. Advice PTAs on school discipline issues.
- d. Advice PTAs on education and education policy issues.

While performing the foretasted roles, teachers shall not:

- e. Engage in the collection of monies/levies for the PTA, from either learners, parents or guardians.
- f. Be signatories to the PTAs bank account.

10. FINANCIAL MANAGEMENT AND ACCOUNTABILITY

To ensure prudent financial management and accountability, the following guidelines shall be observed by PTAs in the management of funds:

- a. Headmasters must approve a withdrawal application before PTA executives can sign to withdraw funds from their bank accounts. This is to ensure PTA spendings align with the agreed priorities of the school, as captured in the workplan of the PTA and approved by the GES.
- b. The request, approval, and authorization processes in (a) above must be documented in line with the existing financial guidelines of GES, similar to the existing practices of SMCs.
- c. PTA executives shall ensure prudent management of PTA funds in line with Public Financial Management regulations.
- d. All PTAs shall have their accounts externally audited regularly as part of the periodic audit of school accounts by the Auditor-General.
- e. PTAs in basic schools shall submit annual activity and financial reports to the SMC, District Director of Education and the District Education Oversight Committee (DEOC).

- f. PTAs in Second-cycle Schools shall submit annual activity and financial reports to the Regional District Director of Education, the Schools Governing Board, and the DEOC.
- g. The submission of satisfactory annual activity and financial reports shall be a requirement for the approval of PTA levies.
- h. The Regional Director of Education shall ensure regular internal audit of PTA activities in Senior High Schools.
- i. The District Director of Education shall ensure regular internal audit of PTA activities in Basic Schools.

11. OVERSIGHT RESPONSIBILITIES

District and Regional Education Directors, DEOCs, and Second-cycle School Boards shall have the following PTA oversight responsibilities:

Basic Schools:

- a. The District Director of Education shall exercise oversight on the activities of PTAs in Basic Schools and ensure compliance with these guidelines.
- b. In the performance of their oversight functions on PTAs in Basic Schools, the District Director of Education shall:
 - i. Review and approve the Annual Workplans and Budgets of PTAs.
 - ii. Submit PTA requests for levies to DEOC for approval.
 - iii. Work with relevant agencies to ensure regular auditing of the PTAs accounts.
 - iv. Work with PTAs to manage conflicts amicably

Second Cycle Schools:

- c. The Regional Director of Education and Board of Governors of Second-cycle Schools shall exercise oversight on the activities of PTAs in Second-cycle Schools, and ensure compliance with the provisions in these guidelines.
- d. In the performance of their oversight functions on PTAs in Second-cycle Schools, the Regional Director of Education shall:
 - i. Review and approve the Annual Workplans and Budgets of PTAs.
 - ii. Approve annually requests for charging PTA levies.
 - iii. Work with relevant agencies to ensure regular auditing of the PTAs accounts.
 - iv. Work with PTAs to manage conflicts amicably.

12. COORDINATION RESPONSIBILITIES OF GES

District and Regional Education Directors shall have the following PTA coordinating roles:

- a. Coordinate the activities of PTAs in Basic schools.
- b. Coordinate the activities of PTAs in Second-Cycle Schools.
- c. As part of their coordinating functions, District and Regional Directors of Education shall ensure effective communication and feedback mechanisms between their offices and PTAs.

13. FUNDRAISING

PTAs may raise funds or mobilize resources from various sources, including corporate institutions, Non-Governmental Organizations, and members. All fundraising or resource mobilization for school development must follow these guidelines:

- a. PTA executives, in consultation with members, shall determine the amount to be paid as PTA levy or contribution.
- b. In Basic Schools, PTAs, after deciding on their levy amount, shall obtain the approval of the DEOC, through the District Director of Education, before collecting the levies.
- c. In Second-cycle Schools, PTAs, after deciding on their levy amount, shall obtain the approval of the Regional Education Director before collecting the levies.
- d. Where levies are agreed by PTAs and approved by DEOC/Regional Education Director, payment shall be strictly voluntary.
- e. While all members are encouraged to voluntarily contribute towards the activities of PTAs, a member's inability to contribute shall not negatively affect their wards enjoyment of the benefits of the PTA support to the school.
- f. PTAs are encouraged to utilize digital platforms for fundraising, including mobile money services linked to bank accounts, to facilitate cashless fund mobilization.
- g. PTA Executives must ensure transparency in fund mobilization, utilization and management.
- h. PTA fundraising activities, including the collection of PTA levies, shall be the responsibility of the Treasurer and/or the Financial Secretary.

- i. No GES staff or Teacher / Headteacher shall be involved in collecting PTA contributions from parents or students.

14. PTA's COMPLEMENTARY RELATIONSHIP WITH SMCs/ BOARD OF GOVERNORS AND SCHOOL LEADERSHIP

PTAs exist to support school development by collaborating with SMCs, Boards of Governors and school leadership. Pursuant to this important mandate:

- a. PTAs shall not assume the role of an appointed management body or administrator of the school.
- b. PTAs shall decide their representation on the SMCs and Boards of Governors in accordance with existing laws and guidelines of the GES.
- c. PTAs shall NOT take over the management responsibilities of the school, SMC or Board of Governors.
- d. PTAs shall work with SMCs and school leadership to ensure alignment of activities in support of key education objectives of the school.
- e. PTAs shall ensure a harmonious working relationship with SMCs and school leadership without any operational conflicts.

15. POLICY ENGAGEMENT

To foster engagement with PTAs at the national policy level, the GES management shall convene annual meetings with PTA representatives.

Each region will be represented by two (2) PTA delegates: one from basic schools and one from second-cycle schools. The Regional Directors of Education shall select participating PTAs annually, ensuring that no PTA is selected to represent more than once.