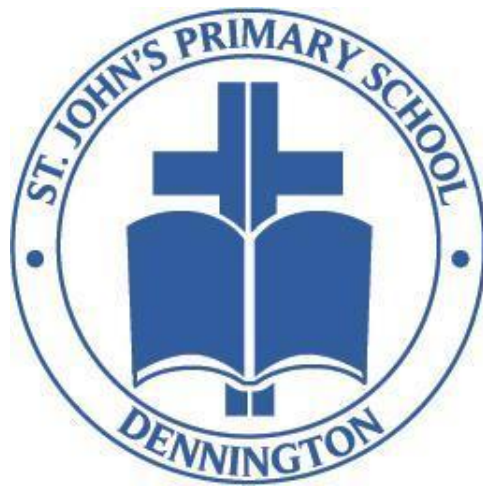




Parents and Friend's Social Group Guidelines



Role of the Parents & Friends Social Group

‘Among the means of advancing education, Christ’s faithful are to consider schools as of great importance, since they are the principal means of helping parents to fulfil their role in education. There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their task, teachers are to collaborate closely with the parents and willingly listen to them; associations and meetings of parents are to be set up and held in high esteem’. (Code of Canon Law-Canon 796)

‘The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies’. (Charter of Rights of the Family, The Holy See, Article 5[e])

Rationale

The P&F Social Group works together in coupling fundraising and fun. By combining common sense, energy, fun and enthusiasm there is a lot that is achieved. In planning projects and activities together you can positively influence the lives of many people, discover new experiences and challenges. The excitement of planning and seeing plans come to fruition needs to be shared by as many people as possible and this leads to a shared sense of accomplishment. Everyone likes to feel included and welcome, putting the fun into fundraising will help to achieve this and most importantly, help to provide our children with learning materials, resources and equipment essential to their whole education.

Our Vision

Love to Learn, Learn to Love, Learn to Live, Love to Live.

Our Mission

At St John’s Primary School we will:

- Foster faith and spiritual development through a strong Religious Education program.
- Provide high quality education addressing the individual learning styles and needs of every child.
- Nurture the ongoing development of relationships and community, within our school and beyond.
- Ensure that all community members have the wellbeing and safety of all children and young people at the forefront of all they do and every decision they make.

St. John’s Parents and Friends Social Group aims to:

- Promote the values outlined in the Vision and Mission of our school.
- Provide a sense of warmth and hospitality to our school and wider community.
- Organise social functions whereby the community can come together.
- Help raise funds, which provide the school with learning materials, additional staffing and general equipment.
- Work together as a team with the School Advisory Council and staff.
- To act as a representative body of parents on matters affecting the education of their children
- To encourage and foster the involvement of staff, students and parents in the activities of the school and this Group.

Role of the Principal

As the designated leader, the principal is responsible for the effective operation of the school and is not answerable to the P&F for the day-to-day operational decisions of the school. The professional area of curriculum development, teaching and internal management of the school remains the responsibility of the principal. The principal informs the Group on key developments within the school as appropriate such as:

- briefing Group members on significant events/directions/innovations
- providing updates on School Improvement- under the five key aspects of schooling
- engaging Group members in policy development where appropriate

1. Membership

1.1 All parents and guardians of children enrolled at St John's in that year are eligible to be committee members of the Group and are deemed to be members of the Group.

1.2 No fees, subscriptions or conditions shall apply with respect to membership.

2. Executive Committee

2.1 The business of the Group shall be conducted by an Executive Committee comprising four office bearers.

2.2 The Executive Committee may consist of:

1. President
2. Vice-President
3. Secretary

(For an outline of duties of individual positions see Appendix A)

- General Committee Members shall constitute those members who attend monthly
- Specific Purpose Committee Members are those that perform the specific function of a particular fundraising or school community position throughout the course of the school year.

(For an outline of duties of individual members, see Appendix B)

2.3 The School Principal is an 'ex officio' member of the committee.

2.4 The Executive Committee shall act in an honorary capacity and will receive no reimbursement for the services they provide. They will be reimbursed for any previously agreed upon out-of-pocket expenses incurred in the conduct of the Group's operations. The Committee shall have the power to voluntary co-opt members to the Executive Committee to fill casual vacancies.

2.5 A staff representative would be preferred at all meetings, however this is not essential.

2.6 All Group members shall be eligible for election to the committee and shall have an equal opportunity to hold office.

2.7 Sub-committees for agreed activities in a financial/school year shall be formed to fulfil the functions undertaken by the Group i.e. Special purpose Committees for fundraising.

2.8 During the year other sub-committees may be formed and the Group shall determine their objectives.

3. Meetings

- 3.1 The Annual General Meeting shall be held every two years at a convenient time within the month of November.
- 3.2 Meetings shall be held twice per term during school terms, on a time and day convenient to committee members.
- 3.3 The President and Secretary may call special meetings of the Committee. The proceedings, including an explanation and purpose of such a meeting shall be conveyed to the next scheduled monthly Parents and Friends Social Group meeting.
- 3.4 Five members of the committee, including one Executive member shall constitute a Quorum of the committee.
- 3.5 General members are most welcome to attend all regular Executive Committee meetings and are able to participate in discussions and voting.
- 3.6 Simple majority shall take all decisions. The president may have the casting vote if necessary.

4. Elections

- 4.1 Election of the Groups Executive Committee shall occur at the Annual General Meeting.
- 4.2 A notice calling for nominations shall be forwarded to all members of the Group for at least two weeks prior to the Annual General Meeting. Such notice may be given in the School Newsletter. However failure to receive such notice shall not invalidate proceedings, one-month prior to the AGM. Nomination forms will be kept in the Administration Office of the school and sent home one week before the AGM. These are to be returned to the Principal.
- 4.3 Simple majority shall take all decisions. The President may have the casting vote, if appropriate. The Principal is excluded from voting.
- 4.4 In the event of a draw in an election of the President, the Principal will be given the casting vote.
- 4.5 In the event that an Executive Committee member resigns during the term, the Committee may appoint a member to fill the vacancy created at the next sitting of a General Committee.
- 4.6 The term of office for Executive members (excluding the principal) is two years. An Office Bearer can hold the same position on the executive for no longer than four years.
- 4.7 After an absence of one or more years from office, members may become eligible for reelection.

5. Standing Orders

- 5.1 Order of business

A) Annual General Meetings:

- a) Call to order.
- b) Opening prayer.
- c) Apologies – motion accepting.
- d) Introduction of guest/s.
- e) Reading and adopting Minutes of previous AGM – motion.
- f) Business arising from Minutes.
- g) Presentation of annual reports.
- h) General Business.
- i) Election of Committee.

- j) Guest Speaker. (If applicable)
- k) Vote of thanks to the speaker.
- l) Close.

B) Regular Committee Meetings:

- a) Call to order.
- b) Apologies – motion to accept.
- c) Minutes of previous meeting – motion to accept.
- d) Business arising from Minutes.
- e) Correspondence – inward/outward – motion to accept.
- f) Business arising from Correspondence.
- g) Reports – Principal, Treasurer, Uniform officer, sub-committees.
- h) General Business
- i) Announcements/notices of motions for the next meeting, important points for the next meeting.
- j) Close.

5.2 Standing orders may be suspended, altered or amended at a meeting by a simple majority of members present voting for the motion.

6. Finance & Administration

6.1 Monies raised by the Group are to provide amenities and facilities for the students of the school, suggested by the school Principal.

6.2 The Group may use money to cover operating expenses, for which receipts must be kept and presented to the school's Finance Officer.

6.3 A statement of income and expenditure for the school year shall be presented to the Committee at each Meeting.

6.4 The Parents and Friends Social Group shall have a representative on the School Advisory Council.

6.5 The Committee shall consult with the Principal prior to the final distribution of monies derived from the P&F fundraising activities.

7. Alterations to the Guidelines

7.1 Suggestions for any alterations to the Guidelines must be submitted in writing at the last regular committee meeting before the Annual General Meeting.

7.2 Any alterations may be made by a notice of motion presented at and supported by a two-thirds majority vote of members at the meeting.

APPENDIX A:

DUTIES OF THE EXECUTIVE

President:

- To chair General Meetings and Annual General Meeting.
- To consult with and keep the Principal and School Advisory Council informed of the activities of the Group
- To declare the results of all elections and the results of voting on all resolutions.
- To provide a President's Report to the parent body at the end of each term of office at the Annual General Meeting
- To coordinate events/activities in conjunction with the vice president and general committee.
- To address new groups/parent body wherever necessary to promote new interest and new members.
- To attend Parent and Friends meetings and School Advisory Council meetings monthly or their delegate
- To present a Parents and Friends Group report to the School Advisory Council outlining any fundraising events that have taken place or will take place.
- To present a School Advisory Council Report to the Parents and Friends Social Group.
- To present an Annual Report.
- To put relevant notices in the weekly school newsletter.

Vice President:

- To chair meetings in the President's absence.
- To carry out other such duties as delegated by the President.
- To assist in coordinating events/activities in conjunction with other members of the Group.

Secretary:

- To prepare the agenda in consultation with the President and the Principal.
- To distribute agendas for meetings.
- Shall be responsible for the recording of the minutes of all the meetings and the safe custody of the minute book.
- Shall record all resolutions and proceedings along with the names of members present and any apologies.
- Shall record items of outward correspondence and communications at the discretion of the Group.

APPENDIX B:

SPECIFIC PURPOSE COMMITTEE MEMBERS.

Wednesday Treats Committee:

- To coordinate people to provide/prepare food for various events.
- To prepare a roster of volunteer parents to prepare and serve Wednesday Treats.
- To order supplies.
- To revise and update Food and Safety Handling information.
- To ensure the Food and Safety Handling procedures are followed

- To ensure all expenses/income and/or money is accounted for and forwarded to the Group Treasurer or Business Manager of the School.

Special Events/Fundraising Coordinators:

- To organise and coordinate special fundraising events throughout the year.
- To liaise with the President and Principal regarding all matters involving the specific event at least monthly
- To attend (or appoint a delegate) P&F meetings for the purpose of presenting a report on the specific event

At the present time these include, Special Events Include:

Dennington's Day Out
Carols by the Merri
Dennington Dash
Mother's Day & Father's Day Stalls
Easter & Christmas Raffle
Major Raffle
Crazy Camel
Bunnings BBQ

General Committee Members:

- To organise and coordinate the activities and sub-committees in association with fundraising co-ordinators and other such duties as agreed with the Executive Committee.