



ST MARTIN DE PORRES SCHOOL

PARENTS AND FRIENDS (P&F) COMMITTEE POLICY

The name Parents & Friends Committee hereinafter referred to as P&F

POLICY STATEMENT

The Parents & Friends Committee (P&F) is comprised of any parent or caregiver with the welfare, wellbeing and holistic education in the Catholic tradition of the children of St Martin de Porres School.

PURPOSE

The purpose and aims of the P&F Committee within the community are:

- to work in partnership with the Principal, Staff, School Board and Parish groups;
- to ensure that parents are aware of the structures available to them through the school to voice their ideas and to contribute to the development of the school and its community;
- to promote the benefits of parent involvement in the education of children;
- to welcome all new families into our community;
- to undertake fundraising activities as per the P&F Fundraising Guidelines (refer Appendix 1); and
- to be an active member of the Federation of Catholic School Parent Communities (SA) for the benefit of our school parent community. *(The Parents and Friends Association is affiliated with the Federation of Catholic School Parent Communities (SA) to which affiliation fees are paid annually).*

THE COMMITTEE

The P&F Committee is an open group/committee to:

- all parents/caregivers of children that attend St Martin de Porres School;
- Parishioners who have a deep interest in the wellbeing of the students, and in the traditions of the school;
- Ex-officio members, i.e. Principal (or nominee), Parish Priest and staff members.

All members shall have the right to vote on any motion put to a P&F Meeting in which they attend.

VALUES OF THE PARENTS & FRIENDS COMMITTEE

- Respect the Catholic identity and Mission of our school and the expression of its Catholic ethos.
- To work as a team, respecting our fellow members and valuing members' diversity and opinions, experiences and ideas.
- Respect our students, their education and their rights to an environment, which supports their childhood.
- Respect for the School's leaders, teachers, staff and the teaching and learning programs that are offered.

MANAGEMENT OF THE PARENTS & FRIENDS COMMITTEE

All P&F Committee Meetings are open meetings, so anyone present is an association member and as such, has voting rights. At the start of each year nominations will be called for to form a Committee.

All positions are annually declared vacant. Executive Group Members may re-nominate each year, however the voting process will occur annually as per normal practice; this being:

- nominations for Executive Group positions must be proposed to the group and then seconded and endorsed with the consent of the nominee. Nominations shall be lodged either in writing prior to the election date or in person during the first meeting of the year; and
- any person who is a member of the Parents and Friends Association may nominate and be elected to the Executive Group

The business and affairs of The P&F shall be under the management of the Executive Group, and the Executive Group shall exercise all such powers in accordance with this Policy, together with the School Board.

The Executive Group members shall hold office for a term of one (1) calendar year and comprise those nominated and elected as:

- Chairperson
- Deputy Chairperson
- Secretary
- Principal or nominee

The School Board Representative shall hold office for a term of two (2) calendar years. This meeting Board Member guidelines.

DUTIES AND RESPONSIBILITIES FOR P&F EXECUTIVE GROUP MEMBERS

Chairperson

As the Chairperson, you will:

- lead by example, be visible and accessible to parents and the Leadership Team within the school;
- develop a working relationship with the Secretary of the Committee;
- meet before each meeting to prepare the agenda;
- ensure meetings begin and end punctually and adhere to the agenda;
- ensure at the beginning of any meeting that the Committee are advised of any changes to the circulated agenda;
- sign the minutes of the previous meeting once they have been accepted as a true and accurate record of that meeting
- attend to incoming and outgoing correspondence in conjunction with the P&F Secretary (ideally prior to the meeting);
- follow up on actions from the previous meeting/s;
- try to ensure speakers keep to the point but don't suppress people's contribution;
- summarise actions decided from the meeting, clarify person(s) responsible for them and ensure this is noted in the minutes;
- ensure, particularly on contentious matters, as many opinions as possible are expressed and call for a vote if required;
- ensure speakers are not interrupted and private discussion among members does not take place;

- ensure all procedures for voting are adhered to;
- organise floats for P&F fundraising events; and
- generate a report at the end of the school year to be tabled at the School AGM.

Deputy Chairperson

As the Deputy Chairperson, you will:

- lead by example, be visible and accessible to parents and the Leadership Team within the school;
- promote and model constructive parent involvement in the school;
- develop a working relationship with the Chairperson of the P&F Committee;
- assist the Chairperson to follow up on actions from the previous meeting/s; and
- undertake meeting responsibilities when the Chairperson is not available.

Secretary

As the Secretary, you will:

- develop a working relationship with the Chairperson and Deputy Chairperson of the Committee;
- negotiate with the Chairperson who will be responsible for receiving and reporting on correspondence;
- distribute the agenda prepared by the Chairperson prior to P&F Committee Meetings;
- record minutes of meetings, including actions and responsibilities;
- distribute minutes to Committee members in a timely manner; and
- maintain an updated file/folder of minutes of meetings and all records and correspondence.

School Board Representative

As the School Board Representative, you will:

- act as communication pathway between the P&F Committee and the School Board;
- present monthly reports of the P&F activity to the School Board;
- present monthly reports of relevant information to the P&F of School Board activity;
- liaise with the School's Finance Manager to report on the financials at meetings (both P&F Committee and Board Meetings);

Principal or Nominee

As the Principal or Principal's Nominee, you will:

- act as a communication pathway between the P&F Committee, School Board, School Leadership and all staff.

COMMITTEE MEETING STRUCTURE

The P&F Committee Meetings are to be held at a minimum of once per school term. Any sub-committees formed during any school year will meet in addition to this as required.

A quorum for any P&F Committee Meeting held must comprise of:

- three (3) Executive Group Members; and
- four(4) general members

Other structures in place, and/or to consider are:

- a notice of the upcoming meeting to be advertised to the school community via Newsletter and social media;

- a 'special meeting' can be called at any time by the P&F Chairperson as required, to which all P&F members (general and executive), and the Principal must be invited. The Principal may delegate a Staff member to attend on their behalf should he/she not be available;
- an *Executive Group Member's Only Meeting* can be called by the Chairperson if required
- it is the responsibility of each member of the P&F Committee to seek information on any meetings missed; and
- it is the responsibility of each member of the P&F Executive Group to ensure that they do not miss more than two consecutive meetings without apology.

HANDOVER PROCEDURES

Good handover procedures are important so the new Committee can continue with the successes of the previous Committee with a clear understanding.

At the end of each calendar year, for the community, a formal AGM report of the year will be spoken to by the Chairperson. The report will include:

- a summary of events held in that calendar year;
- financial report; and
- successes.

REFERENCES

Federation of Parents and Friends Associations of South Australian Catholic Schools
<http://www.parentfederation.catholic.edu.au>

APPENDIX 1

P&F FUNDRAISING GUIDELINES

- 1 The P&F Committee conducts fundraising activities, which are the responsibility of the P&F Committee who shall plan, organise and conduct all P&F activities.
- 2 The P&F Committee will work in partnership with the Principal of St Martin de Porres School and liaise with the Principal (or Principal's nominee) in relation to all activities undertaken. The P&F Committee maintains the right to accept or reject any activity proposals and must act in a fair and equitable manner towards all community members.
- 3 When scheduling P&F activities the P&F Committee will consult with the Principal (or Principal's nominee) so that consideration is given to the timing of the school's obligated charitable fundraisers and to prevent conflict with other school events.
- 4 All P&F activity suggestions shall be presented to the P&F Committee for consideration.
- 5 Any activities or services provided by the P&F shall be open to the school community for participation on a voluntary basis.
- 6 All monies raised will be managed by the Finance Manager of St Martin de Porres School. The distribution of these funds is at the discretion of the School Board in partnership and consultation with the P&F Committee and staff.
- 7 Purchases and improvements made possible by the P&F fundraising and activities will be communicated to the school community via the school newsletter and social media.
- 8 A detailed Financial Report associated with all P&F activities and spending will be reported monthly at the P&F Committee meetings, and an Annual Report will be presented by the P&F Chairperson to the school community at the School AGM.

ST MARTIN DE PORRES SCHOOL
PARENTS AND FRIENDS (P&F) COMMITTEE POLICY

ENDORSEMENT DETAILS

Review Date	August 2017
Date of Next Review	August 2020
Endorsed by:	<div style="text-align: right;"><div>_____</div><div>(Board Chairperson)</div><div>Date: _____</div><div>_____</div><div>(Principal)</div><div>Date: _____</div></div>