



**Prouille Parents and Friends Association
Action Plan
2023**

Aim:

To strengthen the partnership between family, school, parish and the wider community for the benefit of our children's overall development and learning.

Objective	Action	Responsible	Time Frame	Outcome
To build positive relationships between all members of the school and parish community.	<ol style="list-style-type: none"> 1) Communicate relevant P&F Information to the school community via P&F Newsletter each term. 2) Explore possibility of sharing P&F meeting minutes with the community by uploading on the Prouille website, P&F page 3) P&F email is available as a means to communicate and raise any queries or feedback to the P&F. Prouille.pandf@gmail.com 4) Maintain and update P&F details on the Prouille school website. The website contains the names of the current executive committee and P&F contact details 	<ol style="list-style-type: none"> 1) Co-Presidents Vice President 2) Secretary 3) Co-Presidents Vice President Secretary 4) Co-Presidents 	<ol style="list-style-type: none"> 1) Newsletter issued in week 2/3 of each term 2) 31st May 3) Ongoing 4) By 3rd week of Term 1 	<ol style="list-style-type: none"> 1) P&F Newsletter sent to school community via Compass each term 2) Minutes of all meetings available on Prouille website, P&F. 3) P&F email is published on the website, newsletter and Compass messages 4) Website- committee details are current and up to date

Objective	Action	Responsible	Time Frame	Outcome
	5) P&F General Meetings to be held once per term. AGM to be held in term 4. Announced to the school via P&F newsletter, school newsletter and Compass	5) Co-Presidents Secretary	5) 6 th March 1 st May 7 th August 13 th November	5) 1 Meeting held each term; minutes recorded. AGM held 13 th November
	6) Provide online access such as Zoom for P&F General Meetings and AGM.	6) Secretary	6) Zoom link communicated via Compass on the day of the meeting.	6) Zoom link accessed by community to attend meetings. Name of attendees recorded
	7) Parent Engagement - Encourage class parent nominations - Announcement in school newsletter and Compass - Roles and Responsibility provided to all class parents - Guidance and support given to class parents	7) Co-Presidents Vice President Stage - Coordinators Social Coordinator	7) By week 4 of term 1	7) 1 -2 class parents for each class/grade. Class Parents all receive a copy of the Roles and Responsibility information document.
	8) Invite parents to provide contact details to be added to a class contact list. - Collate, co-ordinate and distribute class contact list to all classes/grades	8) Social Coordinator Co-Presidents Class Parents	8) By week 4 term 1	8) Class parents email a copy of the contacts list to their class/grade

Source: <https://www.brokenbayparentcouncil.com/resources.html>

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Prouille P&F 2023 Action Plan

Objective	Action	Responsible	Time Frame	Outcome
<p>To reach out to all associated with the school to build a friendly and welcoming faith filled community which seeks to involve all its members;</p>	<p>1) Organise a Welcome Event for the school community</p> <ul style="list-style-type: none"> - Prouille Family Welcome Day - Organise and manage event suppliers, Parent volunteers - Logistics, Catering, invite - venue 	<p>1) Social Coordinator Co-Presidents</p>	<p>1)17th March</p>	<p>1) Event planned and delivered within budget. A review of the event completed.</p>
	<p>2) Plan and organise a Trivia evening at the school</p> <ul style="list-style-type: none"> - Source external company to run the trivia evening - Organise fundraising activities, food & beverage, parent volunteers - Approval from school Principal 	<p>2) Social Coordinator Co-Presidents Vice President</p>	<p>2)28th April</p>	<p>2) Event planned and delivered within budget. A review of the event completed.</p>
	<p>3) Plan and organise a Mother's Day Breakfast</p> <ul style="list-style-type: none"> - Create and distribute invite - Organise catering, logistics, and parent volunteers - Liaise with school Principal 	<p>3) Stage 2 Coordinators</p>	<p>3)12th May</p>	<p>3) Event planned and delivered within budget. A review of the event completed.</p>
	<p>4) Plan and organise a Father's Day Breakfast</p> <ul style="list-style-type: none"> - Create and distribute invite - Organise catering and logistics, parent volunteers - Liaise with school Principal 	<p>4) Stage 1 Coordinators</p>	<p>4)1st September</p>	<p>4) Event planned and delivered within budget. A review of the event completed.</p>

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Prouille P&F 2023 Action Plan

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	5) Plan and organise a Kids Movie Night <ul style="list-style-type: none"> - Liaise with Principal - To be held in school hall - Organise food/beverage, parent volunteers, flyer - Arrange child appropriate movie to be screened and approved by Principal 6) Invitation extended to Parish priest at Holy Name Catholic church for all General Meetings and AGM. Minutes of meetings emailed to Parish Priest 7) Appoint a Parish Liaison to work with the parish community to develop effective relationships to further support the faith development of students. 8) Organise a Year 6 graduation lunch for year 6 students and teachers at the end of the year	5) Social - Coordinator Co-President Vice President 6) Secretary Parish Liaison 7) Parish Liaison 8) Stage 3 Coordinators	5) 28 th July 6) Dates of the General Meetings and AGM emailed to Parish Priest 7) Parish Liaison appointed at AGM 8) date TBC	5) Movie night held, number of children attending recorded. 6) Parish Priest invited to all P&F General meetings and AGM. A copy of all minutes emailed to Parish Priest. 7) Parish Liaison reports back to the P&F and school with relevant communication from parish community. 8) Year 6 Graduation lunch organised within budget

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Prouille P&F 2023 Action Plan

Objective	Action	Responsible	Time Frame	Outcome
	9) Kids school Christmas Disco <ul style="list-style-type: none"> - Organise Christmas disco during school hours at the school - Hire kids disco entertainer - Sell glow products - Create and distribute flyer - Liaise with Principal 10) Class social events <ul style="list-style-type: none"> - Class parents organise 1 simple social event per term for their class/grade - Welcome new parent to the class - Maintain and circulate class contact list 	9) Social Coordinator Co-Presidents Vice President 10) Class Parents	9) 15th December 10) Dates TBC by class parents	9) School disco held at the school during school hours. Glow products available at event 10) One social event organised each term per class/grade. Number of Parents/children attending recorded. Class contact list circulated with class/grade

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Prouille P&F 2023 Action Plan

Objective	Action	Responsible	Time Frame	Outcome
Providing a parental perspective to assist the principal in decision making;	1) Principal invited to attend all general meetings and AGM held by the P&F committee - setting of meeting dates discussed with school Principal	1) Co-Presidents Vice President Secretary	1)1 st Meeting to be held with Principal prior to 1 st P&F General Meeting	1) Minimum of 1 meeting per term with Principal Agenda and previous minutes sent to Principal
Raising funds to provide resources and opportunities for enriching the learning environment of the school;	1) Organise and manage the second-hand uniform sales. - Encourage, sort and manage uniform donations - Organise and communicate a uniform sales once per term 2) Ice blocks and Chips sales - Organise parent volunteers to assist with Friday ice block and chips sales at school canteen - Manage and order stock 3) Cake stall Fundraising - Organise a cake stall - Organise and manage parent volunteers, cake donations - Create an invite for the event 4) Trivia night Fundraising - Explore and organise fundraising opportunities for the Trivia	1)2 nd hand Uniform Coordinator Treasurer 2) Sarah Ward Treasurer 3) Stage 3 Coordinators Treasurer 4) Social Coordinator Co-presidents Vice President Treasurer	1)Minimum once per term 2) Every Friday 3)8 th March 4)28 th April	1) Uniform sales held minimum once per term. Funds raised recorded by Treasurer 2) Ice block/chip sales held every Friday. Funds raised recorded by Treasurer 3) Cake stall held at the school. Funds raised recorded by Treasurer 4) Fundraising activities held at Trivia night. Funds raised are recorded by the Treasurer.

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	5) Kids school Christmas disco fundraising <ul style="list-style-type: none"> - Sell glow products - Source and organise glow products - Include sale of glow products in flyer - Liaise with Principal 6) Athletics Carnival Fundraiser <ul style="list-style-type: none"> - Organise, setup and manage a cake stall, sausage sizzle, canteen at the athletics carnival - Organise logistics and parent volunteers - Stage K-2 Cake Stall - Stage 3-4 Sausage Sizzle - Stage 5-6 Canteen 7) End of term lunch for Prouille students <ul style="list-style-type: none"> -organise lunch and drink - Develop a flyer, parents to RSVP and pay via Qkr App. -organise parent volunteers for the lunch day - 1st Term End of lunch Stage K-2 - 2nd Term End of lunch Stage 5-6 - 3rd Term End of lunch Stage 3-4 	5) Social Coordinator Co-Presidents Vice President Treasurer 6) Social Coordinator Stage Coordinators K-6 Treasurer 7) Stage Coordinators K-6 Treasurer	5)15 th December 6)16 th June 7) Term 1 – 31 st March Term 2_ 23 rd June Term 3- 15 th September	5) Glow products sold at kids Christmas disco. Funds raised are recorded by the Treasurer 6) Sausage sizzle and cake stall held at Athletics carnival; Funds raised recorder by Treasure 7) End of term lunch held, number of children who participated recorded. Funds raised recorded by Treasurer

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Prouille P&F 2023 Action Plan

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Supporting parents and carers in their parental responsibilities and engagement in their children’s learning at home and school	1) The executive committee meets with the principal prior to general meetings to plan the activities of the P&F, 2) Explore opportunities with the school Principal to provide additional support such as online learning subscriptions	1) Co-Presidents 2) Co-Presidents	1)and 2) General meetings and additional meetings as needed.	1)and 2) Opportunities identified to help support parents and carers. One strategy implemented by 31 st August.
Providing opportunities for parents and carers to gain insights into the life of the school, current developments in education and Catholic education in particular;	1) Provide support to the school for Mother’s Day, Father’s Day stall - Organise parent volunteers to help pack gifts and distribute gifts at the stall 2) To help the flow of information from the secretary to the broader school community, the minutes of each meeting can be attached to the P&F newsletter; as well as displayed on the school website 3) Develop and maintain a regular P&F Newsletter to help share information with the school community	1) Social Coordinator Co-President 2) Secretary 3) Co-Presidents	1)10 th May 30 th August 2) Each term 3) Newsletter published each term	1) Parent volunteers pack gifts and attend the Mother’s Day/Father’s Day stall 2) Minutes included in P&F newsletter 3) Minimum of 1 Newsletter each term provided by the P&F

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<p>Providing a means for parents and carers to affiliate with Broken Bay Catholic School Parents (CSP) and have a voice at diocesan level and with the Council of Catholic School Parents (NSW) at state level.</p>	<p>1) Nominate and appointment a CSP (formally known as DCP) representative</p> <ul style="list-style-type: none"> - Keeps parents informed about CSP issues, events, and projects. - Provides reports to the P&F Executive, parents at relevant meetings. - Informs the CSP about parent concerns, issues, and provides feedback to the CSP on behalf of the school when requested. - Attends CSP Cluster meetings. 	<p>1) CSP Rep/Parent Engagement</p>	<p>1) ongoing</p>	<p>1) CSP reports recorded in general meeting minutes</p>

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