

PROUILLE CATHOLIC PRIMARY SCHOOL



2023

PARENTS AND FRIENDS ASSOCIATION

ACKNOWLEDGEMENT

The Prouille P&F committee of 2023 wish to acknowledge that this information resource is a compilation of the work of current and previous P&F committees. The Diocese of Broken Bay Parent & Friends Association constitution (May 2013) was a key document used in the development of this resource.

CONTENTS

	Page
1.What is a parents and friends association (P&F)	3
2.What is the aim?	3
3.What are the limitations of the P&F?	4
4.Who can be a member?	4
5.Management of the P&F	4
-Executive committee	
6.Executive committee roles and responsibilities	5
- President	
- Vice President	
- Secretary	
- Treasurer	
- Catholic School Parents Representative (CSP)	
7. Non-Executive Committee roles and responsibilities	8
- Parish Liaison	
- Social Coordinator	
- Stage Coordinator/s	
- Second-hand Uniform Coordinator	
- Canteen Coordinator	
8. Class Parents	11
9. Parents and Friends Constitution	13

1. WHAT IS A PARENTS AND FRIENDS ASSOCIATION (P&F)?

The Prouille Parents and Friends Association, often simply referred to as P&F plays an important role at Prouille Catholic Primary School by providing a link between parents, school, parish and the broader community. The P&F encourages and promotes greater communication and connection within the school community, working together to achieve a common goal. The Prouille P&F is made up of a group of parents that have volunteered their time to help provide parental support to the school community and our students. The P&F recognises and values the role that parents and carers play in the education of their children.

2. WHAT IS THE AIM?

- To work in collaboration with the school, families, parish and the broader community
- To help grow and strengthen partnerships within our community
- To help achieve positive outcomes for our children's development and learning

We work towards achieving our aims by:

- Building positive partnerships with the school, parish and the broader community
- Make connections with all associated with our school to help grow and nurture a community that is inclusive, faith filled, friendly and welcoming
- Provide parental perspective to assist the principal in decision making
- Organise fundraising activities that help provide our school with resources and opportunities that will enhance the learning environment of our school
- Appointing Catholic School Parents (CSP) representative (formally known as DCP) to represent parents at diocesan level and with the Council of Catholic School Parents (NSW)
- Provide opportunities for parents/carers to gain insights into school life
- Support parents/carers in their responsibilities and encourage involvement in their children's learning both at school and at home
- Appoint a parish liaison to work with the parish community to develop effective relationships to further support the faith development of students

3. WHAT ARE THE LIMITATIONS OF THE P&F?

The P&F is an unincorporated association and has no legal identity separate from its members. It is a consultative body and is subject in all respects to diocesan policy and directives. The P&F has no authority in the day-to-day operation or management of the school and therefore must recognise the need to act with respect for:

- The authority and responsibility of the principal in making decisions relating to the school and/or any activity using the school's name
- The role of the parish Priest with regard to decisions involving school/parish property
- The established protocols of the school and parish

4. WHO CAN BE A MEMBER?

Membership is open to the following:

- Any parents/carers of students attending the school
- Members of the parish community
- The principal and parish Priest who are ex-officio members of the association
- School staff

Note: ex-officio members are members by right of the position they hold and have the same rights as ordinary members, including voting. An invitation to all meetings should be extended to all ex-officio members.

5. MANAGEMENT OF THE P&F

What is the executive committee?

The executive committee are the group that are responsible for the management of the P&F and comprise of the following:

- President
- Secretary
- Treasurer
- Ex-officio members, principal and parish Priest
- CSP- Catholic School Parents Representative (to be invited to executive committee meetings)

Role of the executive committee:

- Promote the aims of the P&F
- Ensure that the P&F works together with the principal and parish Priest
- Ensure the P&F's ongoing financial accountability
- Organise regular general meetings of the P&F
- Set up and supervise committees of the P&F as required
- Manage and organise the running of the P&F
- Support and work in collaboration with the CSP

6. EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

President

- Provides leadership and direction for the P&F
- Promotes the aim of the P&F
- Supports the executive committee
- Presides at all meetings and ensures efficient running of meetings
- Prepares the agenda in consultation with the executive committee
- Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place
- Ensures correct functioning of all office bearers
- Prepares and presents the annual president's report of the P&F

Vice President

- To fulfil the role of president in their absence or when required
- The role of the Vice-President may be viewed as a learning experience – it may provide an opportunity to learn more about the P&F in general and the president's role in particular.
- It may also be seen as a position for an ex-president whose time is now more limited.

Secretary

- Receives agenda items and organise meetings (including agenda, venue, meeting notification etc)
- Record the minutes of executive and general meetings
- Manages day-to-day communications and records of the P&F
- Distribute minutes, information and correspondence to P&F members as required
- Maintain a record of P&F minutes, the P&F constitution and correspondence.

Role of secretary in preparation for meetings

- Ensure that members and the school community are notified of date, time and venue of meeting
- Organise Zoom link for the meeting and inform members
- Receive agenda items and develop the agenda in consultation with the executive committee
- Advise the chairperson of any visitors and list apologies
- At the meeting The Secretary should:
 - record attendance (including those that attend via Zoom)
 - provide copies of the agenda for attendees
 - record all important discussions and decisions made
 - distribute important reports and other incoming material as required
- After meetings the Secretary should:
 - complete the minutes as soon as possible after the meeting and distribute a copy to all members that attended
 - attend to all correspondence required by the meeting or chairperson

EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

MINUTES OF MEETINGS

Meeting minutes are prepared and distributed by the secretary and should include the following:

- Start and finish times, a list of those present, apologies and date of next meeting
- A record of all decisions and motions (including names of movers and seconders)
- A concise summary of reports given and discussions had at the meeting
- Minutes need to be clearly documented in an accurate, objective and professional manner



Prouille School Parents and Friends Association General Meeting Agenda – Meeting ? of 202?

Date
Venue
Start time

Item 1 – Opening prayer	Co-Presidents
Item 2 - Apologies and disclosures of interest	Secretary
Item 3 - Confirmation of minutes of meeting date & matters arising from minutes of last meeting	Secretary
Item 4 - Co-presidents' Report	Co-Presidents
Item 5 - Principal's Report	Principal
Item 6 - Treasurer's report	Treasurer
Item 7 –	Co-Presidents
Item 8 –	Co-Presidents
Item 9- CSP/Parental engagement	CSP
Item 9 – General business	All
Meeting Close and date of next meeting	Co-Presidents



Prouille School Parents and Friends Association P&F Meeting Minutes

Date:

Venue:

Meeting Opened:

In person attendees:

Online attendees:

Executive Committee:

Apologies:

Opening Prayer: Name

Confirmation of Previous Minutes & apologies from those who could not attend: Secretary

Co-Presidents' Welcome: name

Principal's Report: name

Treasurer Report: name

Social activities update: name

Diocesan Parent Co-Ordinator: name

General Business: All

The date for the next meeting of the P&F meeting is

There being no further business the Co-Presidents (names) thanked all attendees for their time and contribution an closed the meeting.

EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

Treasurer

The treasurer is responsible for all the financial dealings of the P&F. It is the treasurers' responsibility to ensure that all records are transparent, accurate and in good order. The treasurer should have the appropriate skills and experience required to perform this role. The P&F financial year runs from the 1st January - 31st December and it is the responsibility of the treasurer that all regulatory financial reporting requirements are met.

The treasurer is responsible for:

- Maintaining accurate records of expenditure and receipts
- Bank all monies received intact and maintain clear and accurate financial records
- Receive all monies and keep appropriate financial records of all such monies received
- Issue a receipt for all monies received
- Presents, at each general meeting, a statement of accounts showing current receipts and expenditure and a bank reconciliation since the last meeting, together with the outstanding balance, and shall present a bank statement for notation by the president and secretary.
- Present an annual financial report of the P&F
- Passes on records, in good order, to the incoming treasurer.
- Prepare and submit an annual financial statement as required by ACNC
- Organise an annual audit of accounts as required by the constitution
- Ensure that all expenses and invoices are paid in a timely manner

Catholic School Parents Representative (CSP)

Each P&F team in the Diocese has a parent representative on the CSP encouraging consultation and discussion with a broad range of parents.

The CSP is responsible for:

- Keeping parents informed about CSP issues, events, and projects
- Provides written and oral reports to the P&F Executive, and parents at relevant meetings, and arranges for the distribution of newsletters and other communications to parents.
- Informs the CSP about parent concerns, issues, and provides feedback to the CSP on behalf of the school when requested.
- Attends CSP Cluster meeting

7. NON-EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

Parish Liaison

The parish liaison role is an important role that helps to provide a link between the parents, school and Holy Name Parish.

The parish liaison is responsible for:

- Being aware of the church calendar and Prouille School/P&F calendar at beginning of year so that both are informed/reminded of school events
- Being aware of all Prouille school family class mass dates
- Help communicate information to class parents about the class masses from school and parish. The school (Prouille) is responsible for issuing a notice informing parents of class masses, asking for attendance numbers and a morning tea plate to share from families attending
- When a family class mass is to be held, it is the teacher's responsibility to organise the mass (readers, offertory procession etc).
- Communicate/liaise with Holy Name Parish, Religious Education Coordinator (REC) and class teachers to offer assistance if needed

Social Coordinator

The social coordinator is an important part of the P&F Committee in helping coordinate and organise key social events on the P&F calendar. The aim of the social coordinator is to:

- To coordinate the P&F social event calendar and ensure that key P&F events are being organised by liaising with the stage coordinators and providing support where required
- To encourage class parents to organise a social event for their year group each term
- Create social event sub-committees as required to support the organisation of P&F events such as a welcome event, trivia night or family movie night
- Report to the P&F on various sub-groups arranging the P&F social function
- Liaise with the school principal to help organise parent volunteers for the Mother's Day and Father's Day stalls.

NON-EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

Stage Coordinator/s

Stage coordinators are an integral part of the P&F committee and organise key P&F activities throughout the year. They also providing additional support to the committee as needed. Stage coordinators attend all P&F committee meetings. Ideally, each stage has a minimum of two stage coordinators whose key responsibilities are to organise the following:

Stage K-2:

- Father's Day breakfast
- Term 1- end of term lunch
- Athletics carnival - cake stall

Stage 3-4:

- Mother's Day breakfast
- Term 3- end of term lunch
- Athletics carnival - sausage sizzle stall

Stage 5-6:

- Bake sale
- Term 2- end of term lunch
- Athletics carnival - canteen (snacks, ice blocks, drinks)

It has been a Prouille tradition that our year 6 students are given a wonderful send off for their final year at Prouille. To help make this possible the P&F rely on the help of the stage 5-6 coordinators and the year 6 class parents.

Stage 5-6 coordinators and year 6 class parents help organise parent volunteers to arrange the following:

- A lasting gift to the school in appreciation of their time here. To fund the gift the stage 5-6 coordinators, organise a bake sale. Year 5 and 6 parents provide baked goods to sell at a bake sale for the whole school to buy. Sales from this go towards the purchase of a year 6 farewell gift to the school.
- Organise a special lunch held at the school for year 6 students and their teachers following the end of year mass held at Holy Name Parish.

NON-EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

Second-hand Uniform Coordinator

The second-hand uniform coordinator is responsible for:

- Organising and sorting donations of second-hand uniforms from the school community
- Maintaining and managing the stock
- Organising a minimum of one second hand uniform sale day per term
- Liaise with school principal to arrange a suitable date for a uniform sale
- Develop a flyer and communicate with the school community about upcoming sales or requests for uniform donations

Canteen Coordinator

The P&F provide a simple canteen that allows children to purchase a treat. The canteen is run by parent volunteers every Friday. Items sold include chips and ice blocks. The canteen coordinator is responsible for:

- Organising parent volunteers and maintaining canteen roster
- Managing and ordering stock of ice blocks and chips
- Communicating with parent volunteers about the Friday canteen

8.CLASS PARENTS

Class parents play an important role in communicating information from the P&F to parents. They also help support the Prouille community by organising simple social events, welcoming new families and assist with morning tea for their class mass held at Holy Name Parish. They are an important link between the P&F, parents and the school.



PROUILLE P&F ASSOCIATION

Class Parent Role and Responsibilities

As a class parent at Prouille you will help nurture and support Prouille’s caring and supportive community. Being a class parent is a rewarding role that is both valuable and important for our school community. At the start of each year, we look for parents who would like to volunteer a small amount of their time as a class parent. Our aim is to have 1-2 class parents for each class.

What does a class parent do?

<ul style="list-style-type: none">• <u>Class Contact List</u>
At Prouille class parents are a link between parents, P&F and the school. They are important in communicating information from the P&F and the school to parents. The main way that information is delivered is via email. It is important that parents who wish to receive emails from the class parent provide their details to the school office to be added to the class contact list. Class parents circulate the class parent list and keep the list updated as parents join and leave the school. It is voluntary for parents to provide their details to be added to the list. The parent contact list is only for parents whose children are in the class and is not to be distributed to parents outside of the class without the permission of the school.
<ul style="list-style-type: none">• <u>Class Mass at Holy Name Parish</u>
Class Parents liaise with the P&F parish liaison and Holy Name Parish to assist with organising parent volunteers from their grade to help with the morning tea for their class mass and any other support that may be needed by parents for the class mass
<ul style="list-style-type: none">• <u>Welcome New Parents</u>
Class parents welcome new parents to the class/ school and help support the new parents.
<ul style="list-style-type: none">• <u>Communication</u>
Class parents encourage parents to utilise the school’s communication platforms for any formal correspondence from the school such as the school newsletter, website and Compass. Certain social media groups such as WhatsApp and Facebook that have not officially been set up by the school are not a formal means of communication from the school and are not managed by the school or the P&F. Class parents should direct parents to the school’s official communication platforms such as Compass, email and the school Newsletter for all formal correspondence from the school.

CLASS PARENTS

- **Class Teacher Birthday Gift/ End of Year Gift**

Class parents act on behalf of all parents in the class to help organise a collection for a birthday gift and end of year gift for the teacher. It is optional for parents to contribute towards any such gift. The Group Together website is an easy and simple way to set up collections. Parents can make their contributions via the site and create a group card <https://www.grouptogogether.com/>

- **Social Events**

Class parents help organise simple social gathers throughout the year that allows parents and children to get to know each other. These events are not held on school premises and are outside of school hours. The venue/location of the events can be decided by the Class Parents. The Class Parents will need to confirm any proposed dates with the P&F Social Coordinator to ensure that there is no overlap with other school events. Examples of past successful events include but are not limited to Mother's High Tea, Parents dinner/lunch, Movie Day for children, play in the park, Father's dinner. It is recommended that each class/grade organise 1 event per term.

- **Managing Parent Concerns**

Class parents can play an important role in advising parents on the correct process to communicate concerns about the school. Should any parent raise concerns about a school policy, procedure, or teacher, the class parent should encourage the parent to raise the issue or concern with the school. Class parents can assist by encouraging parents to contact the school Principal, Genevieve Smith directly on: genevieve.smith2@dbb.catholic.edu.au. It is important that class parents reserve judgment and refrain from engaging in discussions related to these matters.

- **P&F Support for Class Parents**

Class parents are supported by the Prouille P&F committee. If you have any questions or concerns, please do not hesitate to contact any of the following P&F committee members at Prouille.pandf@gmail.com

- Co-President
- Co-President
- Vice President
- Stage 1 Co-ordinator K-2
- Stage 1 Co-ordinator K-2
- Stage 2 Co-ordinator 3-4
- Stage 2 Co-ordinator 3-4
- Stage 3 Co-ordinator 5-6
- Stage 3 Co-ordinator 5-6

9.PARENTS AND FRIENDS CONSTITUTION

Diocese of Broken Bay PARENT & FRIENDS CONSTITUTION



P&F Constitution	Explanatory Guidance Notes
<p>1. Name:</p> <p>This body shall be known as the P&F of _____, Parish of _____, Diocese of Broken Bay. This P&F is a consultative body and is subject in all respects to diocesan policy and directives.</p> <p>For secondary colleges the term <i>parish priest</i> wherever it appears in this document means the priest taking responsibility for the college.</p>	<ul style="list-style-type: none"> The P&F will work in conjunction with the existing school advisory body or with any school board appointed after the adoption of this constitution, together with the school executive team, for the success of the whole school. All activities of the P&F will be conducted in the light of Diocesan Schools System and specific school policies.
<p>2. Aim:</p> <p>2.1 What is the aim of the P&F?</p> <p>The P&F recognises and values the role that parents and carers play in the education of their children and aims to strengthen the partnership between family, school, parish and the wider community for the benefit of their children's overall development and learning.</p> <p>2.2 How will the P&F do this?</p> <p>The P&F will endeavour to do this by:</p> <p>a) Reaching 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>The P&F endeavours to build positive relationships between all members of the school and parish community.</p>

P&F Constitution	Explanatory Guidance Notes
<p>a) Providing a parental perspective to assist the principal and the school advisory body (if the school has a SAB) in decision making;</p> <p>b) Raising funds to provide resources and opportunities for enriching the learning environment of the school;</p> <p>c) Supporting parents and carers in their parental responsibilities and engagement in their children's learning at home and school;</p> <p>d) Providing opportunities for parents and carers to gain insights into the life of the school, current developments in education and Catholic education in particular;</p> <p>e) 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>2.3 To fulfil these endeavours, the P&F may assist:</p> <p>a) School staff in the development of school policies through consultation processes.</p> <p>b) In the provision of educational equipment and resources for the school.</p> <p>c) Support parent engagement strategies and Schools SIP goals in activities and events such as parent forums on learning and wellbeing partnerships</p> <p>d) Establishment of inclusive communication networks for families to feel welcomed and connected to the school</p> <p>e) In activities such as:</p> <p>i) The organisation of social activities to bring parents together to enhance the community of the school; and</p> <p>ii) Liaison with the parish community or communities to develop effective relationships to further support the faith development of students.</p>	<p>P&F teams support the school's strategic plan. Consultation processes that include the P&F assist in setting priorities for educational equipment, resources and parent engagement strategies as articulated in that strategic plan.</p>

PARENTS AND FRIENDS CONSTITUTION

P&F Constitution	Explanatory Guidance Notes
3. Limitation	
<p>Are there any restrictions on the P&F?</p> <p>The P&F is an unincorporated association and has no legal identity separate from its members. It is a consultative body established within the parish under the auspices of the principal of the school, who is responsible for carrying out the policies and directives of the Bishop and the Catholic Schools Office.</p> <p>The P&F has no authority in the day-to-day operation or management of the school.</p> <p>The P&F must seek the consent of the parish priest and the principal for activities which affect parish or school property and its use and has no capacity to enter into contracts that affect parish land or facilities.</p> <p>The Catholic Schools Office indemnifies each past and present member of the executive committee for the time being of the P&F to the full extent permitted by law against all liability arising as a result of that person acting as a member of the executive committee of the P&F unless either of the following applies:</p> <ol style="list-style-type: none"> the liability arises out of conduct involving a lack of good faith on the part of the executive committee member; or the liability arises out of conduct of the executive committee member known to the executive committee member to be wrongful. 	<p>Diocesan systemic schools are not legal entities. Therefore, parent bodies which are part of the school cannot take on a legal identity of their own. P&Fs must not be separately incorporated.</p> <p>The P&F recognises the need to act with respect for:</p> <ul style="list-style-type: none"> The role of the parish priest with regard to decisions involving school/parish property. The authority and responsibility of the principal in making decisions relating to the school and / or any activity using the school's name. The need for any matter affecting an individual person, student, parent, or staff member to be directed immediately and without discussion to the principal or their delegate (assistant principal, year coordinator); The role of the school advisory body (SAB) (if the school has a SAB); and The established protocols of the school and parish.

P&F Constitution	Explanatory Guidance Notes
4. Membership	
<p>Who can be a member?</p> <p>Membership is open to all parents or carers of students attending the school and to members of the parish community.</p> <p>The parish priest and principal shall be members, ex-officio, of the P&F and of all its committees.</p> <p>Members of the school staff may also become members of the P&F.</p> <p>The parish priest may choose to appoint another priest, deacon, or pastoral associate to represent him.</p>	<p>Because the P&F is a vehicle for community involvement and engagement in the school it tries to find ways to include all. A member of the P&F does not have to be the parent of a student at the school. Members of the parish may also join.</p> <p><i>Ex-officio</i> means these individuals are members by right of the position they hold. Ex-officio members have the same rights as ordinary members, including voting, however, they do not always choose to exercise these rights. Although the priest's responsibilities often preclude active involvement in P&F meetings an invitation should be extended once dates have been finalised for the year.</p>
5. Management	
<p>5.1 What is the executive committee?</p> <ol style="list-style-type: none"> The executive committee is the group responsible for the management of the P&F. The executive committee comprises the president, secretary, treasurer together with the ex-officio members and other members elected at a general meeting. The CSP school represented is invited to attend Executive meetings. The parish priest (or priest representing feeder schools) are ex-officio members of the executive committee. The executive committee has the power to make decisions at executive meetings on behalf of the P&F when appropriate and within the limits of clause 13.3 (allocation of funds). 	

PARENTS AND FRIENDS CONSTITUTION

P&F Constitution	Explanatory Guidance Notes
<p>5.2 What are the responsibilities of the executive committee?</p> <p>The executive committee is responsible for:</p> <ol style="list-style-type: none"> Organising an appropriate induction process for executive members. Identifying and using opportunities that promote the aims of the P&F. Ensuring the P&F works collaboratively and co-operatively with the principal, the school advisory body (SAB) (if the school has a SAB) and the parish priest(s). Ensuring the P&F's ongoing financial accountability (clause 13 Funds); Organising general meetings (clause 10 general meetings); Establishing and supervising committees that assist with the work of the P&F (clause 14 subcommittees); and Supporting and working collaboratively with delegates to the Broken Bay Catholic School Parents (CSP) 	<p>The executive committee meets with the principal prior to general meetings to plan the activities of the P&F, to look at issues that have been identified (preferably in writing), to plan the agenda for the general meeting and consider the most suitable way of dealing with issues raised.</p> <p>There is scope in the election process for an executive team to decide amongst themselves which roles they will fulfil.</p> <p>Some schools find the position of vice-president useful because it serves both as support for the president and as preparation for presidency. Other roles can be considered to spread responsibilities and make the workload more manageable such as:</p> <ul style="list-style-type: none"> Class parent coordinator Social events coordinator Cultural Diversity coordinator Parent engagement coordinator Public relations coordinator Fund-raising coordinator Family care coordinator Political advocacy coordinator School Advisory Body liaison Parish liaison
<p>5.3 How does the executive committee work?</p> <ol style="list-style-type: none"> The executive committee is to meet by arrangement with the principal (or nominee) for the effective planning and management of the P&F. The executive committee must organise an executive committee meeting prior to each general meeting for the purpose of preparing the agenda and finalising arrangements for the general meeting. 	<p>General meetings function more efficiently when the executive team has a clear purpose and common goal.</p>

P&F Constitution	Explanatory Guidance Notes
<ol style="list-style-type: none"> The executive committee meeting must comprise half of the executive committee plus one. The principal or nominee must be invited to every executive committee meeting. The executive committee should request input from the CSP School representative prior to its meetings to assist with their planning The executive committee should consult with the parent representative/s from the school Advisory Body (if the school has one) prior to their meeting to assist with their planning 	
<p>6. Duties of Office</p>	
<p>6.1 What is the role of the president?</p> <p>The president:</p> <ol style="list-style-type: none"> Provides leadership and direction for the P&F by working co-operatively and collaboratively with the principal. Promotes the aim of the P&F in dealings with its members. Supports the executive committee members. Presides at all meetings. In the absence of the president and vice president, the executive committee will elect a person to preside at the meeting. Ensures the efficient running of meetings. Prepares the agenda in consultation with the executive committee. Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place. Prepares and presents the annual president's report of the P&F. 	<p>The president communicates with the principal prior to each general meeting to discuss the agenda to ensure clarity of issues to be raised.</p>

PARENTS AND FRIENDS CONSTITUTION

P&F Constitution	Explanatory Guidance Notes
<p>6.2 What is the role of the secretary?</p> <p>The secretary:</p> <ul style="list-style-type: none"> a) Manages the day-to-day communications and records of the P&F. b) Organises meetings, records accurate draft minutes and gets them formalised at the subsequent meeting. c) Receives and deals with correspondence in a manner agreed upon by the executive committee. d) Maintains copies of minutes and such correspondence as is appropriate. e) Receives agenda items. f) Passes on records, in good order, to the incoming secretary. <p>6.3 What is the role of the treasurer?</p> <p>The treasurer:</p> <ul style="list-style-type: none"> a) Is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with clauses 6.3 and 13. b) Receives all monies and keeps appropriate financial records. c) Presents, at each general meeting, a statement of accounts showing current receipts and expenditure and a bank reconciliation since the last meeting, together with the outstanding balance, and shall present a bank statement for notation by the president and secretary. d) Organises the annual audit of accounts in accordance with 13.4 and presents the annual financial report of the P&F. e) Passes on records, in good order, to the incoming treasurer. 	<p>To help the flow of information from the secretary to the broader school community, the minutes of each meeting can be attached to the school newsletter; as well as displayed on the school website.</p> <p>The treasurer should have the appropriate skills, qualification, and experience to perform this role.</p>

<ul style="list-style-type: none"> f) The treasurer shall: Online banking is appropriate <ul style="list-style-type: none"> i) receive all monies and keep accurate records of all such monies received: ii) issue a receipt for all monies received: iii) obtain and keep receipts for all monies paid from the P&F; and without delay bank all monies received intact. No money shall be withdrawn from the said account unless authorised by the P&F including appropriate online banking processes g) Prepares each payment, with relevant invoice with the approval for payment and presents it to a co-signatory for endorsement, online banking processes can also be used h) All books, receipts, vouchers, and monthly statements of account (including online) shall be made available to the auditors prior to the annual general meeting. <p>6.4 What is the role of the CSP School representative?</p> <p>The CSP school representative:</p> <ul style="list-style-type: none"> a) Keeps parents informed about CSP issues, events, and projects. b) Provides written and oral reports to the P&F Executive, School Advisory Body, and parents at relevant meetings, and arranges for the distribution of newsletters and other communications to parents. c) Informs the CSP about parent concerns, issues, and provides feedback to the CSP on behalf of the school when requested. d) Attends CSP Cluster meetings. 	<p>The financial year runs from 1 January to 31 December.</p>
---	---

PARENTS AND FRIENDS CONSTITUTION

P&F Constitution	Explanatory Guidance Notes
<p>7. Election of officers and executive committee</p>	
<p>The members of the P&F shall at the annual general meeting elect the executive officers listed in Clause 5.1 (b), except for ex officio members who are members of the executive by position they hold. Any candidate for the executive committee is to be nominated and seconded. If there are a greater number of candidates than required, an election is to be held by secret ballot, decided by a simple majority. An independent person such as the parish priest or principal is to conduct the election.</p>	<ul style="list-style-type: none"> Note that under Clause 5.1(b), in addition to the officers (president, treasurer & secretary), any other executive committee members need to be also elected. Each parent/carer or member has one vote. There are no provisions for proxy or postal votes. Electing executive officers at the last general meeting of the year has the advantage of providing a sense of continuity for the P&F and allows for the efficient handing over of all records as well as necessary forward planning. Positions on committees can still be made available to new parents in the new year. As the president plays a key role, it is advantageous for the incoming president to be willing to serve two years in office and for there to be a mixture of new and experienced officers on the executive committee. It is advantageous if candidates for president have previous service on the executive committee or active participation on other P&F committees. To make sure that the P&F committee continues to have fresh people, the elected officers and members may only serve for three consecutive years in any one position.
<p>8. Re-election</p>	
<p>At each annual general meeting of the P&F, officers and members of the executive committee shall retire from office but shall be eligible for re-election. The officers of the P&F shall not hold any one office for more than three consecutive years.</p> <p>In calling for nominations the P & F must, no later than three weeks prior to the annual general meeting, advise the school community of any officers currently in their third consecutive year of office who therefore will not be eligible for re-election. In the circumstance that</p>	<p>After a one year break a person could be re-elected to serve for up to another three years.</p>

<p>no one else nominates for such a position, the retiring officer may continue in the role for a period not exceeding 12 months. No further extension is permissible.</p>	
<p>9. Termination of office</p>	
<p>Can positions be terminated?</p> <p>The position of any officer absent from any three consecutive general meetings without reasonable cause may be declared vacant.</p> <p>A member of the executive committee may be removed from office by resolution of the P&F carried out at a general or special general meeting, providing that due notice of a motion to remove the member specifying the grounds has first been given.</p>	
<p>10. General meetings</p>	
<p>The executive committee is to organise a general meeting at least once every school term. The meeting/forum provides the opportunity for community conversation</p> <p>Notice of the meeting is to be given in a prior school newsletter/website, school app or via social media indicating the need for members to send agenda items, to the secretary before the date of the next executive committee meeting.</p> <p>A quorum for a general meeting shall be eight members including the principal (or nominee) and three executive committee members. A period of fifteen minutes is to be allowed before a general meeting is cancelled.</p> <p>No meeting is to continue beyond two hours unless a two-thirds majority of those present agree to an extension.</p> <p>All meetings shall be conducted in accordance with standard meeting procedures.</p>	<p>General meetings provide a regular opportunity for the involvement of the wider school community in the business of the P&F. It is advantageous for the dates of meetings for the year to be published as early as possible in the new school year. The size of the quorum needs to consider the size of the school community and adjusted accordingly. A pre-organised and publicised agenda is required. People appreciate meetings being planned and structured so they can achieve their purposes. Some prepared input and some discussion time around an already identified topic can improve peoples' understanding of a subject and help them feel included.</p> <p>Guiding principles for discussions and decision making at meetings include:</p> <ul style="list-style-type: none"> Establish a warm, welcoming atmosphere. Start on time. Tardy commencements generate poor attendance.

PARENTS AND FRIENDS CONSTITUTION

<p>In the case of a tied vote the chairperson shall exercise a casting vote.</p> <p>The order of business is as follows, unless the majority of those present agree to change it</p> <ul style="list-style-type: none"> • Prayer and welcome • Record of attendance and apologies • Confirmation and acceptance of the minutes of the previous meeting • Business arising from those minutes • Correspondence: incoming and outgoing • Reports • Matters arising from executive meeting (includes motions proposed) • Guest speaker and / or discussion session on nominated topic • Matters for future consideration • Confirmation of next meeting date • Conclusion 	<ul style="list-style-type: none"> • Use processes which encourage everyone to participate in reflecting about and making decisions. • Consider options for engagement for people unable to attend meetings in person, e.g. social media links, videoing of meeting, video conferencing platforms • Consult whenever practicable with those stakeholders likely to be affected by a P&F decision. Collect feedback from school community prior to meetings • Where practicable seek first to make consensual decisions and vote only when necessary, while conforming to the outlined constitutional procedures. <p>Encourage two-minute reporting process. If discussion continues past 15 minutes, consider establishing a subcommittee to further explore the issue with a report back date.</p> <p>General meetings should receive reports for endorsement or comment. The detailed organisation of fetes and social events are best done at committee level.</p> <p>The president, treasurer and principal normally give reports.</p> <p>Committee coordinators, the school advisory body liaison and the CSP representative may also give reports. P&Fs can consider engaging processes for presenting/tabling reports</p> <p>Matters for future consideration replaces 'General Business' to deal more productively with matters of concern raised at the last minute.</p> <p>People should not expect that issues, without notice, can be dealt with at the meeting at which they were raised. As always, the president decides if and how the matter might best be addressed.</p>
---	--

<p>11. Annual general meeting</p>	
<p>There shall be an annual general meeting of the P&F when the annual reports and financial statements are presented.</p>	<p>The executive committee should normally meet in the month following the AGM to handover between the committees.</p> <p>Committee co-ordinators should provide a written summary of key duties to incoming members.</p>
<p>12. Special general meetings</p>	
<p>12.1 What is a special general meeting?</p> <p>A special general meeting is a mechanism for supporting the continued operation of the P&F in unusual circumstances.</p>	<p>A special general meeting could be called in circumstances such as:</p> <ul style="list-style-type: none"> • When a general meeting is not scheduled but P&F business needs to be dealt with; • When two general meetings have been cancelled due to lack of a quorum; • If the P&F is not fulfilling its aim; or • If at the annual general meeting no one has accepted positions on the executive committee and the P&F is unable to function.
<p>12.2 What is involved in calling a special general meeting?</p> <p>a) A special general meeting can be called on the authority of the executive committee or on written request to the executive committee by members of ten individual families.</p> <p>b) A special general meeting must be held within 28 days of the request being appropriately registered or, if that 28-day period expires on a date which is not within a school term, within 14 days of the commencement of the next school term.</p> <p>c) At least seven days' notice of the special general meeting shall be given in a prior school newsletter. The object of the meeting is to be clearly stated.</p> <p>d) A quorum for a special general meeting is fifteen members and must include the principal (or nominee) and three members of the executive committee.</p>	

PARENTS AND FRIENDS CONSTITUTION

P&F Constitution	Explanatory Guidance Notes
13. Funds	
<p>13.1 How are funds raised?</p> <p>a) The executive committee is to develop a strategy for fundraising that considers the community's ability to raise funds. The proposals should then be presented to the general meeting for discussion and approval.</p> <p>13.2 How are funds managed?</p> <p>Funds are to be used solely for the aim of the P&F in its role of providing benefit for the school:</p> <p>a) All funds raised by or on behalf of the P&F must be banked promptly and fully intact into an account in the name of the P&F and all expenses paid by cheque or EFT.</p> <p>b) Funds of the P&F are to be deposited into an interest-bearing account in a reputable financial institution in the name of the P&F.</p> <p>c) The president, treasurer, secretary, and principal shall be authorised signatories to the account. In any instance, the principal and any one of the P&F officers can sign cheques or authorise EFTs. At the end of their term of office, the payment authorities of P&F officers must be removed and replaced by the payment authorities of the incoming officers.</p> <p>d) Funds are transferred to the school as a donation to support and contribute to the resourcing of the school's strategic plan. All donations are to be transferred expeditiously, in full and without restriction.</p> <p>e) Small expenditures necessary to support community building activities are to be paid in accordance with paragraph b) above.</p> <p>f) All accounts must be paid promptly after submission to a general meeting and if passed must be signed by the chair.</p>	<p>This fundraising strategy must be developed in partnership with the principal and is to focus on directions and activities articulated in the school's strategic plan.</p> <p>Cash received should not be used to pay bills – there needs to be a paper trail of all incomings and outgoings.</p> <p>The principal's signature is included for convenience and emergency situations that may occur and is not necessary if two other signatories are available</p>

<p>g) Accounts must be audited as at 31 December.</p> <p>h) All items of equipment purchased from funds raised by the P&F, whether intended for school use or for use by the P&F in connection with its own administration, shall become the property of the school. The P&F owns no property, plant, or equipment.</p> <p>i) Funds allocated to school projects, after consultation with the principal, parish priest and school board (if the school has a board), are to be included in the school's annual budget.</p> <p>13.3 How are decisions made about allocation of funds raised?</p> <p>a) Either late in Term 4 or early in Term 1 the principal meets with the executive committee and the school advisory body (if the school has a body) to articulate strategic resourcing priorities for the school year and agrees with the committee a list of items linked to the school's strategic plan for which the P&F will fundraise. They will also agree on a timetable for fundraising and transferring funds to the school. This plan will be presented to the first general meeting of the year for ratification.</p> <p>b) The P&F then develops a fundraising strategy for the year including an annual budget for donations to the school and community building activities. The strategy is also presented to the first general meeting of the year for ratification.</p> <p>c) Except for petty cash all expenditure of P&F funds must be approved or ratified by the P&F at a general meeting.</p> <p>d) At the AGM the principal will give a short presentation about how the funds donated by the P&F have been used during the year.</p> <p>13.4 What are the annual audit requirements of the P&F?</p> <p>a) Financial records must be audited as at 31 December each year to comply with the Federal Government Financial Questionnaire Reporting.</p> <p>b) The auditor must be a qualified, independent accountant.</p>	<p>A consultation at the beginning of the year is essential. The principal and the school advisory body are in the best position to suggest areas that meet the schools identified strategic priorities. However, enthusiasm about fundraising can only be sustained through knowledge of and a sense of ownership of how the funds are spent. The consultation needs to be realistic about the level of funding that the P&F can provide.</p> <p>The amount in petty cash should be agreed to at the first general meeting and a cheque drawn. A cash float can also be made available for major one-off activities. Approval of floats should be formally agreed to and minuted at a general meeting prior to the money being needed.</p> <p>Auditing as at 31 December is a CSO and Department of Education, Science and Training (DEST) requirement. The auditor must:</p> <p>Be a member of one of the following professional bodies: The Institute of Chartered Accountants, The Australian Society of CPAs or the National Institute of Accountants.</p> <p>Not be a member (or relative of a member) of the executive committee.</p>
---	--

PARENTS AND FRIENDS CONSTITUTION

<p>c) The annual audit must be completed in time to be accepted at the first general meeting and a copy given to the principal by 31 March each year.</p> <p>d) The auditor should provide a management letter on completion of the audit to the P&F president.</p> <p>e) A copy of the audited accounts must be provided to the President of the Broken Bay catholic School parents by 31 March each year.</p>	
14. Subcommittees	
<p>The P&F may establish committees to carry out functions on its behalf. These committees are to have specific terms of reference and are to report their operations to general meetings of the P&F. Where possible, they should include at least one member of the executive committee.</p> <p>After paying receipted expenses of their operations, the balance of funds of committees are to be remitted to the funds of the P&F as soon as it is practical to do so.</p>	<p>Committees are recommended as a means of encouraging the inclusion of as many parents and community members as possible. Volunteers are much more likely to make themselves available for specific time-limited tasks than for open-ended roles.</p>
15. Dissolution	
15.1 How might the P&F be dissolved?	
<p>a) The P&F is automatically dissolved if the school closes or is amalgamated.</p> <p>b) The P&F can be dissolved following a special general meeting. This can be called in accordance with clause 12 specifically for the purpose of providing an opportunity for the school community to discuss the issue to dissolve the P&F. At least three-quarters of the members present must vote in favour of the resolution to dissolve the P&F for the motion to be carried.</p>	

P&F Constitution	Explanatory Guidance Notes
<p>c) In certain serious circumstances where it is judged that the functions of the P&F are at variance with the vision and mission of Catholic education, the Director of Schools may intervene and dissolve the P&F after consultation with the parish priest, principal and the president of the Diocesan Parent Council.</p> <p>15.2 What happens to assets, records, and funds on dissolution?</p> <p>After all expenses and liabilities are paid:</p> <p>a) Where a school is closed under clause 15.1(a), the remaining assets, records and funds shall be handed over to the parish priest in the case of a primary school and the Catholic Schools Office in the case of a secondary school.</p> <p>b) Where a school is amalgamated under clause 15.1(a), the remaining assets, records and funds shall be handed over to the principal of the amalgamated school for the purpose of the amalgamated school.</p> <p>c) Where a P&F is dissolved under clause 15.1(b) or (c), the remaining assets, records and funds shall be handed over to the school principal for the purposes of the school.</p>	
16. Amendment of constitution	
<p>How can changes be made to this constitution?</p> <p>This constitution may only be changed by resolution at a general meeting or a special general meeting and only after due notice, in writing, has been given at a previous general meeting. Any proposed change to the Constitution will not be effective unless consented to in writing by the Director of Schools and the Chairperson of Broken Bay Catholic School Parents Parent Council.</p> <p>All amendments must be accepted by at least three quarters of those present and must be in accordance with the aims of the constitution.</p>	

PARENTS AND FRIENDS CONSTITUTION

The Chairperson of the CSP and the Director of Schools may jointly amend the constitution by notice in writing to the P&F in circumstances which they consider to be extraordinary.

Copies of any amendment to the P&F's constitution must be provided to the CSO and CSP.

We the undersigned, hereby certify that these rules were adopted at a general meeting of the P&F held on:

Names	Signatures
Chair of Meeting	
Elected President Ex officio (parish priest) Ex officio (principal)	
Date:	