

# Queen of Peace Parish Primary School

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## Parents & Friends' Association Constitution

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Adopted at General Meeting on 19 Nov 2015

Effective as of 01 Jan 2016

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## PREAMBLE

All parents and carers whose children are enrolled at the School are automatically members of the Parents & Friends' Association.

Parents & Friends' Associations are an integral part of Catholic schools and provide a formal structure and support network for parents to participate in the activities and decision making processes at the School and to work for the benefit of the School and their children.

- The Association represents the interests of the whole parent body
- It helps parents engage with the School and the education of their children
- It works to support the School

This means that parents are partners with the teachers and the principal in the education of their children and consequently parents share the responsibility of educating their children with the teaching staff.

Parents and Friends' Associations are not for profit organisations. No member of the Association will receive a financial advantage from the Association. All monies that the Association raises are to be directed towards the objectives of the School community.

## 1. NAME

The organisation formed under this Constitution shall be known as the Queen of Peace Parish Primary School Parents and Friends' Association, herein after referred to as "the P&F".

## 2. INTERPRETATION

In this Constitution, unless the context otherwise requires:

- a. "School" means Queen of Peace Parish Primary School
- b. "Parent/carer" means the natural parents, legal custodians or people who are 'in loco parentis' i.e. someone who is legally acting in place of a parent on behalf of a minor
- c. "Ordinary Member" is a parent/carer of a child enrolled at the School
- d. "The Executive Committee" means those "Ordinary Members" elected or appointed to fill the positions of:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Social and Pastoral Officer
  - Fundraising Officer

as well as the “Ex-officio Members”, who are the School Principal and Parish Priest (or their nominees). The Ex-officio Members are members of the Executive Committee of the P&F by virtue of the office they hold. They have full voting rights

- e. “Sub-Committees” are comprised of those “Ordinary Members” elected or appointed to particular sub-committees (e.g. social and pastoral care, fundraising, etc.) to fulfil specific roles and/or tasks that are agreed as required
- f. “Assisting Officers” are comprised of those elected or appointed non-Executive Ordinary Members who may be called upon from time to time to assist the Executive Committee with activities such as School grant applications and/or School gardens and grounds works
- g. “Friends” are School teachers, staff, and other members of the Parish / School community interested in pursuing the objectives of the P&F by their regular attendance at meetings, who have been officially admitted as friends by a vote at a P&F meeting. Friends can vote on all matters except elections of the Executive Committee

### **3. AIMS AND OBJECTIVES**

The aims and objectives of the P&F are:

- a. To develop a community spirit - with a Catholic ethos
- b. To provide opportunities for parents to get to know each other and to be informed about the School
- c. Support and work in partnership with the Principal and staff
- d. Participate in decision making where requested by the Principal
- e. Promote interaction between home and School, parents and teachers
- f. Encourage parent participation in teaching and learning activities and School life
- g. Assist parents to appreciate teaching and learning programs
- h. Promote the School in the wider community
- i. Attention to faith education activities
- j. Create a forum for discussion
- k. To raise funds for the benefit of the School, at the direction of the Principal
- l. Assist in the preparation of working bees and maintenance programs for the School

### **4. P&F MEMBERSHIP**

#### **4.1 Membership of the P&F shall consist of:**

- a. The parent/s and or carer/s of each child enrolled at the School who shall be called Ordinary Members
- b. The Parish Priest, and Principal or their nominees who shall be called Ex-Officio Members
- c. The Friends of the School

## 4.2 Register of Members:

- a. In the case of those qualifying for Ordinary Membership as parents and/or carers of children currently on the School roll, the School roll shall be considered as the register of Members
- b. The Secretary shall maintain a register in which shall be entered the names of all persons admitted to membership of the P&F as "Friends". Membership of "Friends" shall be reviewed at the end of each year – existing "Friends" will be asked if they would like to continue to be members the following year

## 5. EXECUTIVE COMMITTEE MEMBERSHIP

### 5.1 Membership of the Executive Committee shall consist of:

- a. President, Vice President, Secretary, Treasurer, Social and Pastoral Officer, Fundraising Officer
- b. The Parish Priest and School Principal or their nominees as Ex-Officio Members

### 5.2 Election of the Executive Committee:

- a. At the Annual General Meeting of the P&F, all the elected Members of the Executive Committee shall retire from office, but shall be eligible for re-election or re-appointment subject to the terms of this Constitution
- b. The Executive Committee shall be elected from the P&F membership by the Ordinary Members
- c. Term of office of the elected Executive Committee Members shall be one year with the right to serve a maximum of two consecutive full terms in the one position
- d. Having served the maximum term in one position, the member may stand for election for another position on the Executive Committee
- e. If an Executive Committee member has served their maximum term (as per 5.2 c) and no nomination is forthcoming for that position, the Ordinary Members may re-appoint the incumbent to that position

### 5.3 Termination of Membership of the Executive Committee:

- a. Any member of the Executive Committee may resign at any time from membership of the Executive Committee by giving notice in writing to the Secretary. Such resignation shall take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on that later date
- b. Any member of the Executive Committee may be removed from office at a specially convened meeting of the P&F for that purpose if the member:
  - i. Fails to comply with any of the provisions of this Constitution; or
  - ii. Conducts him/her self in a manner considered to be injurious and prejudicial to the character or interests of the P&F. (as per section 13.)
- c. The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the P&F resolves to terminate his/her membership it shall advise the member in writing within seven days accordingly

- d. At any such specially convened meeting the member shall be given the opportunity to fully present a case. The question of removal shall be determined by the majority vote of the Members present at that meeting
- e. In the case of resignation or removal of the Treasurer, the books and accounts shall be audited by the School's accountant before handover to the newly appointed Treasurer

#### **5.4 Vacancies on the Executive Committee:**

- a. The Executive Committee shall have power to appoint a member, who may or may not already be a member of the Executive Committee, to fill any casual vacancy caused by the resignation or removal of an office bearer, on the Executive Committee until the next Annual General Meeting
- b. Such an appointment shall be ratified at the next scheduled General Meeting of the P&F

#### **5.5 Functions of the Executive Committee:**

Except as otherwise provided by this Constitution and subject to resolutions of the Members of the P&F carried at any Annual or General Meeting, the Executive Committee shall:

- a. Manage the administration of the affairs, including the property and funds, of the P&F
- b. Interpret and apply the Constitution with regard to any matter concerning the activities of the P&F
- c. Formulate bylaws for adoption, repeal or amendment by the General Meeting of the P&F, designed to promote the good governance and management of the P&F

#### **5.6 Sub-Committees:**

Sub-Committees can save time and ease the workload/agenda of General Meetings by dealing with the detail of particular projects and reporting back outcomes to the General Meeting. Sub-Committees must be set up by a decision taken at a General Meeting and their task should be clearly defined in writing as part of the minutes of that meeting.

- a. The Executive Committee shall have the authority to appoint sub-committees to undertake such tasks as it may from time to time determine. All sub-committees acting in accordance with the constitutional objectives shall be deemed to be a part of the P&F and must report back to the P&F
- b. Each sub-committee shall choose from its Membership a chairperson, and if needed a secretary and/or a treasurer.

Some things to be aware of in a sub-committee:

- Meet with your sub-committee colleagues and focus on the task
- Be prepared to report to General Meetings
- Attend sub-committee meetings regularly
- Send apologies if unable to attend
- Be cooperative at all times
- Responsibility for what has been agreed should be shared by all sub-committee members

- Attend to business of particular sub-committee to obtain outcome
- Ensure Terms of Reference (if required) for sub-committee is adhered to

## 5.7 Special Meetings of the Executive Committee:

- a. The Executive Committee may meet separately from the General Meetings as required during its term of office to exercise its functions. Decisions taken at Special Meetings of the Executive Committee shall be tabled at the next General Meeting for ratification and/or reporting purposes
- b. A Special Meeting of the Executive Committee shall be convened by the President or in his/her absence, the Vice-president or Secretary, upon the request of a simple majority of Members of the Executive Committee or the Principal. Such request shall clearly state the reason why a Special Meeting is being convened and the nature of the business to be transacted thereat
- c. At every Special Meeting of the Executive Committee a simple majority of the Members of the Executive Committee shall constitute a quorum
- d. The Executive Committee may meet together, subject to the constitution, and regulate its proceedings as it thinks fit, provided that questions arising at any Special Meeting of the Executive Committee shall be decided by consensus or a majority of votes and in the case of an equality of votes on any question at any Special Meeting of the Executive Committee the motion lapses so that the status quo is maintained

# 6. ROLES OF THE EXECUTIVE COMMITTEE

## 6.1 President

### ***Role***

The President is the leader but not the “boss”. The key task of the President is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the principal and teachers. The President is a guide for, and example to, all parents.

### ***Duties and Responsibilities***

The President leads the P&F by:

- Planning and chairing meetings in consultation with the Executive Committee Members
- Preparing meeting agendas in consultation with the Principal, and arranging for them to be added to the P&F section of the School’s website the week prior to meetings
- Provide a regular update on P&F activities for the School newsletter, including notification to the School community of the next meeting and calling for agenda items
- Ensuring meetings run according to the agenda and the Constitution
- Ensuring fair discussion - give all an opportunity to speak (and vote, if required)
- Ensuring activities of the P&F are sanctioned by the Principal
- Working with the Treasurer to ensure financial accountability



- Oversee the Members of the Executive Committee to ensure all responsibilities are working well and making sure the load is shared
- Ensuring decisions/actions from meetings are carried out
- Arrange for meeting minutes to be approved by the Principal and all meeting attendees, then uploaded to the P&F's area on the School website
- Check the P&F's general email account at least three times a week (and respond where appropriate or forward to the Principal where necessary)
- Check and approve all notes, letters, communication, etc. from the P&F to the school community and external groups, businesses, organisations, etc. (or delegate to another Executive Committee Member if necessary)
- Report relevant P&F correspondence at meetings (having regard for privacy issues)
- Encouraging parents to get involved
- Helping parents feel welcomed at the School

Some things to be aware of as President:

- Tune in to parents' comments
- Respond to parents' comments and questions
- Meet as many parents as possible – welcome them individually to meetings
- Manage attempts by individuals to dominate meetings
- Stop “personal issues” if these arise at meetings
- Avoid ambushes, particularly of the Principal

## 6.2 Vice President

### ***Role***

The main role of the Vice President is to assist the President in their duties and fulfil the role when the President is unavailable.

### ***Duties and Responsibilities***

The Vice President will support the President by:

- Chairing meetings in his/her absence
- Sharing duties and responsibilities as agreed: e.g. assisting with the activities of sub-committees, assisting the secretary or the treasurer in some of their tasks if required
- Obtain required reports from Executive Committee Members and any sub-committees and forward them to the President
- Confirm meeting attendance of the Executive Committee and other appropriate people (guest speakers, etc.)

- Check with the office for mail at least once a week (and respond where appropriate or forward to the President, appropriate Executive Committee member or Principal where necessary). This duty can be delegated to another Executive Committee Member if necessary
- Manage the contact list of the Executive Committee and sub-committee members
- Keep a record of all Ordinary Members who attend meetings, including their email addresses, to assist the distribution of draft meeting minutes by the President

## 6.3 Secretary

### ***Role***

The Secretary is very important to the efficient operation of any organisation. The Secretary needs enthusiasm, initiative and an ability to work with the President. The Secretary's main functions are:

- Maintaining effective records
- Ensuring meetings are effectively minuted

### ***Duties and Responsibilities***

- Take comprehensive notes at meetings, recording the outcome/s or action/s and main discussion point/s of each agenda item
- Write up the minutes and send them to the President within one week of meetings

## 6.4 Treasurer

### ***Role***

The Treasurer accounts for and reports on the finances of the P&F. The Treasurer needs to be a person of trust and responsibility.

### ***Duties and Responsibilities***

- Work with the Executive Committee to prepare an annual budget (finalised by the second meeting of the year), thereby planning for the P&F's financial future
- Must keep accurate financial records of all receipts and expenditure
- Must issue receipts for all money received
- Submit all accounts and money to the School's Bursar
- Present a monthly financial report – keep the P&F informed
- Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements
- Prepare a financial report for the Annual General Meeting

## 6.5 Social & Pastoral Officer

The Social & Pastoral Officer is responsible for the co-ordination of social and pastoral activities which help form and promote the School community and assist those in need. In conjunction with others who from time to time might assist, some examples of what they might co-ordinate are:

- Refreshments at parent/teacher conferences, open days, working bees, orientation days etc.
- Regular “cuppa” and “chat” days for parents, either after the morning drop-off or before the afternoon pick-up
- Afternoon or evening activities for dads and/or mums
- Welcome event for new families to the School
- Visiting families who are housebound
- “Casserole bank” for families with new babies, illness, deaths, etc.
- Car pools for families with no access to transport to School or Church

## 6.6 Fundraising Officer

The Fundraising Officer is responsible for the co-ordination of fundraising initiatives and should (in conjunction with others who might from time to time assist):

- Develop a fundraising action plan, timetabling events for the year
- Identify and suggest fundraising opportunities
- In conjunction with the Treasurer keep records relating to fundraising monies
- Provide updates to the P&F regarding fundraising activities at the General Meetings
- Liaise with the Principal to ensure that fundraising activities don't clash with other events and activities run by the School
- Keep in touch with event organisers to see how they are progressing and if any support is required

## 6.7 Principal

The P&F can only work well if it has a positive relationship with the Principal. The Principal is the manager of the School. He/she is an ex-officio member of the P&F, so their connection with the P&F is strong.

This connection is even more important when we recognise that the School and the family are partners in the education of our children. Connections between families and School that promote student learning contribute to students' success at School.

While the Principal has the final decision making role, parents expect that decisions will be based on good consultation. Decisions made by the P&F must have the support of the Principal, as he/she has ultimate responsibility for the School.

Activities of the P&F must, under the Constitution, be carried out as agents of the School, thereby needing the support of the Principal.

Key aspects of the relationship:

- Provides leadership, guidance and support
- Collaborative and cooperative approach
- Works with the President and Executive Committee (as well as all parents)
- Provides information to the community
- Accessible to parents
- Develops the School profile - enrolment trends, demographics, mission statement, priorities, facilities, resources, parish links

## 6.8 Parish Priest

In Parish Schools, the Parish Priest has overall responsibility under Canon Law for the whole parish community including the School. He is an ex-officio member of the P&F.

Where possible and practical, the P&F should support and encourage the involvement of the Parish Priest with the life of the children at School.

# 7. ASSISTING OFFICERS

## 7.1 Grants Applications Assisting Officer

The Grants Applications Assisting Officer should:

- Collaborate with the Executive Committee to identify and suggest grant application opportunities that can assist the School with projects and purchasing equipment
- Ensure grant applications are drafted and submitted on time with the approval of the P&F President and School Principal
- Provide regular updates to the P&F regarding grant application opportunities and grant submission progress

## 7.2 Gardens and Grounds Assisting Officer

The Gardens and Grounds Assisting Officer should:

- Collaborate with the Executive Committee to identify projects to improve School assets, gardens and facilities
- Co-ordinate relevant sub-committees to ensure identified projects are kept on track and completed
- Provide budgeted and actual expenditure of projects to be presented at P&F meetings
- Organise working bees

## 8. GENERAL MEETINGS

### 8.1 Meetings of the P&F shall be either:

- a. Annual General Meeting - this shall be held in the month of November each year
- b. General Meeting - the P&F shall meet at least eight times per year exclusive of the Annual General Meeting
- c. Special General Meeting - these shall be called and held for a specific purpose

### 8.2 Calling of Meetings

- a. The President shall publicise all General Meetings of the P&F by giving not less than ten (10) days' notice of such meetings in the School newsletter. At this time, a call for agenda items will be made, with the agenda subsequently published on the P&F's section of the School's website not less than four (4) days prior to the meeting.
- b. The President or in his/her absence the Vice President or Secretary shall convene Special General Meetings of the P&F when:
  - i. Directed to do so by the Executive Committee or,
  - ii. Upon being given a request in writing signed by not less than 1/3 of the Members of the Executive Committee or not less than ten (10) Ordinary Members and clearly stating the purpose for which the Special General Meeting has been requested.

### 8.3 Quorum

At the Annual General Meeting, the Principal (or their nominee), a minimum of four (4) Executive Committee Members and five (5) Ordinary Members shall constitute a quorum, and at a General Meeting, the Principal (or their nominee), a minimum of three (3) Executive Committee Members and three (3) Ordinary Members shall constitute a quorum.

### 8.4 Conduct of Meetings

Unless otherwise provided by this Constitution, at every Annual General Meeting, General Meeting and Special General Meeting:

- a. The President shall be Chairperson or in his/her absence the Vice President and in the absence of both, a Chairperson shall be elected by resolution of a majority of the Members present at the meeting, however, the Secretary (or in their absence, the person taking the minutes) should not chair the meeting, as taking the minutes is difficult enough
- b. The Chairperson shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings (as per 13.2)
- c. Whenever a decision is to be made, it shall be decided by consensus, but should a deadlock (two or more opposing viewpoints) occur, a vote of all Members of the P&F present will be taken and a majority decision shall apply. However, the Principal has right of veto.

- d. Should a vote be required every member present shall be entitled to one vote. Where a vote is tied, the motion lapses so that the status quo is maintained, unless the Principal makes a decision one way or the other.
- e. Voting shall be by show of hands, unless a simple majority of Members present move that a secret ballot be conducted. The Chairperson shall appoint two Members to conduct the secret ballot in such manner as he/she shall determine. The result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- f. The Secretary shall take accurate minutes of all questions, matters, resolutions and other proceedings of the Annual General Meeting, all General Meetings and any Special General Meetings. In the absence of the Secretary, another Executive Committee Member shall take this responsibility (not the Chair of the meeting). The minutes will be published on the P&F's section of the School's website, and a permanent file of correspondence and documents will be maintained (on a folder set aside for the P&F on the School's Google Drive) by the Secretary as directed by the President.

## 8.5 Annual General Meeting (AGM)

The President or in his/her absence the Vice President or Secretary shall give twenty-one (21) days' notice of the AGM in the School Newsletter, and call for nominations for the Executive Committee. The AGM shall be open to all Ordinary Members and Friends of the School and to those guests invited by the Executive Committee.

### ***Agenda of the AGM***

The business to be transacted at every Annual General Meeting shall include:

- The reading of the minutes of the previous Annual General Meeting
- Business arising from the minutes of the previous AGM
- The receiving of the President's Report
- The receiving of the Principal's Report
- The receiving of the Treasurer's Report
- The receiving of the Fundraising Report
- Any other reports (as appropriate)
- The election of Members of the Executive Committee
- General business

All reports shall be in writing and submitted to the Secretary at least one (1) week prior to the AGM.

## 8.6 Election of the Executive Committee and Assisting Officers

At the AGM, after the annual reports are concluded, the Chairperson will hand control of the meeting to the Principal or the Principal's nominee.

The Principal will declare all Executive and non-Executive Committee positions vacant and call for nominations for the positions of:

- President
- Vice President
- Secretary
- Treasurer
- Social & Pastoral Officer
- Fundraising Officer
- Grants Applications Assisting Officer
- Gardens and Grounds Assisting Officer

A nomination to any position must be seconded and accepted by the nominee. If there is one (1) nominee for the position, then the nominee will be duly appointed. For contested positions, an election will be held via secret ballot. The outcome of the election will be declared at the AGM.

## 8.7 General Meetings

The P&F shall meet at least eight (8) times a year, with at least two (2) meetings per term. The President shall chair all meetings. In the absence of the President, the Vice President or else any other Executive Committee (excluding the Secretary) or Ordinary Member shall chair the meeting.

Where the Chairperson or the Principal believes that the discussion on a topic is not leading to fruitful and/or informed decision making processes, the Chairperson in consultation with the Principal has the right to withdraw or defer the topic.

The business to be transacted at every General Meeting shall include (but is not limited to):

- Welcome
- Apologies
- Approve previous minutes
- Actions arising from previous meeting
- Reports:
  - i. Principal's Report
  - ii. Treasurer's Report
  - iii. Social and Pastoral Report
  - iv. Fundraising Report
  - v. Other Reports (as appropriate)
- General Business
- Date, time and venue of the next meeting

## 9. FRAMEWORK FOR DECISION MAKING

The following statements (found elsewhere in this Constitution) are to be taken into consideration when decisions are to be made by the P&F (usually at a General Meeting) with regards to how fundraising, social and pastoral activities are selected, and how funds raised are spent:

- a. To develop a community spirit - with a Catholic ethos
- b. To provide opportunities for parents to get to know each other and to be informed about the School
- c. Assist in the preparation of working bees and maintenance programs for the School
- d. To raise funds for the benefit of the School, at the direction of the Principal
- e. While the Principal has the final decision making role, parents expect that decisions will be based on good consultation. Decisions made by the P&F must have the support of the Principal, as he/she has ultimate responsibility for the School
- f. Parents and Friends' Associations are not for profit organisations. No member of the Association will receive a financial advantage from the Association. All monies that the Association raises are to be directed towards the objectives of the School community

Having regard for the preceding statements, the Fundraising Officer and Social and Pastoral Officer should be regularly looking to plan and refine the events and activities of the P&F throughout the year. In addition to putting forward suggested events and activities, they should collect and document ideas from parents. All ideas should be put forward for discussion at General Meetings, and, where appropriate, a vote taken to decide the events and activities for the following year, or even further into the future where longer lead times are required for planning purposes. As much as is possible, P&F events and activities should be decided upon before the end of the school year for the following year, and this will rely on the next year's school calendar of major events (such as camps, sacraments, etc.) being finalised. This will greatly assist the smooth running of events and activities, particularly in Term 1, especially if there are new Executive Committee members.

When consideration is being made as to how funds that the P&F has raised should be spent, the priority should be on items that will benefit all students over the longer term. While parents may have their own personal thoughts on how funds should be spent, the Principal will be in the best position to decide. Throughout the year, the Principal may put forward possible funding ideas for discussion, based on needs that the Principal has identified, or ideas that parents have submitted that have been vetted by the Principal.

## 10. LIMITATION OF SCOPE

The P&F does not exercise authority over the School's teaching staff, neither shall it be involved in any way with the control or management of the School. This P&F is primarily a consultative body with regards to the administration of the School.



## 11. ALTERATION OF CONSTITUTION

- a. This Constitution may be amended at a General Meeting or a Special General Meeting of the P&F called for that purpose.
- b. Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by ten (10) members (made up of Ordinary and Executive members) who support the proposal. If the Executive Committee thinks that the proposed amendment should be dealt with separate to the regular General Meetings, the Secretary shall notify (in the School newsletter) the terms thereof to all members of the P&F, with the date, time and place of the Special General Meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose. Otherwise, the proposed amendment shall be added to the agenda for the next General Meeting.

## 12. FUNDS

- a. The income and any property of the P&F shall be applied in promotion of its objectives
- b. The financial year of the P&F shall be from 1st January to 31st December
- c. The funds of the P&F shall be banked in the name of Queen of Peace Parish Primary School Parents and Friends' Association in the Local Diocesan/Archdiocesan Development Fund as directed
- d. Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the P&F, and the particulars usually shown in books of like nature. Such books are to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection. The Treasurer should present an updated report to each General Meeting
- e. All moneys shall be submitted to the School Bursar as soon as practicable after receipt of them
- f. The P&F shall not borrow money
- g. The P&F shall, where possible, manage all funds in accordance with an annual budget
  - A minimum amount of \$10,000 should be maintained in the P&F account at all times throughout the year
  - By the second meeting of the year, the P&F should be able to decide how much money it will have to fund activities/projects throughout the year, based on the current funds in the bank account, any unpaid committed expenditure, estimated fundraising income and expenditure and the requirement to maintain at least \$10,000 in the account throughout the year
- h. As soon as practicable after the end of each Financial Year, the Treasurer shall cause to be prepared a statement of receipts and payments, income and expenditure, and a balance sheet for the financial year just ended. All such statements shall be examined by the School's auditor, who shall present his/her report to the Secretary prior to the holding of the next Annual General Meeting following the financial year in respect of which such audit was made
- i. If the Annual General Meeting is held prior to the end of the financial year a Financial Report will be presented to the meeting. The audited Financial Report shall be presented to the first General Meeting after the end of the financial year
- j. The Treasurer of the P&F or of a sub-committee will hand to the successor in office all records and accounts of the P&F or sub-committee, as soon as the successor has been appointed

- k. If a Treasurer of the P&F or of a sub-committee resigns during the term of office, the P&F should arrange for an audit of the records and accounts of the P&F or sub-committee to be carried out before handing these to the new Treasurer

## 13. NO AGENCY OF THE SCHOOL

- a. The P&F will not hold itself out as agent of the School and has no Authority to bind the School.
- b. Any decisions in relation to contractual matters are to be reached by consensus and discussed with the School Principal and the Parish Priest and entered into by the proper authority.

## 14. DISSOLUTION

- a. The P&F shall be dissolved:
  - i. If the Executive Committee is less than three persons, or
  - ii. If a resolution to that effect is carried by a vote of three-fourths majority of the Members present at a Special General Meeting convened to consider the question
- b. In such event, the property and other assets of the P&F remaining after the payment of all expenses and other liabilities shall, as the majority of Members present at such General Meeting by resolution may decide, be handed over to the School

## 15. Parental Code of Conduct

This Parental Code of Conduct is intended to provide P&F Members with guidelines for the effective conduct of meetings and the development of positive relationships within the School community.

At the first General Meeting of the P&F each year, the Principal will bring the Parental Code of Conduct to the attention of those present, and outline its main points.

### 15.1 General Conduct

P&F Members agree to:

- a. Support the Principal and staff in the development of a Christ-centred learning community based upon the principles of Catholic doctrine
- b. Support the School's policies developed in consultation with all stakeholders. The Principal has the responsibility to implement these policies
- c. Accept responsibility for their child's/children's progress and work with the teaching staff to deal promptly with areas of concern
- d. Treat all P&F Members with respect and courtesy
- e. Acknowledge and affirm success in individual and School achievement

## 15.2 Conduct at Meetings

To ensure that meetings are carried out effectively, P&F Members agree to:

- a. Conduct activities in accordance with this Constitution
- b. Acknowledge that the education and well-being of all students is the primary focus for discussion and recommendations
- c. Support the final decision made by the Parish Priest and/or Principal resulting from discussions and recommendations
- d. Participate in P&F meetings and other community activities in a constructive manner and respect the views of others
- e. Adhere to the processes available to have issues addressed and decisions reviewed
- f. Support the Members of the Executive Committee when they are required to make decisions on behalf of all parents in the School community
- g. Use appropriate conduct when participating in meeting discussions and promote positive personal relationships among P&F Members
- h. Respect matters of confidentiality

## 15.3 Conduct Unbecoming

If a P&F Member is in breach of this Code, the President of the P&F will meet with the Principal to decide appropriate action. The Principal's decision will be final and binding on P&F Members.

## 16. CERTIFICATION

We certify that this is a true and correct copy of the Constitution of:

### QUEEN OF PEACE PARISH PRIMARY SCHOOL PARENTS & FRIENDS ASSOCIATION

(PRESIDENT)

(PRINCIPAL)

DATE:

## 17. REVISION HISTORY

| Version | Date             | Author           | Edit Summary   |
|---------|------------------|------------------|--|
| 0.1     | 12 August 2015   | Brendan Halloran | Initial draft based on previous QOP P&F constitution and other P&F templates from around Victoria and Australia. |
| 0.2     | 17 August 2015   | Brendan Halloran | Revised draft based on feedback received from P&F prior to 17 August meeting.                                    |
| 0.3     | 8 November 2015  | Brendan Halloran | Revised draft based on meeting with Anthony Drill (Principal).   |
| 0.4     | 16 November 2015 | Brendan Halloran | Revised draft based on further feedback from Anthony Drill.  |
| 0.5     | 12 April 2016    | Brendan Halloran | Updated the role descriptions for the President, Vice President and Secretary as agreed in general meeting #2.   |
| 0.6     | 05 December 2016 | Brendan Halloran | Added the "Framework for Decision Making" section as agreed in general meeting #9.                               |