

Parents & Friends' Association Guidelines

Effective as of 24th October 2022



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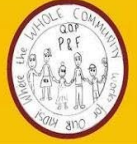
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1. INTRODUCTION

All parents and carers whose children are enrolled at Queen of Peace Primary School (QOP) are automatically members of the Parents & Friends' Association.

Parents & Friends' Associations (P&F) are an integral part of Catholic schools and provide guidance and a support network for parents to participate in activities for the benefit of the School and their children.

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

Education begins at home, and continues at school. Parents and carers are partners with the teachers and the Principal in the education of their children and we therefore share the responsibility of assisting in events relating to the school.

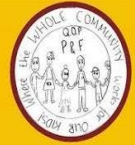
Parents and Friends' Associations are not for profit organisations. No member of the P& F shall receive a financial advantage from being involved. All monies that the P&F raises is directed towards the objectives of QOP.

The P&F meet officially once per term, with the AGM scheduled for the Term 4 meeting. These official meetings are where major discussions and decisions are made, and then can be followed up by smaller working groups for each activity the P&F are involved with meeting as often/how required to run events.

2. AIMS AND OBJECTIVES

The aims and objectives of the P&F are:

- a. To develop a community spirit - with a Catholic ethos
- b. To raise funds for the benefit of the School, at the direction of the Principal
- c. To provide opportunities for parents to get to know each other, be informed about the School and encourage parent participation in teaching, learning activities and School life
- d. Support and work in partnership with the Principal and staff by acknowledging that the education and well-being of all students is the primary focus for discussion and recommendations of the P&F
- e. Promote interaction between home and School, parents and teachers and the wider community
- f. Create a forum for discussion using appropriate conduct when participating in meeting discussions. Participate in decision making where requested by the Principal
- g. Support the final decision made by the Parish Priest and/or Principal resulting from discussions and recommendations
- h. Participate in P&F meetings and other community activities in a constructive manner and respect the views of others
- i. Respect matters of confidentiality



3. P&F STRUCTURE

- a. Ordinary Member
 - The parent/s and or carer/s of children enrolled at QOP
- b. Official Members
 - The Parish Priest, and Principal or their nominees
- c. Executive Committee - Ordinary Members selected to fill the positions of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Social and Pastoral Officer
 - Fundraising Officer

4. EXECUTIVE COMMITTEE

4.1 Functions

- a. At the Annual General Meeting of the P&F (Term 4), a selection process for all Executive Committee roles shall occur
- b. 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
 - In the case of resignation of the Treasurer, the books and accounts shall be audited by the School's accountant before handover to the newly appointed Treasurer
- c. Manage the administration of the affairs, including the property and funds, of the P&F

4.2 Roles

President

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. It involves;

- Planning and chairing meetings
- Preparing meeting agendas in consultation with the Principal
- Provide a regular update on P&F activities for the School newsletter
- Ensuring fair discussion - give all an opportunity to speak
- Ensuring activities of the P&F are sanctioned by the Principal



- Working with the Treasurer to ensure financial accountability
- Ensuring decisions/actions from meetings are carried out
- 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)
- Report relevant P&F correspondence at meetings (having regard for privacy issues)
- Encouraging parents to get involved
- Helping parents feel welcomed at the School

Vice President

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

- Chairing meetings in his/her absence
- Sharing duties and responsibilities as agreed
- Confirm meeting attendance of the Executive Committee and other appropriate people (guest speakers, etc.)
- 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

Secretary

The Secretary's main functions are:

- Maintaining effective records
- Ensuring meetings are effectively minuted
- 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 as soon as possible after the meeting

Treasurer

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

- Work with the Executive Committee to prepare an annual budget
- Must keep accurate financial records of all receipts and expenditure
- Submit all accounts and money to the School's Bursar
- Present financial reports at P&F meetings



Social & Pastoral Officer

The Social & Pastoral Officer is responsible for the co-ordination of social and pastoral activities which help 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:

- Afternoon or evening activities for dads and/or mums
- Welcome event for new families to the School
- “Casserole bank” for families with new babies, illness, deaths, etc. and Car pools for families with no access to transport to School or Church (this is done via Operoo and information is then kept by the school office to call upon if needed)

Fundraising Officer

The Fundraising Officer is responsible for the co-ordination of fundraising initiatives. It can involve

- Develop a fundraising action plan, timetabling events for the year
- Identify and suggest fundraising opportunities and provide updates at meetings
- In conjunction with the Treasurer keep records relating to fundraising monies
- 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

Gardens and Grounds

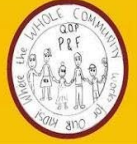
The Gardens and Grounds officer may be involved with;

- Identify projects to improve School assets, gardens and facilities
- Organise working bees

5. GENERAL MEETINGS

Format of 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

6. ANNUAL GENERAL MEETING (AGM)

The business to be transacted at the 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 selection 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.

7. OTHER INFORMATION

- a. The financial year of the P&F shall be from 1st January to 31st December
- b. 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
- c. Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the P&F
- d. All moneys shall be submitted to the School Bursar as soon as practicable after receipt of them
- e. The P&F shall not borrow money
- f. 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
- g. 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.