Parents & Friends Committee Policy

Purpose:
1. To maintain Treetops’ unique, positive, caring and encouraging energy; which is shared and appreciated by the wider community.
2. To support a broad, harmonious and thorough education by:
   - Encouraging good relationships and open communication throughout the school.
   - Giving parents opportunities to participate in the education of their children in partnership with teachers and the broader school environment.

Responsibilities:
1. Arranging Treetops events for the School community and wider community.
2. Assisting the School with School run events.
3. Fundraising.
4. Encouraging parent participation in school events and activities.
5. Encouraging good communication between parents, staff and the school.
6. Providing opportunities to build the School community
Parameters:
The Board supports the use of groups to increase its knowledge base and depth of available expertise. *Parents and Friends* has been created by the Board to assist in carrying out the specific purposes and responsibilities listed above and it is bound by the Constitution of the Beenong School Association Inc and relevant policy in the Board Policy Manual.

Formation:
1. All Association members are automatic members of *Parents and Friends* and are welcome to participate in meetings and the organisation of events, when and how they are able.
2. At the commencement of each year, the Principal, or his/her delegate, shall send out an invitation to all Association members to attend a meeting for the purpose of electing members to fill the specified roles of Chairperson, Treasurer and Secretary. Election will occur by means of a simple majority vote of those Association members present.

Meetings:
1. The Principal, or his/her delegate, and the Chairperson shall decide on a meeting schedule and these meetings shall be advertised in advance in the School calendar, with all Association members being invited to attend.
2. The Chairperson and Principal, or his/her delegate, shall then decide on the preferred meeting format and the frequency of meetings, as required for each event/initiative.
3. Voting at meetings shall be by means of a simple majority vote of those Association members present. A minimum of 9 members to be present for voting to occur. Where agreement is not unanimous, a 2/3 majority is required.

Roles:
1. **Chairperson:** Their role to include:
   - Preparing a schedule of events and fundraising initiatives, at the commencement of each year, for approval by the Principal.
   - Presenting any additional fundraising proposals approved by the *Parents and Friends* to the Principal for approval.
   - Overseeing *Parents and Friends* events and fundraising initiatives throughout the year.

2. **Treasurer:** Their role to include:
   - Preparing a spreadsheet at the end of each event/initiative, which outlines income and expense, for the School's Business Manager and for inclusion in Board reports.
   - Collecting and counting moneys.
   - Collecting receipts and invoices and giving copies to the Business Manager with each event/initiative spreadsheet.
   - Depositing moneys, as required by the Business Manager.

3. **Secretary:** Their role to include:
   - Taking minutes at meetings for inclusion in a book of minutes.
   - Ensuring the event organiser prepares a report on their event/initiative, once it has concluded, for inclusion in a book of minutes and for the Board (to be tabled via the Board Secretary).
   - Maintaining all records relating to *Parents and Friends* activity.
   - Promoting events/initiatives (in collaboration with the School's Communications Officer using appropriate access to email and noticeboards) with the explicit approval of the Principal prior to any promotion.
   - Calling of volunteers for events/initiatives (supported by the Communications Officer through appropriate access to email and noticeboards).
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- Liaising with the Communications Officer about what events/initiatives are planned so as to ensure that the school is in a position to support events/initiatives through the sale of tickets, collection of money and the dissemination of information about events/initiatives to parents and community members.
- Liaising with the Communications Officer about accessing the Alumni.

4. Volunteer helpers for individual initiatives/events

5. The Principal (or his/her delegate): An ex-officio member of Parents and Friends with equal voting rights.

Events and Initiatives:
- The Parents and Friends Chairperson, in consultation with the Principal, shall set an annual calendar of events, fundraising initiatives and a fundraising goal.
- The Parents and Friends Chairperson shall create a balanced fundraising program, with equal weight given to community initiatives and in-school sales/campaigns.
- The Parents and Friends Secretary shall publicise the events calendar, the fundraising calendar and the fundraising goal to the School community in collaboration with the Communications Officer and with full adherence to the Communications Policy.
- Any event or initiative undertaken by Parents and Friends shall not conflict with the philosophy or ethos of the school and will be with the explicit approval of the Principal.
- Fundraising initiatives undertaken at the school shall not conflict with the School’s health and nutrition policies and will be with explicit approval of the Principal. 
- Parents and Friends may plan fundraising activities and events that involve the students, providing these are safe, comply with the School’s ethos and have the approval of the Principal and parents.
- A goal of fundraising activities shall be to reduce financial pressure on the parent community by offering broader community activities where practicable and ensuring sales campaigns provide good value (reasonable prices for quality products) for School members.
- Parents and Friends shall not place undue verbal or written pressure on families to participate in sales campaigns or school events. Families have the right not to participate.
- When opportunities arise throughout the year to engage in fundraising activity and events not specified in the initial annual plans, Parents and Friends may decide, with the Principal’s explicit approval, to run the activity.
- Explicit written approval must be obtained from the Principal for the sale or distribution of alcohol at any Parents and Friends event/initiative.
- Explicit written approval must be obtained from the Principal for any sponsorship arrangement.

Communication:
- All letters, emails and notices shall be approved by the Principal before being sent. Mass emails shall be sent through the School via the Communications Officer; not directly from the Parents and Friends Secretary.
- The Parents and Friends Secretary shall supply the Board Secretary with a report after each activity/event to be tabled at the following Board meeting.
- The Parents and Friends Secretary shall supply the Board Secretary with a short overview of fundraising and events, for the previous year, for inclusion in the AGM report.
- From time to time Parents and Friends shall review the School community’s response to activities and events held throughout the previous period and use these responses to assist in future planning. This may be done by inviting email feedback or distributing a questionnaire.
Financial Matters:
- The Parents and Friends Treasurer shall liaise with the School’s Business Manager to keep an accurate record of incoming and outgoing funds.
- The Parents and Friends Treasurer shall provide regular updates to the Board Secretary, via a monthly report, on incoming and outgoing funds and running totals.
- A Parents and Friends helper shall be dedicated to maintaining the safety of cash floats for events held in public places.

Allocation and Acquittal of Funds:
- Funds can be raised either for an agreed purpose, or for addition to the general funds.
- The Parents and Friends administers Parents and Friends funds. The funds are considered to be held “on trust” by the Parents and Friends for the allocation to the agreed purpose of the fundraiser or stated objects of the P&F, namely, classroom resources, community building, community outreach, investment in ongoing fundraising.
- If funds have been allocated to an agreed purpose, but are no longer required for that specific purpose or cannot be used in a timely manner, then the funds are to be returned to the Parents and Friends for reallocation.
- Any classroom resources or school items are to be purchased by the school. Once purchased the School then invoices the P&F for the allocated funds, providing supporting receipts. The Parents and Friends will then transfer the funds into the School bank account.