



Policy Name	Parents & Friends Committee Policy
Related Policies and Legislation	Parent Liaison Policy
Policy Category	Community
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	26 March 2012 17 April 2018 17 May 2018
Date Set for Review	May 2021
Person/s Responsible for Review	Principal

Parents & Friends Committee Policy

Purpose:

1. To contribute to the maintenance of Treetops' unique, positive, caring and encouraging ethos and atmosphere, which is shared and appreciated by the wider community.
2. To contribute to community building and community outreach to promote the school, its values and programs.
3. 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 the Principal, teachers and the broader school environment.
4. As a sub-committee of the School Board, provide an important avenue for feedback, ideas, discussion and support for the work of the Principal, teachers and Board.
5. To assist with fundraising activities, to allow the purchase of additional school and classroom resources or investment in ongoing fundraising.

Responsibilities:

1. Provide feedback (via its minutes or formal reports) to the Board.
2. Within meetings, providing feedback to, and act as a sounding board for, the Principal
3. Consistent with school aspirations and goals, arrange Treetops events for the School and wider community.
4. Assist the School with School run events.
5. Fundraising.
6. Encourage parent participation in school events and activities.
7. Encourage good communication between parents, staff and the school.
8. Provide 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 as a sub-committee of 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. Elections 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 or Secretary (P&F) shall decide on a meeting schedule and these meetings shall be advertised in advance in the School calendar and /or via other means of parent communication, with all Association members being invited to attend.
2. The Chairperson and Principal, or his/her delegates, 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 7 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 and / or Board as appropriate.
- 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:

- To liaise with the School's Business Manager to present / update budgets / statement of account.
- 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 to the Business Manager as required.
- As the School's accounts are audited, which includes any designated P&F funds, liaise with the Business Manager to ensure that all funds are received, accounted for, and acquitted in a manner consistent with School guidelines.

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 / receptionist, 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).
- Liaising with the Communications Officer about what events/initiatives are planned 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.
- Providing copies of minutes or other special papers to the Board Secretary for submission to the Board.

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, ethos, or policies 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, distribution or consumption 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 / delegate before being sent. Mass emails shall be sent through the School via the Communications Officer / Receptionist, 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:

- All P&F funds will be held within the school's accounts, in a designated 'line account'. As the school's accounts are audited annually, all budgeting of 'projects', handling of funds, receipt, acquittal or expenditure must be done following good practice financial standards and in line with Board financial policy and expectation.
- 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 School Business Manager administers *Parents and Friends* funds, however (s)he will provide regular statements of funds, as needed, to the designated P&F person responsible. It is an expectation that *Parents and Friends* funds are 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, in consultation with the Principal / delegate may be re-allocated by *Parents and Friends*.
- Any classroom resources or school items are to be purchased by the school. Incidental expenses, appropriate to an agreed project may be reimbursed upon submission of receipt. The School will debit/ credit the appropriate (school) P&F account, providing statements or updates of the account as needed.