PARENTS & FRIENDS ASSOCIATION
ST FRANCIS DE SALES CATHOLIC SCHOOL
GUIDELINES

Overview:

The Parents and Friend’s Association (P&F) is an integral part of St Francis De Sales Catholic School, and operates under the auspices of the School Advisory Board. Parents join this association in a voluntary capacity to be part of their child’s education and to actively participate in the organization of a range of social, fundraising and other activities. The P&F does not have a separate association constitution. However these guidelines aim to clarify the role of the P&F, incorporating how it is intended to operate and the close relationship the P&F has with the Principal, the Church and the School Advisory Board. These guidelines are based on a model devised by the Catholic Education Office, Melbourne. This document should be read in light of the Constitution of the SFDS School Advisory Board.

The Role of Parents and Friends:

The role of the P&F is to work to support the staff and the school which their children attend. This is vital work because it is only through the co-ordinated active involvement and interest of parents, along with a dedicated staff, that the school will become a “faith community, which not only encourages learning but leads children to God and living a Christian life.” (P& F Federation of Western Australian Inc)

Membership:

All parents/guardians at St. Francis De Sales are considered to be members of P&F. Our friends belong to the parish or local community and have a deep interest in the well being of the school. Active members contribute to supporting P&F initiatives, are regular participants in P&F activities and have a strong commitment to making those activities successful.

The Principal, all members of the Teaching Staff and the Parish Priest are classified as ex officio members.

Aims:

- Assist in the planning and organizing of functions associated with the social, sporting, cultural and educational life of the school community.
- Fundraise for particular projects which assist or enhance teaching aids and equipment, or improvements to facilities within the school grounds, buildings etc.

In order to achieve its aims P&F arrange a variety of events throughout the school year.

Functions carried out under the auspice of the P&F include:

- Tuck shop
- Family Night in celebration of Family Week
- Mother’s Day Stall/ Father’s Day Stalls
- Each grades annual mums night out
- Major social event for adults
- Each grades annual activity night
- New parents BBQ
- Various raffles & product drives
Teacher end of year lunch
- Celebrations of significant events

Decision of expenditure of funds:

Funds raised by the Parents & Friends are raised for the general good of the school. The Principal and Parish Priest in discussion with the P&F will determine the projects on which these funds will be spent. The P&F will be involved in school budgeting procedures so that funds raised may be allocated in advance towards the purchase of goods or services as determined in the school’s budget. (Finance & Administration Manual (CEO Melb).

Meeting Structure:

- P&F meetings are conducted monthly during the school term at a date and time convenient to most members
- P&F conducts an Annual General Meeting towards the end of the school year
- Meeting agendas and previous minutes are prepared by the P&F secretary
- The P&F president (or nominated representative) chairs each meeting
- Sub-committee of P&F members may be formed to oversee/manage individual P&F activities. These committee meetings are conducted independently and report back to the monthly P&F meeting.
- In the event that a vote needs to be taken to resolve an agenda item, this will be conducted amongst the P&F members present including ex officio members. Voting and endorsement is based on a majority vote scenario. However in the event that there is a tied vote, then the final decision would lie with the executive members of the P&F committee and the School Principal. In some circumstances, decisions may need to be made in between meetings that are deemed as “urgent” and cannot wait until the next meeting. Executive members of the P&F are able to make decisions in this circumstance. The only requirement being that the decision must be reported at the next meeting and recorded within the minutes.
- Election of office bearers is conducted at the AGM. Executive positions are President, Vice President, Secretary and Treasurer. All executive positions are declared vacant at AGM. Members are required to nominate and second candidates. If more than one member nominates for a position, then a vote would be put to all members present at the meeting. This could either be by a show of hands or by a written ballot. It is generally accepted that no ex-officio member or his or her representative can be elected to an executive position on the committee.

Executive members are elected by the P&F membership to carry out the instructions of the P&F and to ensure that P&F obligations are meet between meetings and in preparations for meetings.

Event of an Executive Vacancy throughout the year:

In the event of an executive vacancy occurring throughout the year, this can be filled via elections by members at any general meeting. This person shall hold that position until the next annual general meeting.

Roles & Descriptions of Executive positions:

President:

- Act as the Parents And Friends Representative
• Act as Chairman at all meetings of the P&F including the AGM or arrange for substitute.
• Provide leadership for the executive committee and members
• Exercise some supervision of the functions of other office bearers
• Liaise with any sub committees set up to organize events
• Ensure adequate and efficient communication exists between the P&F, Parents, Principal and staff of the school, the School Advisory Board and the Parish;
• Encourage parents and others to participate in the activities of the P&F and the school.
• Provide a president’s report at the AGM, outlining P&F activities and accomplishments for the past year.

Vice President:

• The specific duty of a Vice-President is to act as a Chairman at those meetings from which the President is absent,
• Provide general advice and assistance to the president and to undertake other tasks to reduce the workload of the President.

Secretary:

• Keep a file of any P&F related correspondence
• Take minutes at the committee meetings
• Record and distribute minutes
• Produce flyers and related materials to promote P&F activities (in conjunction with the school secretary)
• Provide details of P&F activities for inclusion in school newsletter
• Develop an agenda in consultation with the president

Treasurer:

The Treasurer is a person appointed by the members to be responsible for all funds received and expended by the P&F. The Treasurer is the steward and not the owner of the funds. A decision by the P&F to expend funds is a directive to the Treasurer.

Duties Include:

• To be responsible for the receipt of all moneys received by the P&F
• To ensure that all monies received are paid into the bank.
• To pay accounts due by the P&F.
• To maintain adequate records of accounts.
• To ensure that the books of account are audited before the Annual General Meeting.
• To present an Audited Statement of Receipts and Payments to the Annual General Meeting.
• To present financial reports at other times as directed by the President and at each meeting.

Procedure:

The Treasurer must adhere to certain procedural requirements;

1. It is important that all books of account are kept up to date and that entries are legible.
2. **All moneys must be banked.** This is important and is for the Treasurer's protection
3. Cheques require two (2) signatures. **No** signatures should be placed on a cheque until the details of the **Payee** and **Amount** have been entered. There are four (4) nominated signatories, three (3) parent and one (1) school representative.

4. The books need to be audited yearly by the school Accountant.

**Conclusion:**

P&F emphasizes the spirit of cooperation and collaboration that exists at St Francis De Sales School. P&F enhances the school life of our children through improved equipment, better facilities and a better school community.