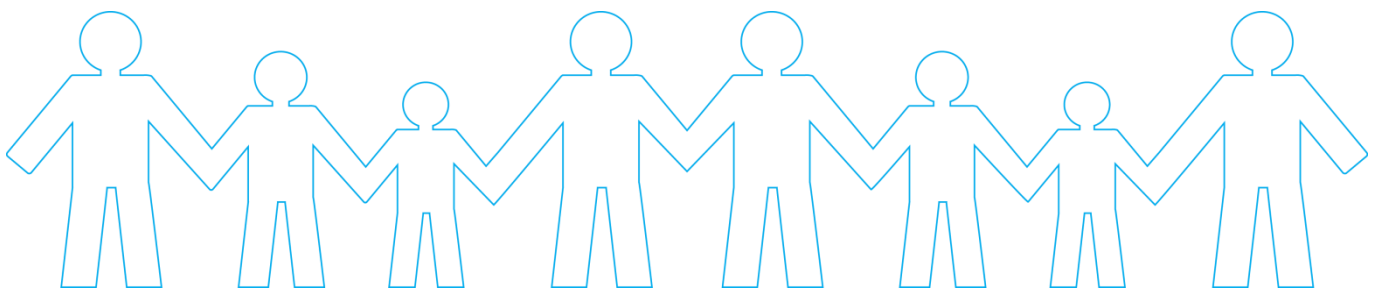


DIOCESE OF WOLLONGONG PARENT FORUM





P&F MEETINGS

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3.1 GENERAL MEETINGS

PURPOSE

General Meetings are the regular meetings that deal with the ongoing business of the P&F. They provide a regular opportunity for the involvement of the wider school community in the business of the Association. Most decisions are made at this meeting as other committees, unless empowered by the General Meetings, only make recommendations to the General Meeting which are then discussed and voted upon.

FREQUENCY

A General Meeting should be held at least once a term. They can be held more frequently if required.

NOTIFICATION

Notification of each General Meeting must be provided to all members as per the P&F Constitution. Notification can be provided via the school newsletter, website and/or school notice boards. It is advantageous for dates of meetings for the year to be published as early as possible at the commencement of the school year.

AGENDA

The agenda for any General Meeting should include:

1. Prayer and welcome
2. Record of attendance and apologies
3. Confirmation and acceptance of the Minutes of previous meeting
4. Business arising from minutes of previous meeting
5. Correspondence in and out
6. Guest speaker (if applicable)
7. Principal's Report
8. President's Report
9. Treasurer's Report
10. Committee Reports (if any)
11. General Business:
 - matters held over from previous sections of the meeting
 - matters on notice
 - matters for future consideration
12. Conclusion and prayer

PROCEDURE – HOW TO RUN A GENERAL MEETING

OPENING

The Chairperson declares the meeting open, welcomes members and leads the group in prayer and an Acknowledgement of Country. (Prayer resources and a sample Acknowledgement of Country can be found C). It is important to commence the meeting at the advertised starting time.

APOLOGIES

The Chairperson calls for any apologies that are to be noted or may ask members to write the name of those who have sent their apology in the attendance book.

MINUTES OF THE PREVIOUS MEETING

These need to be formally accepted by the meeting. This can be done in one of the following ways:

- the Secretary may read the minutes aloud to the meeting; or
- if the minutes have been circulated beforehand, the Chairperson may ask that someone move that the minutes be taken as read, then calls for a seconder and a vote.

Note: If any error exists in the minutes it must now be brought to the attention of the meeting. Any change can only be suggested by a person who was present at the meeting to which the minutes refer. The Chairperson makes the correction and initials it on the original copy which is filed and kept as a true and accurate record of the meeting.

When corrections are made the Chairperson then asks “Would someone move that these minutes be accepted as a true record of the last meeting?” When someone moves this, the Chairperson then asks “Would someone second this?” The Chairperson then asks “Those in favour? Those against? Motion carried. Thank you.” Note: The mover and seconder must have been present at the last meeting.

BUSINESS ARISING FROM THE PREVIOUS MEETING’S MINUTES

After the minutes have been accepted, the Chairperson then allows for any ‘business arising from the minutes’ to be brought before the meeting. Any minor matters are dealt with here but those requiring further discussion are best held over until General Business. The decision to hold over a matter until General Business is at the discretion of the Chairperson giving his or her reason for this decision.

CORRESPONDENCE

Correspondence is divided into incoming and outgoing correspondence.

- **Incoming:** The Secretary may read aloud all letters received since the last meeting or to save time may simply list the correspondence and give a brief summary of content. Those letters which require some attention are best listed for discussion in General Business. Once all inward correspondence has been presented the Chairperson asks, ‘Would someone move that all incoming correspondence be received? Would someone second this? All those in favour? Thank you.’
- **Outgoing:** The Secretary may read aloud all letters sent since the last meeting or to save time may simply list who the letters have been sent to and give a brief summary of content. Once all outward correspondence has been presented the Chairperson asks, ‘Would someone move that all outgoing correspondence be endorsed? Would someone second this? All those in favour? Thank you.’

Note: the Chairperson can also ask someone to move that all correspondence be endorsed rather than separating it into incoming and outgoing.

GUEST SPEAKERS

These are optional. Guest speakers are a good way to keep parents up to date with information from the variety of sources. This can come from a number of different areas such as:

- Teaching staff from within the school who can update parents on what their children are being taught;
- community groups from around the region;
- staff from Wollongong Catholic Education Office; and,
- local politicians.

REPORTS

During this section of the meeting the Chairperson calls for reports from persons and/or committees: A report may be provided by:

- the Principal, who may give a brief account of relevant activities within the school since the last meeting. If the Principal has any issues he or she wishes to raise for discussion, these are best listed in General Business and therefore are best brought to the notice of the President before the meeting;
- the Parish Priest, who may give an account of Parish activities or any issues that may be of interest to the parents and school community;
- the President reports on activities of the Association since that last meeting;
- the Treasurer, who presents the financial statement and any accounts for payment. He/She ends the report by saying 'I move that this financial report be accepted and that the accounts presented be passed for payment.' The Chairperson then asks for a seconder and then conducts the vote;
- Committees such as maintenance, uniform, canteen, fete, mothers' club and policy, which report back to the meeting a summary of their activities, a financial report and bring before the meeting any recommendations for motion.

All reports need to be received and passed by the meeting. This can be done individually, or to save time all together by the Chairperson saying 'Would someone move that all reports be received? Would someone second this?' etc. It is also an acceptable and efficient practice to present written reports. The Treasurer's Report needs to be done separately because it involves the payment of accounts.

GENERAL BUSINESS

General business can include the following categories:

- matters held over from previous sections of the meeting;
- matters on notice; and,
- matters for future consideration.

This section of the meeting is reserved for business that:

- is carried over from the previous sections of the meeting to enable adequate discussion to take place;
- matters listed for discussion on notice (i.e. provided to the Executive before the meeting for listing), and
- new ideas/motions provided by members present at the meeting (which may be deferred to the next meeting).

It is important that adjourned business from previous meetings and notices of motion are dealt with first. After all matters listed on the agenda have been attended to the Chairperson asks the meeting if there are any further matters which members wish to discuss or to give notice of for the next meeting. If an item requires significant discussion, or for which further exploration or investigation is required, then it should be listed as a matter for future consideration (i.e. matter to be listed on agenda of next meeting).

It is appropriate that the Principal be given notice of questions requiring detailed answers or relating to controversial issues. It is also appropriate that all members of the Association are given due notice when significant issues are to be discussed. The Chairperson has the discretion to determine whether an item is held over for consideration or discussed immediately.

CLOSING THE MEETING

After all business has been dealt with the Chairperson states the date of the next meeting and declares the meeting closed.

3.2 ANNUAL GENERAL MEETINGS

PURPOSE

The Annual General Meeting (AGM) of the Association is concerned mainly with:

- hearing reports of the Association's activities during the past year;
- election of office-bearers; and,
- decisions such as changes to policy affecting the organisation's constitution or rules.

FREQUENCY

An AGM must be held annually and is usually held before the end of February each year.

NOTIFICATION

Notification of an Annual General Meeting must be given to the community as per the P&F Constitution. Notification can be provided via the school newsletter, website and/or school notice boards. The notification should include a statement that all positions will be made vacant and an election held for new office-bearers.

AGENDA

The agenda of an Annual General Meeting should include:

- Prayer and welcome
- Record of attendance and apologies
- Confirmation and acceptance of the Minutes of previous Annual General Meeting
- Business arising from minutes of previous Annual General Meeting
- Correspondence in and out
- Principal's annual report
- President's annual report
- Treasurer's annual report and presentation of the Auditor's financial report
- Other Committee's annual reports (if applicable)
- Election of the office-bearers (further information below)
- Election/call for volunteers for other committees
- Special business (where notice of motions have been presented, including any proposed changes to the Constitution)

PROCEDURE – HOW TO RUN AN AGM

The procedures for an AGM are as follows:

1. The outgoing President welcomes all members and special guests.
2. Apologies are called for.
3. The minutes of the last AGM are read/circulated and accepted (note: The minutes of the AGM must always be moved and seconded by a person who was in attendance at that meeting).
4. Business (if any) arising from these minutes is dealt with.
5. Correspondence – only matters dealing with aspects of the AGM are to be mentioned e.g. letters of apology or good wishes for the meeting itself.

6. The outgoing President presents the annual report which makes mention of the activities of the P&F during the year, makes recommendations for further directions and acknowledges those who have assisted in the work of the P&F over the past 12 months.
7. The outgoing Treasurer presents the annual financial report and moves that it be accepted.
8. Other standing committees e.g. canteen, uniform etc. present their annual reports.
9. The President asks that all reports be accepted.
10. The Returning Officer (usually an ex-officio member) declares all positions vacant.
11. The elections begin with the Returning Officer calling for nominations for the positions of President. He/she then calls for a seconder for each nomination and whether each person accepts the nomination. In the event of only one person being nominated, the Returning Officer declares the position filled and offers congratulations to the successful candidate. If there is more than one nomination, a secret ballot must be held. The scrutineers count the votes and report the result to the Returning Officer who announces the successful candidate.
12. The above process is repeated for all office bearers. Key office bearers that must be elected are as follows:
 - President;
 - Vice President;
 - Secretary; and
 - Treasurer.
13. Volunteers for Standing Committees are then called for. These positions do not need to be elected. However each P&F can decide if they wish to elect an Executive for each Standing Committee. If so then the same process is adopted. Each Committee's Executive can then call for volunteers.
14. Once all positions are filled the Returning Officer asks either the returned President or President elect to take the chair.
15. The President thanks the Returning Officer and scrutineers and the general meeting for their vote.
16. Any special business is called for
17. AGM is closed.
18. The General Meeting begins.

NOTE: More detail on the process for the election of office-bearers is found at 3.3.

It is important that matters for the General Meeting not be confused with those for the AGM. The AGM is when annual reports are presented and elections carried out. It is not a time to deal with the monthly business of the Association.

Notes:

- All positions are open for re-election even though office bearers may spend up to three consecutive years in any one position and up to five consecutive years on the Executive.
- It is recommended that, due to the role itself, parents should not nominate or accept the position of President without having held another role on the Executive previously.
- Special guests may be those invited to be the Returning Officer and scrutineers.
- The annual financial report is a summary of the income and expenditure of the Association for the past 12 months.
- The person invited to conduct the election of office-bearers must be Ex-Officio – Principal, Assistant Principal or Parish Priest.

3.3 PROCESS FOR THE ELECTION OF OFFICE-BEARERS

The process of election of office-bearers will take place at the AGM.

Before taking on an Executive position some consideration should be given to the following:

- Do you have the time to take on a role?
- Do you have the support of your family?
- What are your work commitments?
- Have you worked on this or other committees before?
- It is recommended that first-time parents at either primary or secondary school not stand for the role of President. This is important as you need to see what is involved and you may not have a working knowledge of the school; and,
- It is also recommended that if you are considering standing for a position on the Executive for the very first time you ease yourself into the process. Maybe stand for Secretary or Vice President that way you can see the workings and inter-working relationships of the group prior to taking on the President's role.

When it comes to the actual election, the following general process should be followed:

1. At the appropriate time in the meeting agenda, the outgoing President will call for an election of office-bearers for the school's P&F for the coming year.
2. At this time the outgoing Executives will vacate their positions as Executive members.
3. The Returning Officer will then run the meeting and therefore the election.
4. The Returning Officer should say something like:
 - 'In Accordance with the Constitution of the Parents & Friends Association of <School Name> I would now like to declare all positions on the Parents & Friends Association Executive vacant.'
 - 'The Process of our election will be as follows...'
 - Advise the number of Executive positions to be finalised. Generally this will be only the roles of:
 - President;
 - Vice President;
 - Secretary; and
 - Treasurer.
 - However, some P&Fs may also wish to elect Executives of other Committees at this time as well.
 - The Returning Officer must advise the attendees at the AGM of the following:
 - each role will be filled for a period of 12 months;
 - members of the Executive must be members of the P&F. They can in fact be any member of the school parent community so long as they are supportive of the aims and objectives of the P&F as set out in the Constitution;
 - each position will be elected separately;
 - nomination forms would already have been distributed with the invitations to the AGM;
 - in the event that no nominations for a particular position have been received nominations can be made and will be accepted from the floor;
 - in the event that there is more than one nomination for a specific position, the position will be decided by secret ballot;
 - if a vote (secret ballot) needs to be taken, only members of the P&F present at the meeting are eligible to vote;

- in the event that a position remains unfilled after nominations are called for a particular position that position will remain unfilled until the time when someone is prepared to take on that role; and,
 - if a position does remain unfilled, the outgoing holder of that role may be asked if he/she would consider standing in that position in an interim role until a suitable replacement can be found or is elected.
6. The Returning Officer now should say something like: 'I will now call for nominations for the position of President of the Parents & Friends Association of <School Name>' for that particular year. If any written nominations have been received, advise who they are and who nominated them.
 7. Ask the meeting for someone to second the nomination(s). Note who seconds the nominations(s).
 8. Ask nominee(s) if he/she/they are prepared to accept the nomination.
 9. On gaining acceptance, ask if there are any other nominations from the floor for the position of President. Ask a couple of times.
 10. If only one nomination has been received declare the position filled, congratulate the successful nominee.
 11. If there is more than one nomination advise that a secret ballot will be held.
 12. Ask each of the nominees to step forward and address the meeting as to what they bring to the position.
 13. When finished, hand out individual slips of paper and pencils to all eligible voters. Voters need only write the name of their preferred person on the paper.
 14. Arrange for the collection of the papers and count the votes.
 15. Thank all candidates and then announce and congratulate the successful nominee for that position.
 16. If there are no nominations for any particular position, declare the position open and advise that the incoming Executive will seek out other nominations for the role and announce at some future time when they have found someone for the role. The outgoing office bearer for that particular role may be asked to fill the vacancy in an interim capacity.
 17. For the position of Vice President repeat steps 6-16.
 18. For the position of Treasurer repeat steps 6-16.
 19. For the position of Secretary repeat steps 6-16.
 20. For any other position needed to finalise the Executive or other Committees repeat steps 6-16.
 21. Once all the positions have been filled, invite the new Executive back to the front of the room, ask the meeting attendees to once again congratulate the members of the Executive elect and ask them to resume the meeting.

NOTE: Immediately following the election of officers, the form at Appendix D – Parents & Friends Committee Contact List – should be completed and forwarded to the Diocesan Parent Forum at parentforum@dow.catholic.edu.au.

3.4 EXECUTIVE MEETINGS

PURPOSE

The Executive Committee is required to meet for the purpose of preparing the agenda for the next General Meeting as well as matters relating to the general planning and management of the Association.

FREQUENCY

The Executive Committee can meet at their discretion, but should meet at least once prior to each General Meeting. They may also be called to meet at the Principal's request. Executive meetings can be held either just prior to the normal General Meetings or at a separate time.

NOTIFICATION

It is up to the Executive to determine how they set and arrange their Executive Meeting dates in consultation with the Principal.

AGENDA

The agenda is to be set by the Executive Committee. As these meetings are generally more informal in nature it is not necessary to follow a strict agenda. However, in the interests of transparency it is important that a record of what was discussed/decided at Executive meetings is kept by the Secretary.

3.5 SPECIAL GENERAL MEETINGS

PURPOSE

Special General Meetings are a mechanism to support the continued operation of the P&F in unusual circumstances. Examples include:

- when a General Meeting is not scheduled but P&F business needs to be dealt with;
- when a few General Meetings have been cancelled due to lack of a quorum;
- if the P&F is not fulfilling its aims and objectives; or
- if at the AGM the positions of the Executive Committee were not filled and the P&F is unable to function.

FREQUENCY

Special General Meetings may be called at any time by written request to the Executive by members of 10 individual families or on the authority of the Executive Committee. The meeting must have a clearly stated purpose and be called within the regulations outlined in the P&F Constitution.

NOTIFICATION

Notification of a Special General Meeting must be given to the community as per the P&F Constitution.

AGENDA & PROCEDURE

The agenda for a Special General Meeting should follow the standard General Meeting agenda. There will however be several items not applicable such as minutes of previous meetings, reports and the meeting would move straight to Special Business.

As with any P&F meeting concise, accurate minutes must be recorded of the meeting by the Secretary.

3.6 MEETING GUIDELINES

CHARACTERISTICS OF A GOOD MEETING ARE:

- respect for the equality of all members;
- a chairperson who can maintain order and keep the meeting moving; and,
- the following of 'commonly accepted' meeting procedures and rules.

RULES FOR MEETINGS

The purpose of rules in relation to meetings is to ensure that:

- every person at the meeting has an equal right to be heard and to have her/his point of view considered;
- every person at the meeting has an equal right to vote on any issue; and,
- any decisions that need to be made or business that needs to be attended to are handled efficiently and fairly.

GENERAL RULES FOR P&F MEETINGS

- Discussion of individual students or parents should not be accepted at a P&F meeting either directly or by implication. This is to ensure people's privacy.
- Do not discuss particular incidents unless they are of a general nature – affecting all students.
- Where personal matters are raised the individuals should be discretely given information on other more appropriate processes or forums to 'be heard' e.g. make time to speak with the teacher or Principal privately.
- Act impersonally – address the meeting rather than the person who has just spoken.
- Avoid self-interest – address the consequences of proposals rather than take a 'we want' approach.
- Act openly and frankly – the meeting is the place for discussion, not the car park afterwards. Business raised at the meeting should be left at the meeting.
- Act unselfishly – be willing to listen to other viewpoints. Seek first an understanding of contrary views rather than simply looking for 'holes' in an argument.
- Try to seek a win/win situation – most extreme positions do not meet people's needs. Creative thinking can often find a way to achieve solutions that meet both sets of needs.
- One person speaks at a time – side conversations do not respect the person talking.

COMMON MEETING PROCEDURES

MOTIONS

A motion is any proposal put to the members of a meeting for the purpose of gaining a decision. It is best expressed in the affirmative and begins with the words 'I move that...'. It is advisable the person moving the motion keeps the motion as short and simple as possible. In some cases it is good practice for the mover to write the motion out and hand it the Chairperson.

Any member of the Association can put a motion.

Once the motion has been put to the meeting (in order that it may be discussed and voted on) it needs someone to 'second' it i.e. to state that they support the motion. The Chairperson asks 'Will someone second the motion?' If no-one will second the motion the motion lapses and no discussion follows. (The motion may be proposed at a future meeting).

Once the motion has a mover and a seconder the Chairperson repeats the motion and states that it is now 'open for discussion'. Discussion is conducted along similar lines to a debate. The Chairperson first allows the person who moved the motion to speak for a motion then asks for a speaker against the motion. This continues until all points of view have been heard. No member may speak more than once, for or against the motion, or repeat any point of view already stated. The member who moved the motion has a right to reply at the end of the discussion.

When all points of view have been heard the Chairperson repeats the motion and calls for 'all those in favour? All those against?' and then announces if the motion has been carried. Members may indicate their vote by a show of hands or by 'aye' or 'nay'.

AMENDMENTS

An amendment slightly alters the wording of the motion. It may be used to modify a motion in such a way as to increase its acceptability or to present to the meeting a different proposition as an alternative to the original motion.

Amendments may:

- leave out certain words;
- leave out certain words in order to insert or add others; or,
- insert or add certain words.

If the amendment seeks to change the motion radically, it is really another motion being foreshadowed and should not be accepted by the Chairperson.

Example: The motion is 'that we hold a Fete on Saturday 4 December at 3 pm. The amendment (which also needs a mover and a seconder and voting) is at 2 pm. The Chairperson then hears argument for and against the amendment and calls for a vote. If the amendment is carried the Chairperson then reads the amended motion 'That we hold a Fete on Saturday 4 December at 2 pm.' If there is no further amendment the motion is put to the meeting and voted on. It would be considered a different motion if the amendment was to propose a bush dance rather than a Fete.

NOTICE OF MOTION

A notice of motion is advice given at one meeting of a motion to be discussed at the next. It must therefore form part of the agenda for the next meeting. If a vital matter such as alteration of policy, amendment of the Constitution or standing orders or disposal of funds is concerned, the Chairperson should insist that notice of motion be given so that all members may have the opportunity of considering it. (Notice need not be given of any item arising out of the agenda). Given notice of a motion also allows each member time to think about the subject and therefore ensure that there is a good debate and that the will of the majority is found.

At the subsequent meeting a seconder is called for and if one is found the matter then comes under discussion. If a seconder is not found then the motion lapses.

POINT OF ORDER

This is a term used to point out (to the Chairperson) any incorrect procedures at a meeting. If at any stage during the meeting the chairperson misses a point that ought to have been picked up or queried, a floor member may stand and simply say 'point of order' and then explain what has been missed.

Example: One member has spoken twice to the same motion and the Chairperson has failed to notice this. A member from the floor notices this and says 'Madam Chairman, point of order. John Jones has already spoken to the motion.' The point is taken by the Chairperson, the offending member is called to order and the meeting proceeds as before.

RESCISSION MOTION

This is when a motion is moved to overturn a resolution that has been accepted by the members. It cannot be moved at the same meeting which passed the original motion because adequate notice must be given to all members.

HOW TO RUN A GOOD MEETING

BEFORE EACH MEETING:

- Know the purpose of the meeting - decide on issues to be covered i.e. prepare an agenda (don't try to attempt too much at one meeting);
- be familiar with the structure and procedures for running the meeting – write a plan if necessary;
- establish a set meeting time frame (the P&F Constitution provides a maximum time);
- acquaint yourself with the issues to be discussed;
- arrive prepared – have any handout material ready and in order; and,
- have any equipment ready.

AT EACH MEETING:

- arrive early to set up venue;
- check equipment if required;
- be welcoming, use people's names if possible;
- begin on time or advise the group what is happening if delayed;
- be clear and logical in the direction and purpose – use the the agenda and meeting procedures;
- allow members to have input;
- keep the flow of the meeting moving (avoid over processing issues, an extended item can be held over to another meeting if necessary); and,
- keep to time. If there is a need to extend the time follow the procedure outlined in the P&F Constitution.

AT THE CLOSE OF EACH MEETING:

- summarise decisions in a concise way ;
- restate actions/jobs allocated (i.e who is responsible, what is to be done and timeframe);
- if necessary establish sub-committees or working parties to research complex issues ;
- state matters held over to the next meeting; and,
- set date and time venue for the next meeting.

WHERE CAN I GET HELP:

The Diocese of Wollongong Parent Forum can assist P&Fs which any enquiries. Contact details are as follows:

Diocese of Wollongong Parent Forum

Phone: (02) 4253 0800

Email: parentforum@dow.catholic.edu.au

Website: dow.catholic.edu.au

A PARENT'S PRAYER

Loving God
You are the giver of all we possess,
the source of all our blessings.
We thank and praise you.

Thank you for the gift of our children.

Help us to set boundaries for them,
and yet encourage them to explore.
Give us the strength and courage to treat
each day as a fresh start.

May your Holy Spirit help them to grow
in faith, hope and love
so they may know peace, truth and goodness.

May their ears hear your voice.
May their eyes see your presence in all things.
May their lips proclaim your word.
May their hearts be your dwelling place.
May their hands do works of charity.
May their feet walk in the way of Jesus Christ,
your Son and our Lord
Amen



BEATITUDES FOR PARENTS

Blessed are the parents, who make their peace with confusion and with noise,
for such is the Kingdom of Adolescence.

Blessed are the parents, who engage not in comparison of their child with others,
for precious unto each is the rhythm of their own individuality and growth.

Blessed are the fathers and mothers, who have learned laughter,
for it is the music of their child's world.

Blessed and mature are they, who without anger can say no,
for comforting to their child is the security of firm decisions.

Blessed is the gift of consistency,
for it is heart's ease in adolescence.

Blessed are they, who can accept the awkwardness of growth,
for they are aware of the constant perilous choice between marred furnishings and
marred personalities.

Blessed and wise are those parents, who understand the passage of time,
for they make it not a sword that kills growth, but a shield to protect the growing one.

Blessed are the teachable, for knowledge brings understanding,
and understanding brings love.

Blessed are the men and women who in the mist of everyday routine give love,
for they bestow the greatest of all gifts to each other,
to their children, and – ever-widening – to their fellow men and women.



PRAYER BEFORE A MEETING

Lord, as we begin today, we ask for
the wisdom, understanding
and guidance of your spirit.
Open our minds and hearts
that we may see clearly.

Let your will be made known to us
that we may make our choices
in accordance with your ways.

Let us be truly Christian in
this gathering.
We ask this through Jesus Christ
our Lord and Counsellor.
Amen.

SAINT THERESE'S PRAYER

May today there be peace within.
May you trust God that you are exactly where you are meant to be.
May you not forget the infinite possibilities that are born of faith.
May you use those gifts that you have received, and pass on the love that has been given
to you.
May you be confident knowing you are a child of God.
Let this presence settle into your bones, and allow your soul the freedom to sing, dance,
praise and love.
It is there for each and every one of us.
May God bless and protect each and every one of us.
Guide us in our work today.
Speak our words.
Amen.



PRAYER FOR GUIDANCE AND WISDOM

Lord,
look lovingly on this group gathered here today.

During this meeting as we discuss and deliberate
on issues of importance to the schools we serve, help us to be guided by your spirit.

May we be wise in our discernment, balanced in our judgement,
fair in our decisions and visionary in our planning.

Though we may, at times, have different views, may we listen to one another
and be guided by our common goal.

May we always be mindful in our words and actions
of what is best for every child in our school.

We ask this through Christ our Lord

Amen

PRAYER BEFORE A MEETING

Lord,

Guide us today as we meet in your name,
that our discussions and decisions
are centred on the welfare and needs of the children in our school,
and all who are part of our school community.

May we respect each other's opinions and value the
contribution of all who are present.

We ask this through Jesus Christ
our Lord.

Amen



MAY THE LORD BLESS US

Let us bow our heads and ask God's blessing.

May God, who is the source of all blessings and all that is blessed, be part of this gathering.

May God's Holy Spirit guide us in all that is discerned and decided here.

May the Spirit inspire us with words that say all that they mean, yet fall gently on the ears of all gathered here.

May God bless us with the ability to speak with integrity.

May God help us focus on what truly matters and give us the insight to discern what is right.

May God fill our hearts with love and may that love determine the course we take and shape all our interactions.

May the Lord bless us in all ways Father, Son and Holy Spirit.

Amen

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge and pay our respects to the traditional custodians, past and present, of this land who long before us lived, loved and raised their children on this land.

We also acknowledge all the Aboriginal and Torres Strait Islander families in our community and acknowledge their deep physical and spiritual connections to their land.

We come together today to learn, to share and to journey together.



COMMONSENSE BE-ATTITUDES

Blessed are those who can laugh at themselves;
they will always have entertainment.

Blessed are those who can distinguish between a mountain and a molehill;
they will save themselves a lot of trouble.

Blessed are those who can rest and sleep without looking for excuses;
they will become wise.

Blessed are those who are intelligent enough not to take themselves too seriously;
they will be appreciated.

Blessed are you if you can look seriously at small things and peacefully at serious things;
you will go far in life.

Blessed are you if you can admire a smile and forget a scowl;
your path will be sunlit.

Blessed are you if you can always interpret the attitudes of others with good will,
even when appearances are to the contrary;
you may seem naïve, but that is the price of charity.

Blessed are those who think before acting and who laugh before thinking;
they will avoid foolish mistakes.

Blessed are you if you know how to be silent and smile, even when you are interrupted,
contradicted or walked on;
the gospel is beginning to take root in your heart.

Blessed are you especially if you know how to recognise God in all those you meet;
you have found the true light of true wisdom.

Fr Joseph Folliet



APPENDIX D

PARENTS & FRIENDS COMMITTEE CONTACT LIST

School: _____ Year: _____



DATE AGM HELD:	
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President:		
Address:		
Email Address:		
Home Phone:		Mobile:

Secretary:		
Address:		
Email Address:		
Home Phone:		Mobile:

Treasurer:		
Address:		
Email Address:		
Home Phone:		Mobile:

Vice President:		
Address:		
Email Address:		
Home Phone:		Mobile:

(Please insert any other committee members eg Assistant Sec, Assistant Treasurer etc if you wish them to receive information)

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