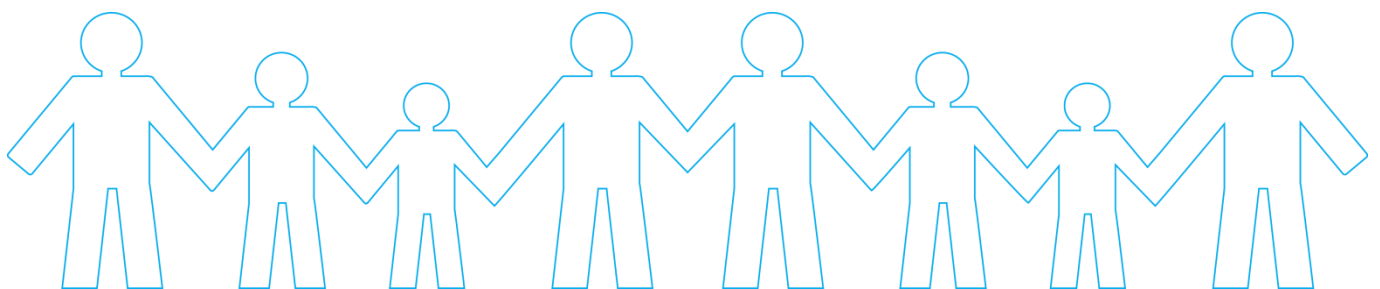


P&F HANDBOOK



Forward from Bishop Peter Ingham

When I was growing up in the 1940s and early 1950s, it was my experience and that of a lot of my contemporaries that our homes were places where, for most families, some religious devotions – such as night prayer before going to bed, grace before meals to thank God we had food to eat, the palm branch from Palm Sunday, holy water, a crucifix, images of the Sacred Heart, Our Lady or some of the Saints - were practised.

Children begin to form their image of God at an early age from their experiences and relationships with their parents and other significant adults in their lives. Children are affected by how these adults live out their relationship with God. The way we relate to each other is the most important spiritual discipline in the life of a family. Research confirms that the most significant religious influence on children that will extend to their adulthood is not what happens at Church or at school, but from what happens at home.

The Old Testament book of Deuteronomy (Ch 6) says that, if we want to pass on faith, then we will have to be more deliberate about creating rhythms in our homes and talking about our faith.

Family meal times should not only be about preparing and eating food, but also a time for talking and interacting with other family members – the benefits are massive for the well-being of the whole family. The magic that happens at family dinners isn't the food on the table, but the conversation around it. Family dinners relate to family bonding which, in turn, relates to significantly higher rates of pro-social behaviour and lower rates of all types of risky behaviour. The act of sharing a meal at home is an important time for beliefs and values to be passed on if conversations are positive, enjoyable and not judgemental. Discuss your children's day and yours. Ask questions that stimulate and explore faith, morality and beliefs. Encourage everyone at the table, regardless of age, to take part in all conversations. In our busy lives it can be easy to overlook one of the important events of the day – the family meal!

Regrettably in many of our homes today there are no religious images of Jesus Christ, Mary and the Saints, no crucifix, no grace before meals, not a bible or missal readily at hand. We go to Church if we want religious practice. Sadly our home can be neutral! In our homes, of course, there is a massive example of Christian love and comfort between parents and children but nevertheless little seems to be done in many families to express our faith as families in acts of prayer together. In many homes there is no religious experience such as some prayer or reading of Scripture together. If we divorce our homes from the Church and the Catholic School this will weaken our faith because Jesus Christ is not mentioned or celebrated where we live our real lives, in our homes!

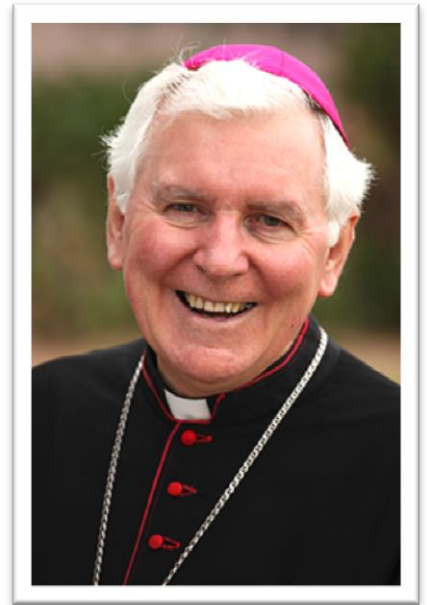
“Bearers of Christ's Love” is the vision of our Diocesan Pastoral Plan 2011-2015. One of the Plan's major goals is to engage and connect with young people and families. I know that our many Parents & Friends Associations are already striving towards this goal and I am grateful for the time and energy you offer.

In supporting the Diocesan Parent Forum, I commend this handbook, knowing it will be of assistance to the Parents & Friends Association in achieving your goals. God has entrusted us with our children and invites us to nurture them in communities of love to be the saints of our time. How blessed we are to be able to be part of such a wonderful vision!



Most Rev Peter W Ingham DD
BISHOP OF WOLLONGONG

PWI:lt/1352/120124



A Message from the Director of Schools
Catholic Education Office
Diocese of Wollongong

I take this opportunity to congratulate the Diocese of Wollongong Parent Forum for their efforts in maintaining a Handbook for Parents & Friends Associations in systemic schools of the Diocese of Wollongong. As the first educators, parents contribute significantly to their children's education and education in faith.

By supporting the work of the key parent body in each school, parents have a vital means of showing that they support the school and the culture of the school as a Catholic education community. An effective Parents & Friends Association is one which understands its role, accepts the advice of its members and conducts itself as an authentic representative parent body for the sake of the betterment of the entire school.

This Handbook assists them to fulfil that important role. Whether Parish Primary or Diocesan Secondary, our schools are noted for the dedication and support given to them by the parents who have chosen, often at personal sacrifice, to send their children to a Catholic School.

I trust that the good relationships developed between the Diocesan Parent Forum, the Catholic Education Office, school staff and principals, Parish Priests and the broader parent school communities, will continue to grow in strength. We are all engaged in working together to assist schools to achieve the highest quality in Catholic learning and teaching.

Yours sincerely



Peter Turner
Director of Schools
Diocese of Wollongong



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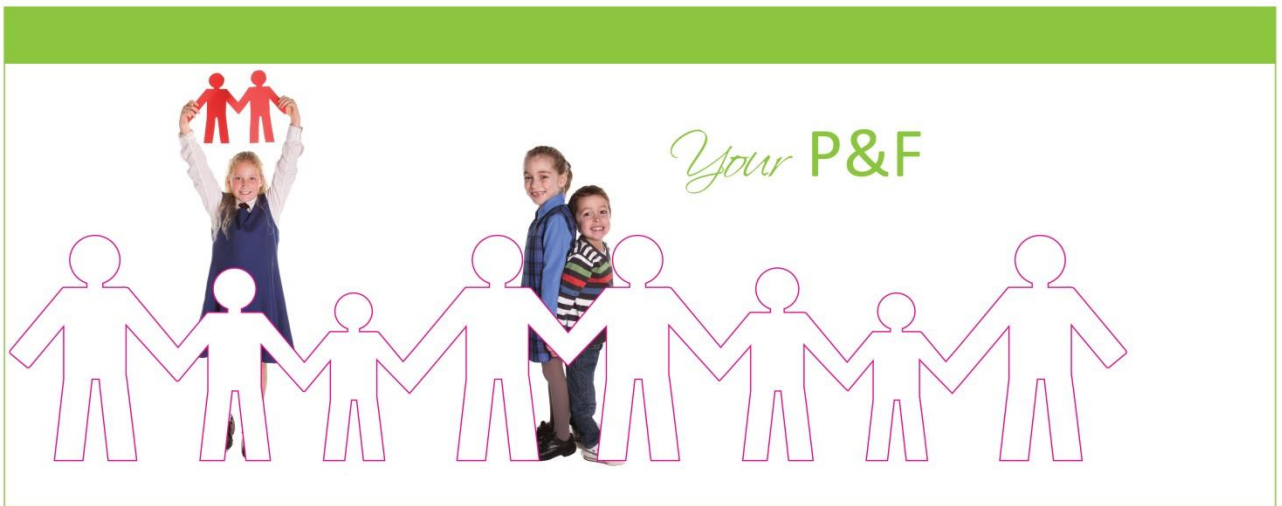
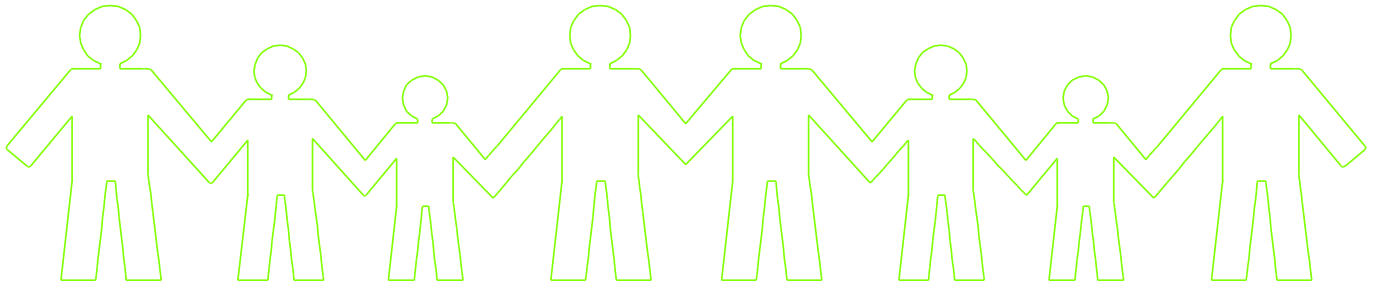
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P&F CONSTITUTION

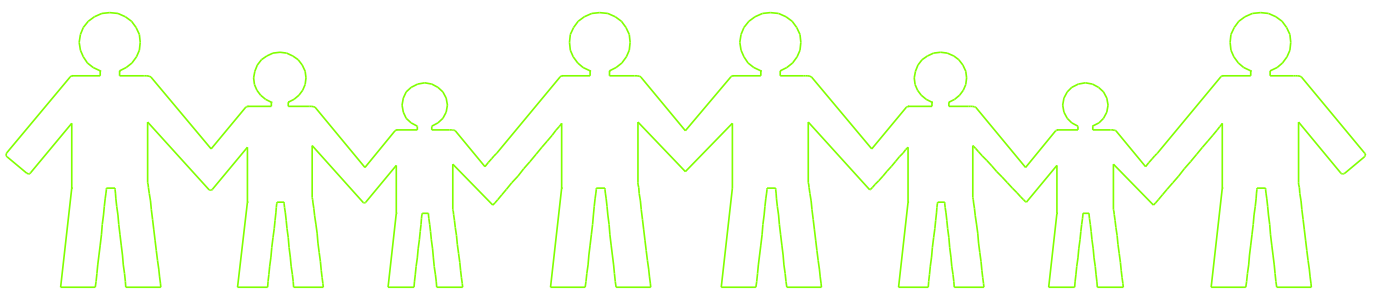
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DIOCESE OF WOLLONGONG PARENT FORUM





YOUR P&F CONTENTS

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1.1 WHAT IS A P&F ASSOCIATION

Parental engagement has always been a strong ethos of a Catholic school. The church tells us that parents, as the first and primary teachers of their child have responsibility for their education. The engagement of parents therefore in the learning and development of their children during their school years is central to that ethos.

Schools recognise the importance of this primary role and encourage strong collaboration, interaction and partnership with parents and carers in a variety of formal and informal ways.

The primary formal mechanism for the engagement of parents is by establishing a Parents & Friends Association (P&F). This is a formal structure in a school community which facilitates this involvement and contribution of parents and carers in the faith-life and educational goals of the school.

It exists to:

- formally recognise the role that parents/carers play in the education of their children;
- provide a collaborative, accessible forum for parents to meet formally and regularly with school staff to discuss matters pertaining to the education of students;
- provide a parental perspective to assist the Principal in decision making;
- allow parents to be informed and educated about the faith-life and educational goals of the school;
- promote appropriate social contact among Parents & Friends;
- foster effective partnerships between parents, students, staff, Parish and Diocese; and
- to raise funds to provide resources to enrich the learning environment of the school.

1.2 LIMITATION

A P&F has no authority over:

- school staffing issues;
- educational issues relevant to specific students; and,
- financial decisions without consultation with, and approval of, the school Principal.

A P&F has no legal entity separate from the School. It is a consultative body established under the auspices of the Principal.

It therefore must recognise the need to act with respect for:

- the authority and responsibility of the Principal in making decisions relating to the school and/or any activity using the school's name;
- the role of the Parish Priest with regard to decisions involving school/Parish property and;
- the established protocols of the school and Parish.

1.3 MEMBERSHIP

Membership of the P&F is open to:

- all parents/carers of students attending the school;
- school staff;
- friends of the school who are interested in furthering the aims and objectives of the P&F Association; and
- the Principal and Parish Priest who are ex-officio members of the Association.

Note: Ex-officio members are members by right of office held. They have the same rights as ordinary members, including voting, however, they do not always choose to exercise these rights. An invitation to all meetings should be extended to all ex-officio members.

1.4 MANAGEMENT

EXECUTIVE COMMITTEE

The P&F is managed by the Executive Committee.

It is the function of the Executive Committee to:

- plan, manage and organise the smooth running of the P&F;
- ensure the P&F works collaboratively and cooperatively with the Principal and Parish Priest;
- ensure the P&F's financial accountability in accordance with its Constitution;
- organise regular General meetings of the P&F;
- conduct Executive Meetings prior to each General Meeting with the Principal;
- set up and supervise any Committees of the P&F as required; and
- represent the P&F at school and parish events as required.

The Executive consists of the:

- President
- Vice President
- Secretary; and
- Treasurer

Ex-officio members are the Principal and the Parish Priest.

The key roles and responsibilities of the Executive Office-bearers are as follows:

PRESIDENT AND CHAIRPERSON

Role of President

It is the President's role to:

- provide leadership and direction for the P&F;
- work collaboratively and cooperatively with the Principal and Parish Priest;
- promote the aims and objectives of the P&F;
- support other members of the Executive Committee;
- schedule, plan and preside over meetings of the P&F as Chairperson*;
- schedule, plan and preside over meetings of the Executive Committee; and
- attend to incoming and outgoing correspondence as presented by the Secretary between meetings and follow up on action arising from previous meetings.

* this can be allocated to another member of the Executive where appropriate.

Role of Chairperson

The President is normally the Chairperson of P&F meetings.

It is the Chairperson's role is to:

- properly convene each General Meeting in accordance with the Constitution;
- ensure an agenda is prepared and circulated with the help of other Executive members;
- ensure a quorum is present at each meeting;
- ensure the punctual start and finish of meetings as stipulated in the agenda;
- ensure all motions and amendments are put in clearly understood terms and relate to the business of the meeting;
- ensure that control of the meeting is maintained; and
- after impartially hearing all views on a matter and with the consent of the meeting declare that discussion is closed and put a question/motion to the vote. This can be done via a show of hands or via secret ballot as required.

The Chairperson's role in discussions at meetings:

The Chairperson must remain impartial in a discussion. They must ensure that all points on both sides are raised and thoroughly debated. If the President when acting as Chairperson has strong views on the matter being discussed then they should step down from the Chair for that particular discussion to enable him or her to speak from the floor. The Vice President or another Executive member can take the Chair for the duration of the discussion.

The Chairperson's role in voting at meetings:

The Chairperson can exercise a casting vote if voting is tied. In the case of a tied vote the President is generally advised to vote to maintain the status quo.

VICE PRESIDENT

The main role of the Vice President is to fulfil the role of President in his or her absence or when required. It may be viewed as a learning experience for a parent wanting to take on the role of President in the future.

Key responsibilities include:

- chairing P&F meetings when the President is absent; and
- assisting the President in attending official school and parent functions.

SECRETARY

It is the role of the Secretary to:

- organise meetings (including agenda, venue, meeting notification etc);
- record the minutes of Executive and General Meetings;
- attend to inward and outward correspondence;
- distribute minutes, information and correspondence to P&F members as required; and
- maintain a record of P&F minutes, the P&F Constitution and correspondence.

The Secretary is central to the efficient operation of the P&F.

An effective Secretary needs good organisational skills and an ability to collaborate with the President/Chair. Also needed is the ability to establish a good working relationship with the office staff

of the school regarding P&F matters such as display of minutes of meetings; promotion of events (posters, fliers); collection of mail; items and dates for the school newsletter etc.

Preparation for meetings

The Secretary should:

- ensure that members are notified of date, time and venue of meeting;
- receive agenda items in accordance with the Constitution;
- develop the agenda in consultation with the Executive Committee;
- list pertinent correspondence that requires the meeting's attention; and
- advise the Chairperson of any visitors and list apologies.

At the meeting

The Secretary should:

- record attendance (an attendance book can be used or each name can be recorded in the minutes);
- provide copies of the agenda for attendees;
- record all important discussions and decisions made;
- have available any documents that relate to the agenda; and
- distribute important reports and other incoming material as required.

Between meetings

The Secretary should:

- complete the minutes as soon as possible after the meeting;
- attend to all correspondence required by the meeting or Chairperson;
- list all inward and outward correspondence in a record book and file copies of all letters written;
- record any P&F property and co-operate with the Treasurer on all relevant matters; and,
- regularly clear mail and keep the President fully informed on all issues.

MINUTES OF MEETINGS

Should include:

- start and finish times;
- a list of those present, apologies and date of next meeting;
- a record of all decisions and motions (including names of movers and seconders); and,
- a concise summary of reports given and discussions had at the meeting.

and should be written:

- in a succinct, accurate, objective and professional way; and
- to avoid interpretation, opinion and prejudice.

(Sample minutes can be found at Appendix A)

The P&F Executive may also decide to provide a summary of the minutes in the school newsletter with the permission of the Principal. A sample can be found at Appendix B.

TREASURER

The role of Treasurer is to ensure all financial dealings of the Association are carried out and recorded in an effective and transparent way. Complete records must be kept in order to protect the Association and themselves.

The Treasurer is responsible for:

- keeping accurate records of receipts and expenditure;
- issuing receipts for all money received;
- banking money promptly and maintaining proper financial records;
- paying all accounts authorised by the meeting as soon as possible;
- maintaining petty cash to reimburse small expenses as required;
- presenting a financial report at each General Meeting showing current receipts and expenditure and the outstanding balance;
- organising an annual audit of all accounts and presenting an annual financial report at each Annual General Meeting;

The Treasurer will also need to establish a good working relationship with the office staff of the school regarding collection of bills, invoices, storage of cash etc.

Accounting Procedures

The following items are suggested accounting practices:

- arrange for monthly bank statements and reconcile deposit and cheque books with the statements;
- keep the cash book up to date so that it can provide information if and when required;
- pay all accounts by cheque or EFT and record all payments;
- petty cash is best managed by an imprest system whereby the Association authorises a cheque for a certain amount for Petty Cash expenditure. The agreed level of petty cash is maintained by the Treasurer;
- maintain separate profit and loss accounts for major functions e.g. social events, fundraising projects and for regular trading e.g. canteen, uniform shop; and,
- prepare a budget for the financial year in consultation with other members of the Executive as a means of forward planning and to determine cash flow. The P&F then knows what its fixed commitments are and whether there are funds available to meet them.

1.5 COMMITTEES

A P&F may choose to set up committees to carry out particular functions on its behalf. This is a useful way to include as many parents as possible in the work of the P&F.

Committees should:

- where possible include at least one member of the Executive Committee;
- report their progress either at the regular General Meeting or at the invitation of the Executive;
- should have a specific Terms of Reference and limited and well-defined areas of responsibility;
- always work collaboratively with the Executive Committee to promote the objectives of the P&F;
- if they operate their own accounts operate through the Treasurer for reporting and auditing purposes.

Two types of committees:

- Standing Committees which are appointed or elected to carry out specific, ongoing activities or functions e.g. finance committee, uniform committee, canteen committee.
- Temporary Committees which are established for specific limited purposes and go out of existence when the job is completed e.g. fete committee.

APPENDIX A

Sample P&F meeting minutes

Meeting of P&F Association

31 March 2013

Meeting opened at 7:30 with a prayer.

Present: 1: List names or 2: State 24 people as per Attendance Book

Apologies: List name of apologies

Item	Discussion / Decision	Action required	By Whom?	By When?
Opening	President opened with a prayer then welcomed new members and thanked people for their participation. She reminded all of upcoming...			
Minutes of previous meeting	Accepted without change. Moved K Muller Seconded: S Forsythe			
Business arising from minutes 28 February 2013	Installation of the playground equipment has been completed. Application for Healthy Lifestyles Grant has been forwarded, awaiting reply.	Invite local member to officially open Assign working party to coordinate	Secretary to contact Executive	End of April When it is received
Correspondence	Letter noted from Krispy Kremes – motion put by L Stewart not to proceed with fundraisers that are unhealthy: Seconded: W Forest	Fundraising committee to source healthy fundraising options	Fundraising committee	Ongoing
Reports: Principal	Principal provided school goals for 2013. School annual plan identified areas for fundraising. Eg. Purchase of books, a data projector and the need to update the garden in the front. Principal commented how much children were enjoying the shade structure which the P&F has installed late last year.	Include in Summary of Meeting for School Newsletter	Secretary	Prior to events
Treasurer's	T. Nasune presented the Treasurer's Report and moved that it be accepted. Seconded B Collins Motion put by Treasurer to set Petty Cash at \$200. Seconded by K Helm Motion passed.	Report to be filed with minutes. Cheque to be drawn and signed.	Secretary Treasurer	ASAP ASAP
Sub-Committee Reports: Fundraising	The Fundraising committee submitted their plan for activities for this year. There was much discussion and it was agreed to proceed with their suggestions.	Make arrangements with Treasurer as required, \$500 float to be made available for small purchases before event.	Treasurer	Prior to events
Canteen	The Canteen Committee reported a profit of \$xxx for the last year. The Canteen Co-ordinator suggested that it was time to consider replacing the drinks freezer as it did not stay very cold.	Canteen supervisor to obtain quotes for new fridge and liaise with Executive to see if Healthy Lifestyles Grant funds could contribute to cost.	Canteen supervisor	By next meeting 30 April.
Uniform	Hats have not been selling recently and it was agreed that the principal would promote purchase of hats in newsletter.	Principal to liaise with Uniform committee.	Principal	Future newsletters

Continued				
Federation report	Meeting was advised by delegate T Sharpe that a full Council was elected at the AGM of the Federation. The next General Meeting of the Federation will be on _____ when guest speaker J Doe from the NSW Police will cover topics such as parties, drinking and drugs. The Special Needs Working Party will be hosting a talk for parents on Autism by Dr J Porter.			
Other reports	The special committee formed to organise the disposal of the old items from the storage area in the school has completed their task reporting that sales amounted to \$300 while the remaining items were donated to St Vincent de Paul's. The President congratulated the committee on a job well done and commented on how much better the area looked.			
General Business Committees for 2013	Some group discussion resulted in agreement that a new committee was required to coordinate guest speakers on educational topics for parents.	Terms of Reference to be prepared for new committee.	Executive Committee	For next meeting 30 April
Grounds Maintenance	Principal noted that there are not enough parents on the roster to maintain the grounds. Suggestions were made to research the cost of hiring a handy man to do the grounds and how much the P&F would be willing to contribute toward the cost.	Principal to organise quotes.	Principal	For next meeting 30 April
Uniforms	It was brought up that some parents would prefer a change in the sports uniform and requested that this should happen. The meeting was advised by the Principal that such a substantial change could only occur once the entire school population had been surveyed and consensus reached about any changes.	It was agreed to include a formal notice of motion for the next meeting that a change in uniform was being considered which would then commence the survey process if approved by an agreed majority of not less than 65% of all parents.	Principal to include in school bulletin.	Before next meeting.
Notices for Next Meeting	J Kruger requested that the matter of the need for air conditioning be put on the agenda for the next meeting.	Include in agenda of next meeting.	Secretary	
Next Meeting				
Tuesday 30 April				
Staff Room 7:30 – 9:00				



APPENDIX B

Sample Summary of minutes for publication

SUMMARY OF MINUTES FOR SCHOOL NEWSLETTER

P&F Meeting 31 March 2013

President welcomed 23 parents and the Principal to the meeting, thanking all for their participation over the past year. She reminded the meeting to watch the school newsletter for upcoming activities throughout the school year.

The Principal advised that installation of the playground was completed. Application was made to the federal government for the Healthy Lifestyles grant and the Executive is awaiting the reply. Once the grant is received a working party will be coordinated to determine how funds will be spent.

It was agreed that the Principal would include a summary of the school's annual plan in the newsletter to identify areas targeted for spending over the year. The principal remarked what a great improvement the shade structure has been to the school grounds.

The Treasurer noted in her report that the current balance is \$1 576.72. Fundraising activities projected for this year are: a Mother's Day stall, Trivia Night, and Lunch box orders but it was agreed not to have 'unhealthy' fundraisers like Krispy Kremes and Mars Bars.

The Canteen supervisor reported a profit for last month but said that we will need to purchase a new freezer since it doesn't stay very cold.

There is a problem with the hats not selling so it was agreed to promote and enforce their use in newsletters and on the playground.

Tracey Sharpe attended the Federation Annual General meeting and reported that a full complement of councillors was elected. The next General Meeting of the Council is on 14 May and the guest speaker is Police Detective

Jason Doe who will talk about partying, drugs and alcohol. The Special Needs Working Party will be hosting a talk on Autism by Dr J Porter on 27 May.

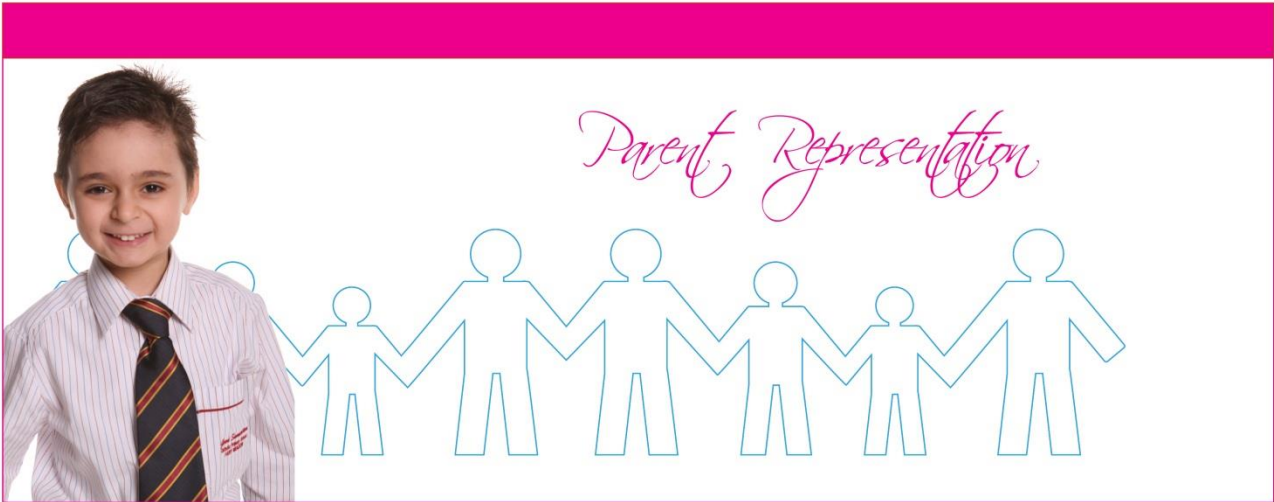
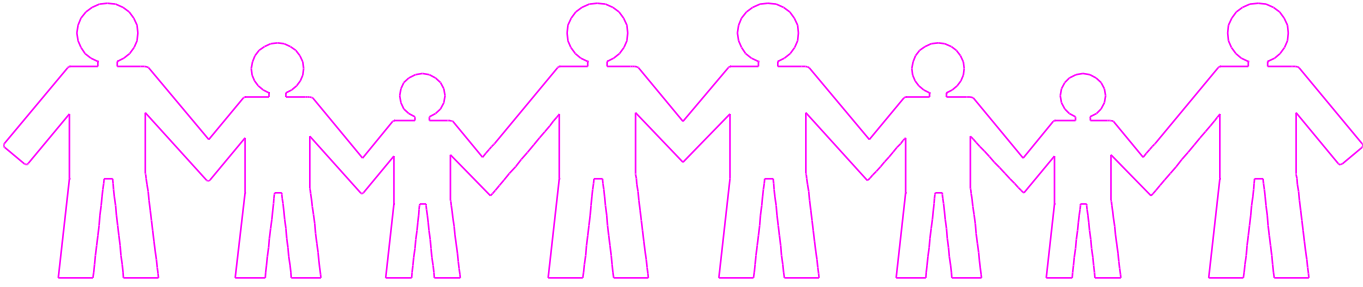
The committee specially formed to dispose of the old items in the storage space reported that some items were sold for \$300 while the rest were donated to St Vincent de Paul's.

The meeting agreed that a new committee would be appointed to coordinate guest speakers to talk on educational topics. It was also agreed that the school would get quotes for a maintenance person to keep the grounds since there were not enough parents on the roster.

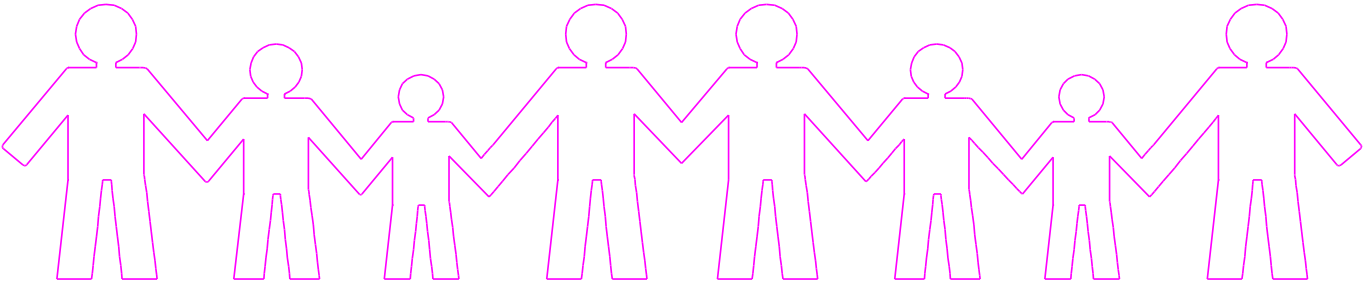
A change in the winter sports uniform was suggested so there is a motion for the next meeting. **Please make an effort to attend the meeting** so that we can get a good idea if the majority of parents want such a change. Air conditioning for the library will also be on the agenda for the next meeting.

If you have any agenda items please forward them by _____. The next meeting is on Tuesday, 30 April at 7:30 in the Staff Room.





DIOCESE OF WOLLONGONG PARENT FORUM





PARENT REPRESENTATION BEYOND THE P&F CONTENTS

- 2.1 The Diocese of Wollongong Parent Forum
- 2.2 Who does the Forum represent?
- 2.3 What is The Council of Catholic School Parents NSW (CCSP)?
- 2.4 What is Catholic School Parents Australia (CSPA)?

2.1 THE DIOCESE OF WOLLONGONG PARENT FORUM

The Wollongong Diocesan Parent Forum was established in 2003 by Bishop Peter Ingham and is administered by the Catholic Education Office, Wollongong. It was formed to identify and develop structures that will initiate and sustain involvement of parents and care-givers in the education of their children.

The aims of the Forum are to:

- **LEAD**
To identify and develop structures that will initiate and sustain involvement of parents and care-givers as the primary educators of their children.
- **SUPPORT**
To be a visible body providing information, support and a reference point for both parents and teachers to better understand and respect each other's approach.
- **ADVOCATE**
To be a representative and advocate of the Catholic school parent perspective in the wider community.

It does this by:

- providing support for P&Fs throughout the Diocese;
- representing Catholic school parents throughout the Diocese in the wider community;
- providing opportunities for the formation of parents on matters of religious education, learning and teaching and issues relating to the general life in our schools; and,
- providing support to schools to develop greater more meaningful partnerships between parents, school and Parish.

2.2 WHO DOES THE FORUM REPRESENT?

The Parent Forum represents all parents/carers of children enrolled in systemic schools throughout the Diocese.

2.3 WHAT IS THE COUNCIL OF CATHOLIC SCHOOL PARENTS NSW (CCSP)?

The Council of Catholic School Parents NSW (CCSP) was established in 1995 and is the peak state body representing Catholic school parents/Carers throughout the state.

The Council exists to provide leadership, advocacy and support to all parents with children in Catholic schools in NSW. It provides a wider forum for discussing education issues and for articulating a parent position which can be incorporated into state level considerations.

The CCSP is represented on the Catholic Education Commission NSW and through it has significant access to, and involvement in, mainstream education issues as well as input into policy and financial decisions.

It also provides submissions around current issues and authors papers to assist schools and systems interpret the state and national education agendas.

MEMBERSHIP

The members of the Council come from each of the 11 Dioceses in NSW and ACT. Each Diocese has a delegate on the Council as well as a representative on the Aboriginal and Torres Strait Islander Committee. Congregational schools are also represented.

Individual schools affiliate with the Council via their Diocesan parent group. Each Diocesan parent group authorises in writing a parent to act as its delegate on the Council.

The Council is funded by an annual affiliation fee paid by the member organisations, a grant from the Catholic Education Commission NSW and an annual grant from the State Government.

The main roles of the CCSP can be summarised as:

- representation and advocacy of the Catholic school's parent perspective;
- networking and communicating with and for Catholic school parents groups;
- monitoring policies and agencies for their impact on Catholic schools; and,
- promoting partnership and collaboration with resources to assist systems and schools engage with their parents and communities.

More information and resources from the CCSP can be found at www.ccsp.catholic.edu.au.

2.4 WHAT IS CATHOLIC SCHOOL PARENTS AUSTRALIA (CSPA)?

Parents of Catholic school students are also represented at a national level.

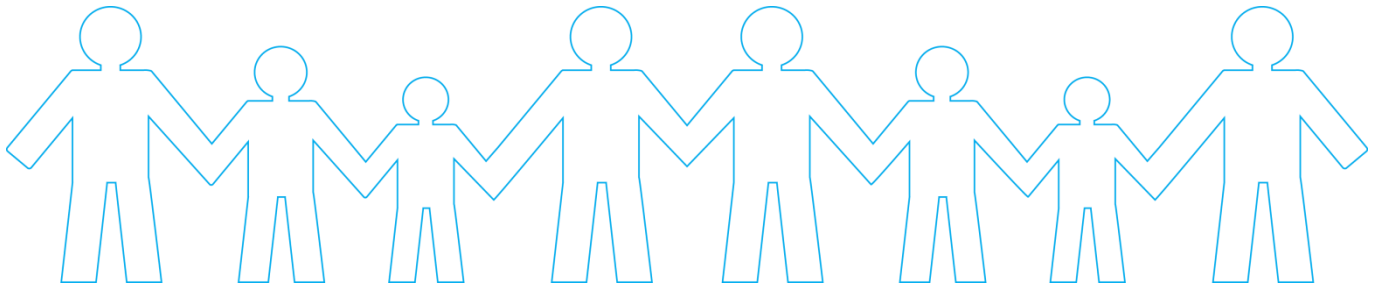
Catholic School Parents Australia (CSPA) was launched in October 2013 and exists to provide a distinct, autonomous and truly national voice for the parents of all children in Catholic schools in Australia.

MEMBERSHIP

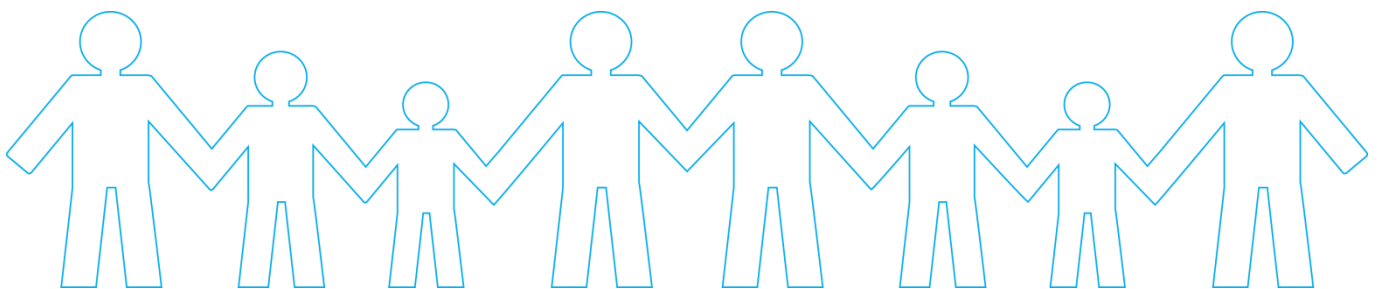
The governing Council of the CSPA consists of two nominees from each state and territory Catholic School Parent member body.

The CSPA aims to:

- play a leading role in representing the view of parents to Federal government to help shape national policy as it relates to Catholic schools, their families and communities;
- provide a forum for Catholic school parent bodies from each state and territory to interact and share ideas; and
- further the mission of Catholic schools by working in collaboration with the Australian Catholic Bishops Conference and the National Catholic Education Commission.



DIOCESE OF WOLLONGONG PARENT FORUM





P&F MEETINGS

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- Purpose
- Frequency
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3.2 Annual General Meetings

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3.4 Special General Meetings

3.5 Meeting Guidelines

- Characteristics of a good meeting
- Rules for meetings
- Common meeting procedures
- How to run a good meeting

[Appendix C](#) Prayers to use at parent meetings

[Appendix D](#) P&F Committee contact list

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:	
-----------------------	--

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:

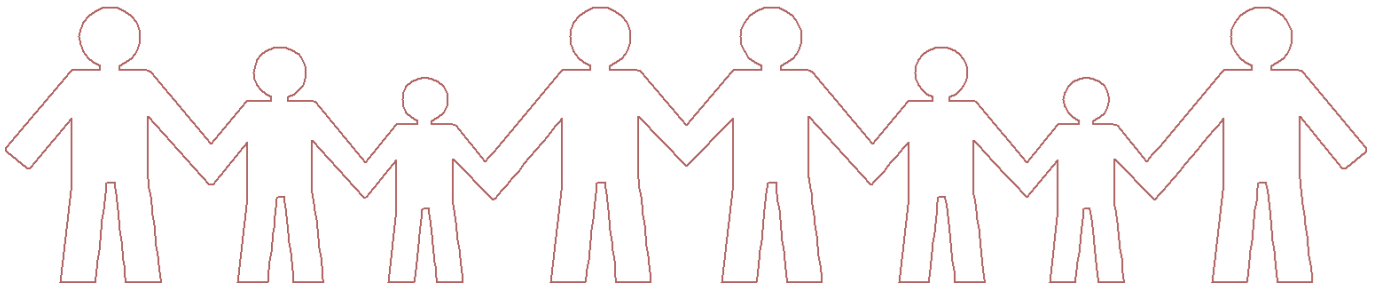
(Please insert any other committee members eg Assistant Sec, Assistant Treasurer etc if you wish them to receive information)

.....

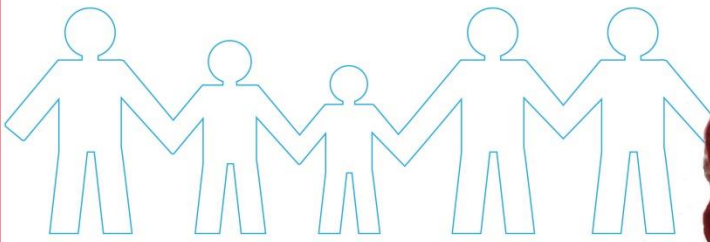
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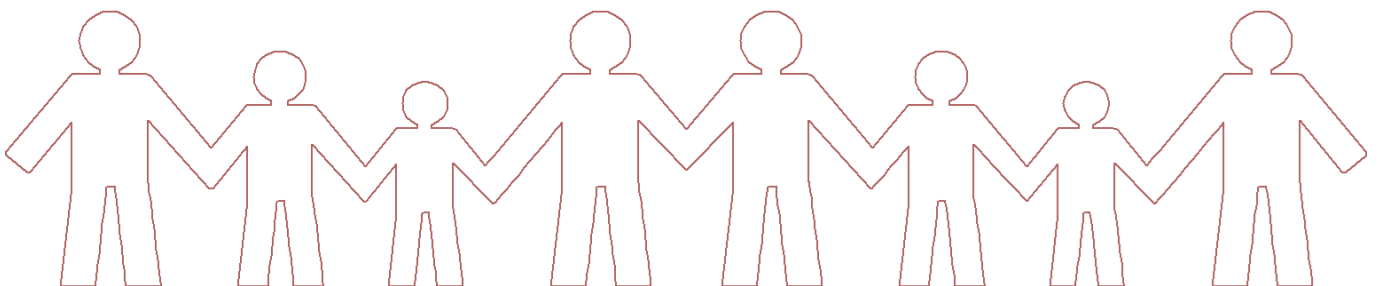




P&F *Finances*



DIOCESE OF WOLLONGONG PARENT FORUM





P&F FINANCES

CONTENTS

- 4.1 Financial management
 - 4.2 Financial Accountability
 - 4.3 Role of Treasurer
 - 4.4 Control of Income – Money Received
 - 4.5 Control of Expenditure – Money Paid
 - 4.6 Petty Cash
 - 4.7 Cash Floats
 - 4.8 Trading Activities
 - 4.9 Annual Audit
 - 4.10 P&F purchases and the GST
 - 4.11 A P&F Levy
 - 4.12 Fundraising
-
- Appendix E Sample Cashbook
 - Appendix F Sample Monthly Bank Reconciliation
 - Appendix G Sample Treasurer’s Financial Report for General Meetings
 - Appendix H Sample document for Auditor’s report
 - Appendix I Sample payment requisition form
 - Appendix J Sample petty cash voucher

4.1 FINANCIAL MANAGEMENT

The following information is provided for the guidance of P&F Executive Committees and in particular the Treasurer, who is ultimately responsible for all the funds received and expended by the P&F.

It is essential that all P&Fs act at all times for the benefit of the school and school community. One of the objectives of a P&F is to raise funds to assist in the provision of resources and opportunities for enriching the learning environment of the school. It also needs to be a self-supporting entity, raising sufficient funds to allow it to effectively implement strategies to help it fulfil its stated aims.

Every P&F should have a bank account with the Catholic Development Fund (CDF), Diocese of Wollongong. The bank account should be titled '<Name of School>, <Name of association>' e.g. 'XXX Catholic Primary School Parents & Friends Association'. The account should be operated by any two of the following signatories/authorisations who sign or approve jointly – President, Secretary and Treasurer. For practical purposes it is advisable that the Treasurer always be one of the signatories/approvers. It is suggested that the Principal also be included as a signatory on cheques for any emergency situations that may occur.

Those P&Fs wishing to set up online banking can contact the Catholic Development Fund, Wollongong on Freecall 1800 047 703.

The Executive Committee of the P&F is to ensure that financial records are properly maintained and that the accounts are audited as at 31 December each year. The audit report and a statement of receipts and payments for the financial year should be supplied to the Principal.

The President of the P&F is to be satisfied that all accounts are kept in a proper manner and are subject to accountability and reporting procedures.

Expenditure from the account is only for normal operating expenses of the P&F funds.

4.2 FINANCIAL ACCOUNTABILITY

Financial records should include the following:

- bank cheque account with at least three (3) signatories/authorities – requirement that two (2) signatures must sign all cheques and that two authorisations are required for electronic transfers;
- receipt book – listing date, details of money received, name of person giving money, amount received and signature of person issuing receipt;
- cash book payments – listing date, cheque number, details of payment and amount paid;
- cash book receipts – listing date, receipt number, details of funds received and amount banked;
- petty cash book and duplicate petty cash receipt book if applicable;
- monthly bank reconciliation to ensure that all money has been recorded;
- Treasurer's Report to P&F meetings – showing approval or ratification of payments/expenditure; and,
- annual audit of accounts by an independent and qualified accountant that is not a member of the Executive nor a relative of an Executive Member.

4.3 ROLE OF TREASURER

Responsibility for P&F finances rests with the Treasurer. He/she is responsible for all financial dealings of the P&F including its committees e.g. fundraising, social events and trading activities such as canteen, uniform shop etc, where operated by the P&F.

The P&F Constitution guides the operation of the P&F and gives specific information on the function of the Treasurer. The Constitution also stipulates the appointment of an auditor and confirms the end of the financial year as 31 December. The audited accounts should be provided to the Principal and presented at the AGM normally held sometime during February or early March the following year.

To safeguard P&F funds a Treasurer has a number of key functions to perform including:

- receipting and banking of all money intact – never use cash received to pay bills;
- payment of all expenses by cheque or Electronic Funds Transfer (EFT);
- establishment and maintenance of a petty cash system (refer 4.6) by drawing cheques;
- ensuring all accounts are paid promptly after authorisation and approval at General Meetings;
- ensuring blank cheques are never signed;
- keeping a record of income and expenditure (sample at Appendix E);
- preparation of a monthly bank reconciliation (sample at Appendix F);
- presentation of an up-to-date financial report at every general meeting – (sample at Appendix G);
- ensuring that minutes of meetings appropriately and accurately reflect decisions relating to any financial matter;
- ensuring all financial records of the P&F are audited as at 31 December each year;
- presenting a record of audited accounts to the AGM (sample at Appendix H); and,
- passing on financial records to the succeeding Treasurer in a good order.

4.4 CONTROL OF INCOME – MONEY RECEIVED

Either a manual cashbook (refer Appendix E), an Excel spread sheet cashbook or a simple accounting package (e.g. MYOB) can be maintained. The income section of the cashbook should have provision for: date, receipt number, details of receipt, amounts received and separate columns for each type of recurring activity such as: discos, fete, raffle, golf day, Mother's Day, other significant activity, sundry income (e.g. bank interest).

All money received should be receipted separately. Where trading activities are operated through the P&F bank account it is recommended that receipts are to be made in a separate cash book. To ensure accuracy and security it is suggested that, where possible, money be counted by two people and a daily cash record be kept and reconciled to the banking figures. This procedure helps to avoid errors and to ensure that there are no concerns about the handling of money.

Security is important and money MUST NEVER be taken home – it is not covered by insurance. All money should be banked over the counter on the date of receipt. If this is not possible the P&F should negotiate suitable arrangements with the Principal for the security of money e.g.:

- through the school's cash security company;
- locked in a P&F cash box placed in the school safe; or,
- locked in a P&F safe on school premises.

For an evening event or a fete a security guard might be worth considering. To ensure the security of cash a night safe deposit could be pre-arranged. Alternatively, if the function is being held on Parish grounds an approach could be made to the Parish Priest for possible use of the Parish safe if the school safe is not available.

4.5 CONTROL OF EXPENDITURE – MONEY PAID

The expenditure section of the cashbook (sample at Appendix E) should contain date, cheque number/EFT receipt number, details of payment, amount paid and separate columns for each type of recurring activity.

Each cheque drawn or EFT needs to be substantiated by a payment requestion form (Sample at Appendix I) with either an invoice or a receipt for expenses incurred attached. Adequate details should be recorded on the cheque butt when a cheque is used. When no invoice or receipt is available, the person requesting the money must provide a written explanation of the amount claimed.

When making donations to the school or particular school groups (e.g. the P&F makes a donation to a school sporting team) and an invoice or receipt is not applicable, then a payment requisition form should be completed by the Treasurer with an explanation of what the expenditure was for.

4.6 PETTY CASH

Petty cash is a useful mechanism that allows for purchases to be made between meetings – it also limits the time people have to wait for reimbursement. A realistic limit should be agreed to at the first General Meeting and an initial petty cash cheque should be drawn for that amount.

The usual practice is for people to claim reimbursement from petty cash only after they have paid and have a receipt to present. However a parent should not be required to find money from their personal funds to make P&F related purchases. If required, a parent can seek a cash advance from the petty cash by signing a petty cash voucher up to an amount agreed. They are then required to present a receipt for their purchase and return any unused funds. This cash advance can only be within a limit agreed to at a General Meeting.

A separate petty cash voucher system must be maintained with a petty cash voucher being completed and signed by any person receiving cash. When the petty cash is almost depleted the petty cash vouchers are totalled and a cheque for that amount is drawn to bring the petty cash back to the agreed limit. This can be done as often as is necessary. Note that petty cash is normally referred to as cash-in-hand on financial statements.

A sample petty cash voucher is at Appendix J.

4.7 CASH FLOATS

A cash float is usually made available for major one-off events such as fetes or trivia nights. For a fete multiple cash floats may be necessary. Approval of a float or floats should be formally moved and minuted at a meeting prior to the money being needed.

4.8 TRADING ACTIVITIES

The traditional P&F trading activities of canteen and uniform shop can be handled through the school working account. However, where a P&F is responsible for trading activities a separate cash book should be maintained for each trading activity.

Details required in the cash book include:

- gross daily takings;
- change float held;
- drawings for cash purchases;
- amount handed; and,
- receipt numbers.

A yearly stocktake must be conducted to establish the value of year-end stocks and to assess the profitability of the activity. A copy of the stocktake should be included in the Treasurer's Report presented at the AGM. An annual audit of any trading activities must be completed with the audit of the general P&F account.

Trading activities are often viewed as a service for the school community; however, they are not to be run at a loss.

4.9 ANNUAL AUDIT

The P&F account(s) must be audited as at the end of the financial year of the P&F (31 December).

The Auditor must be independent i.e. neither a member of the Executive nor a relative of any Executive member. The Auditor must be a qualified accountant and a member of one of the professional bodies listed below:

- The Institute of Chartered Accountants;
- The Australian Society of CPA; or,
- The National Institute of Accountants.

The Treasurer is responsible for contacting the Auditor at least one month prior to the AGM of the P&F. Prior to the books being given to the Auditor the Treasurer needs to ensure that:

- all outstanding invoices are paid;
- the paid invoice file is complete and in sequence;
- all supporting details for income received are provided;
- the cashbook is completed, additions checked and sundry column details completed;
- the bank statements file is complete and reconciliation is performed as at 31 December;
- current term deposit confirmation has been received – if applicable;
- copy of stocktake for all trading activities is available for stock held – if applicable;
- an Income and Expenditure Statement has been prepared – or request Auditor to do so;
- a Balance Sheet has been prepared or request the Auditor to do so.

In addition to the above documents the Auditor will require the following:

- bank deposit books;
- receipt books;
- petty cash book and receipts;
- cheque books;
- all P&F minutes relevant to the accounting period;

- all outstanding invoices; and
- a copy of the P&F Constitution.

The Auditor(s) report, statement of income and expenditure, balance sheet and any trading activities stocktake are to be formally accepted at the next AGM. A copy of the above documents is also given to the school Principal. The suggested format of the Auditor's report, statement of income and expenditure and balance sheet is included at Appendix H.

4.10 P&F PURCHASES AND THE GST

As a P&F is an unincorporated sub-entity of the school for GST purposes they cannot charge GST on income received and cannot claim back GST included in payments.

Should a P&F purchase goods or assets to be given to the school the practical impact is that they will cost more because the GST paid cannot be claimed back. However if the school purchases the goods and assets, generally a GST credit can be claimed back on a monthly basis which is deposited into their bank account in the middle of the following month.

Therefore where possible significant P&F purchases should be made or ordered through the school and then reimbursed by the P&F as a donation to the school.

4.11 A P&F LEVY

Some schools have introduced a parent levy as an alternative way to raise money. This can work well when it is done in full consultation with the whole school community.

If a P&F and school Principal agree to a P&F levy it can only be collected by the school. If a decision is taken to introduce or continue with a levy the Principal and P&F, in consultation, should agree on whether the funds are transferred to a P&F account at appropriate intervals or remain in the school account.

If the funds remain in the school working account arrangements need to be made to ensure appropriate accountability and reporting to the P&F regarding details of income and expenditure.

A parent levy should only be used when arrangements have been made for the P&F to have input into the allocation of funds regardless of whether the funds remain in the school account or are transferred to the P&F account.

If the P&F has no control over a parent levy, the levy has been incorrectly named and is, in fact, a special purpose levy of the school and should be named accordingly.

4.12 FUNDRAISING

DECISIONS ABOUT FUNDRAISING

The Executive Committee of the P&F should, in consultation with the Principal, agree on a list of priorities and needs for fundraising. These priorities should be in alignment with the school's strategic planning and always be considerate of the community's ability to raise funds. Priorities should be ratified at a General Meeting.

The allocation and disbursement of any funds (except recurrent expenditure) must also be approved and ratified at a General Meeting as per the P&F Constitution.

FUNDRAISING ACTIVITIES - COMPLIANCE

Information regarding compliance issues pertaining to fundraising activities such as raffles, chocolate wheels, lucky envelopes etc can be gained through the NSW Office of Liquour, Gaming and Racing website at: Promotions and Competitions/Lotteries and Games of Chance" (http://www.olgr.nsw.gov.au/promos_home.asp).

This website provides information and application forms relating to the conduct of fundraising lotteries and games of chance for charitable purposes. These activities must comply with the Lotteries and Art Unions Act of 1901.

WHERE CAN I GET HELP:

The Diocese of Wollongong Parent Forum can assist P&Fs with 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

APPENDIX E

Sample Cashbook Expenditure Year 2013

Date	Cheque Number	Description	Cheque Amount	Payment to school	Working Bees	Disco	Mothers'/ Fathers' Day	Social Event	Fete	Dinner Dance	Sundry	Comments
31/01/13	1241	J Worker W Bee Exp	249.75		249.75							
25/02/13	1242	Craft Stall M Sew	675.00						675.00			Craft Stall
28/02/13	1243	XXX Primary School	1750.00	1750.00								Shade Cloth
01/03/13	1244	Rides ABC Amusements	2500.00						2500.00			Rides
05/03/13	1245	Matt Organiser	363.00					363.00				
10/03/13	1246	Food Staff J Cooke	545.00						545.00			Food Stall
15/03/13	1247	Lucky Dips M Howard	245.00						245.00			Lucky Dip Stall
17/03/13	1248	Allsweets Company	1300.00						1300.00			
19/03/13	1249	Prepared Roll Company	401.00						401.00			Hot Dog Stall
01/04/13	1250	Dumpster Bins	235.00						235.00			
30/04/13	1251	J Worker W Bee Exp	251.25		251.25							
01/05/13	1502	Big W	714.00				714.00					
25/06/13	1503	XXX Primary School	5600.00	5600.00								Computer Classroom
03/06/13	1504	P&F Forum	50.00								50.00	Forum Subscription
30/06/13	1505	PJ Printing Co	285.00								285.00	Raffle Ticket Printing
31/07/13	1506	J Worker W Bee exp	292.50		292.50							
01/09/13	1507	Big W	836.00				836.00					
25/09/13	1508	XXX Primary School	4600.00	4600.00								Library Resources
25/09/13	1509	Bunning's Hardware	238.00								238.00	Replace P&F Tools
30/09/13	1510	ABC RSL	3800.00							3800.00		
30/09/13	1511	DJ Systems	300.00			300.00						
31/10/04	1512	J Worker W Bee exp	181.45		181.45							
02/11/13	1513	XXX Primary School	2500.00	2500.00								Science Resources K-6
15/11/13	1514	J Worker W Bee exp	417.05		417.05							Repair to school seat
18/11/13	1515	Shane G – Farewell Gift	37.00								37.00	Farewell Gift
02/12/13	1516	Ruth R – Farewell Gift	55.00								55.00	Farewell Gift
		Total \$	\$28421.00	\$14450.00	1392.00	\$300.00	\$1550.00	\$363.00	\$5901.00	\$3800.00	\$665.00	

APPENDIX E

Sample Cashbook Receipts for Year 2013

Date	Description	Total Banked	Bank Interest	Chocolate Drive	Disco	Fete	Raffle	Mothers'/Fathers' Day	Ball	Sundry	Comments
31/01/13	Interest	8.00	8.00								
28/02/13	Interest	4.00	4.00								
34/03/13	HC Buns	720.00								720.00	Hot Cross Buns
31/03/13	Interest	3.00	3.00								
01/04/13	Choc Drive	457.00		457.00							
30/04/13	Interest	5.00	5.00								
06/05/13	Major Raffle	515.00					515.00				
11/05/13	Major Raffle	500.00					500.00				
12/05/13	Mothers' Day	1450.00						1450.00			
12/05/13	Major Raffle	450.00					450.00				
19/05/13	Major Raffle	485.00					485.00				
25/05/13	Major Raffle	565.00					565.00				
31/05/13	Interest	4.00	4.00								
03/06/13	P&F Dinner Dance	4200.00							4200.00		
20/06/13	Fete Cash	16500.00				16500.00					
30/06/13	Interest	6.00	6.00								
01/07/13	Disco	337.00			337.00						
01/07/13	Choc Drive	417.00		417.00							
31/07/13	Interest	5.00	5.00								
31/08/13	Interest	4.00	4.00								
11/09/13	Fathers' Day	1611.00						1611.00			
30/09/13	Interest	6.00	6.00								
01/10/13	Disco	400.00			400.00						
31/10/13	Interest	7.00	7.00								
30/11/13	Interest	3.00	3.00								
31/12/13	Interest	4.00	4.00								
	Total \$	\$28666.00	\$59.00	\$874.00	\$737.00	\$16500.00	\$2515.00	\$3061.00	\$4200.00	\$720.00	

Cash book Reconciliation:		Bank Reconciliation	
Opening Balance	(Previous year closing balance) 5456.95	Balance 31/12/13	6130.00
Total Receipts	28666.00	Less Outstanding Cheque	
Sub Total	\$34133.95	15/11/13 No. 1514	417.05
Less			
Total Payments	28421.00		
Closing Balance	(Current year closing balance) \$5712.95	Balance	5712.95

APPENDIX F

SAMPLE MONTHLY BANK RECONCILIATION:

The bank reconciliation is an internal procedure to ensure that all income and expenditure has been recorded. This is particularly important where people other than the Treasurer may have made deposits.

A sample format for monthly bank reconciliation follows:

MONTHLY BANK RECONCILIATION

Bank Balance as at 29 February 2014		\$12523.25
Add Outstanding Deposits		
1 March 2014	\$250.00	
2 March 2014	\$875.25	
Total Outstanding Deposits		\$1125.25
Sub-total		\$13648.50
Less Unpresented Cheques		
Cheq. No 011236	\$1000.00	
Cheq No 011238	\$1545.50	
Cheq. No 011233	\$ 500.00	
Total Unpresented Cheques		\$3045.50
Available Bank Balance as at <insert date>		\$10603.00



APPENDIX G

SAMPLE TREASURER'S FINANCIAL REPORT FOR GENERAL MEETINGS:

A Treasurer's Report should be prepared for all General Meetings to show all payments and receipts since the last Parents & Friends Association meeting and all payments required for invoices received.

A sample format of the Treasurer's Financial Report follows:

TREASURER'S FINANCIAL REPORT:

Bank Balance as at 29 February 2014		\$12523.25
Receipts		
Mother's Day Stall	\$1125.25	
Total Available		\$13648.50
Less Payments Made		
Cheq. No 011236 (raffle tickets)	\$1000.00	
Cheq. No 011238 (tasty lamingtons)	\$1545.50	
Cheq. No 011233 (Gold day deposit)	\$ 500.00	
Total Payments		\$3045.50
Balance Available		\$10603.00
Less invoices received requiring approval		
List name of supplier and purpose of expenditure e.g.		
Fred's Family Fotos		\$1500.00
Final Balance Available at <insert date>		\$9103.00



APPENDIX H

Sample FORMAT of Auditor's Report to be used by Auditor

Cover Sheet

(Name of School) Parents & Friends Association

AUDITOR'S REPORT

STATEMENT OF INCOME AND EXPENDITURE

BALANCE SHEET AS AT 31 DECEMBER 2013

FOR THE PERIOD 1 JANUARY 2013 TO 31 DECEMBER 2013



SAMPLE FORMAT OF AUDITOR'S REPORT TO BE USED BY AUDITOR

(Name of School) Parents & Friends Association

AUDITOR'S REPORT

I HAVE AUDITED THE ACCOMPANYING statement of income and expenditure and statement of assets of the <name of school> Parents & Friends Association for the 12 months ending 31 December 20xx.

My audit has been conducted in accordance with Australian auditing standards. My procedures included examination on a test basis of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the cash basis of accounting, whereby revenue is recorded when it is received, expenses are recorded when they are paid and no assets or liabilities, other than cash and bank balances are recorded.

The audit opinion expressed in this report has been formed on the above basis.

In my opinion the accompanying statement of income and expenditure and statement of assets present fairly, in accordance with the cash basis of accounting as described above, the financial position of the <name of school> Parents & Friends Association for the year ending 31 December 20xx.

Signature of Auditor

<Printed name of Auditor> <Qualifications of Auditor>

Member of <name of Accounting Body – See page 38>

Honorary Auditor:

Date:

Address:

Phone: (Work)

Phone: (Home)



SAMPLE FORMAT OF AUDITOR'S REPORT TO BE USED BY AUDITOR

(Name of School) Parents & Friends Association

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 1 JANUARY 2013 TO 31 DECEMBER 2013

Income	2013	2012
Chocolate Drive	874.00	0.00
Parents' Dinner dance	4200.00	4000.00
School disco	737.00	650.00
Father's Day	1611.00	1752.00
Fete proceeds	16500.00	15000.00
Interest received	59.00	170.00
Mother's Day	1450.00	1485.00
Raffle	2515.00	2315.00
Sundry	720.00	610.00
TOTAL INCOME	\$28666.00	\$25982.00

Expenditure	2013	2012
Dinner dance	3800.00	3650.00
Disco	300.00	250.00
Donations to school (refer note 2)	14450.00	10500.00
Father's Day	836.00	653.00
Fete	5901.00	5414.00
Maintenance and working bees	1392.00	1775.00
Mother's Day	714.00	1000.00
Raffle	285.00	250.00
Social events	363.00	359.00
Subscriptions	50.00	50.00
Sundry	330.00	658.00
Trolley, ladder and barrow	0.00	710.00
TOTAL INCOME	\$28421.00	\$25920.00
SURPLUS OF INCOME OVER EXPENDITURE	\$245.00	\$692.00

SAMPLE FORMAT OF AUDITOR'S REPORT TO BE USED BY AUDITOR

(Name of School) Parents & Friends Association

BALANCE SHEET AS AT 31 DECEMBER 2013

	2013	2012
Cash at bank – (name of bank and branch) (refer note 1)	5713.00	5486.00
Fixed term deposit (name of bank and branch)	5000.00	5000.00
TOTAL ASSETS	\$10713.00	\$10468.00

NOTES	2013	2012
Note 1:		
Bank Statement Balance at 31 December 2013	6130.00	5372.00
Add outstanding deposits	0.00	300.00
Less unpresented cheques	417.00	204.00
Cash book balance at 31 December 2013	5713.00	5468.00
Note 2: Donations to school		
Funds were provided to the school to purchase the following resources as agreed at 4 March Parents & Friends Association meeting.		
Classroom computers	5600.00	0.00
Library	4600.00	4000.00
Resources K-6	2500.00	2000.00
Shade cloth	1750.00	2000.00
Demountable air conditioning	0.00	2500.00
TOTAL INCOME	\$14450.00	\$10500.00
SURPLUS OF INCOME OVER EXPENDITURE	\$245.00	\$692.00



APPENDIX I

SAMPLE PAYMENT REQUISITION FORM

(Name of School)

Parents & Friends Association

PAYMENT REQUISITION FORM

Date: _____

Payee: _____

Amount: \$ _____

Being for: _____

Signed: _____

Treasurer Use Only

Date: _____

Cheque No: _____ **EFT Transaction No:** _____

EFT Details: BSB _____ **A/C No** _____

Account Name: _____

Expense Dissection: _____

Payment Approved by: _____

Date approved and minuted: _____

Invoice attached: YES NO



APPENDIX J

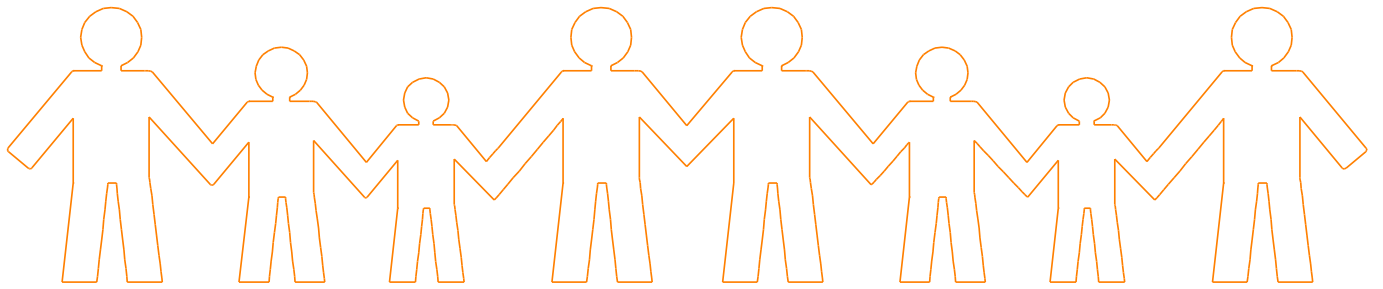
Sample Petty Cash Voucher

(Name of School)
Parents & Friends Association

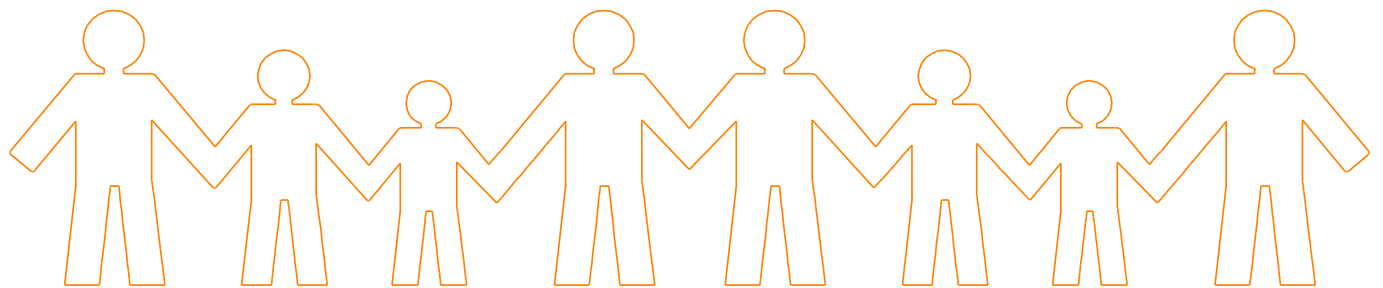
PETTY CASH VOUCHER

Date:	Expense:	Voucher No.	
Name:			
Particulars		Amount	
		\$	
Date:		Cheque No.	
Approved by:		Received by:	





DIOCESE OF WOLLONGONG PARENT FORUM





P&F CONSTITUTION

CONTENTS

- 5.1 What is a Constitution?
- 5.2 Why have a Constitution?
- 5.3 Adopting the P&F Constitution

Appendix K P&F Constitution template

5.1 WHAT IS A CONSTITUTION

A Constitution is a written document defining and limiting the duties and powers of an organisation/association.

A Constitution is a system, often defined in a written document, which establishes the fundamental rules and principals by which an association or organisation is governed.

A Constitution does not provide the processes for how a particular task should be done. e.g. a constitution will state that each P&F must have an election at the AGM each year. However, it does not step out the process by which those elections are held. That is one of the fundamental purposes of this handbook – to assist P&Fs with the how, who, what, where and when of running an Association.

5.2 WHY HAVE A CONSTITUTION?

As a Catholic Primary or Systemic Secondary school belonging to the Diocese of Wollongong there is an expectation of the Bishop that:

- a P&F is in existence; and
- that it operates under the attached P&F Constitution (Appendix K).

5.3 ADOPTING THE P&F CONSTITUTION

The process to adopt and ratify the P&F Constitution is:

1. Inform all members of the P&F fourteen (14 days) prior to the meeting at which it will be ratified. This notification can be made either via the school newsletter and/or school website giving members a copy of the draft or instructions as to how to access it.
2. At the meeting the draft Constitution must be accepted by at least two-thirds of those present (follow the voting process outlined in section 3.6 – Common meeting procedures);
3. Once ratified a copy should be made available to all parents, the Principal and a copy sent to the Diocesan Parent Forum.

If the P&F Constitution provided is not adopted, and amendments are requested/made then the approval process outlined in Section 19 of the Constitution should be followed.

Note: approval for variations from the Constitution provided must be sought from the Bishop via the Parent Forum. Notification will be then be forthcoming regarding the acceptance or otherwise of any variances. The proposed Constitution cannot come into effect until this approval has been received. In the interim the P&F Constitution provided will take effect.

Approval of any variances must be directed to the Bishop via the Diocese of Wollongong Parent Forum.

WHERE CAN I GET HELP:

The Diocese of Wollongong Parent Forum can assist P&Fs which any advice on updating the P&F Constitution. 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



CONSTITUTION

FOR

PARENTS & FRIENDS ASSOCIATIONS

IN PARISH PRIMARY AND

SYSTEMIC SECONDARY SCHOOLS

IN THE

CATHOLIC DIOCESE OF WOLLONGONG

Introduction

This Constitution provides a template for school communities setting up new Parents and Friends Association (P&F) as well as those with an established P&F needing to update or replace an existing constitution.

There is an expectation that each parent association in Parish Primary and Secondary Systemic schools in the Diocese of Wollongong will adopt this Constitution with only minor changes for specific school needs. The items which can be changed/alterd are marked with an *.

If this Constitution is not adopted then approval must be sought from the Bishop via the Diocese of Wollongong Parent Forum. Notification will be then be forthcoming regarding the acceptance or otherwise of any variances from this Constitution. In the interim this Constitution will take effect

Features of this constitution are that it:

- uses plain language together with explanatory notes;
- clearly establishes that P&Fs exist as part of the school, for the benefit of the student's learning and development, not as legal entities in their own right;
- aims to reduce opportunities for misunderstandings by clarifying the aims and objectives of the association, providing helpful information and specifying limitations;
- promotes the development and cultivation of an Executive Committee with a clearly-delineated role in working with the Principal in defining common interests and generating ways of forming an effective partnership;
- tries to identify ways in which matters relating to student's learning and development can be discussed productively in order to provide a parental perspective to appropriately assist the Principal in decision-making;
- includes a consultative processes for the allocation of funds raised by parents and carers.

Assistance is readily available from:

Diocese of Wollongong Parent Forum
Catholic Education Office
86-88 Market St
Wollongong NSW 2500

Ph: 02 4253 0800

www.dow.catholic.edu.au

or via email at parentforum@dow.catholic.edu.au

Model for Constitutions for School Parent Associations	Explanatory Notes
<p>1. NAME This Association shall be known as the “<Insert Name of School> Parents’ and Friends’ Association” and shall be referred to in this Constitution as “The Association”.</p>	
<p>2. AIMS AND OBJECTIVES</p> <p>2.1. The Association recognises and values the role that parents/carers play in the education of their children and aims to strengthen the partnership between family, school, parish and the wider community for the benefit of their children’s overall development and learning.</p> <p>2.2. The Association will endeavour to do this by:</p> <p>2.2.1. promoting the faith-life and educational goals of the school in the context of its particular role within the mission of the Catholic Church in the Diocese of Wollongong;</p> <p>2.2.2. fostering effective partnerships involving parents/carers, students, staff, parish, and diocese for the provision of authentic Catholic education within a quality learning environment;</p> <p>2.2.3. providing a parental perspective to assist the Principal in decision making;</p> <p>2.2.4. collaborating at all times in a cooperative manner with the school Principal and consulting with the Principal in matters relating to the educational needs of the school, staff and students;</p> <p>2.2.5. raising funds to provide resources and opportunities for enriching the learning environment of the school, in consultation with the Parish Priest and Principal;</p> <p>2.2.6. supporting parents/carers in their parental responsibilities and involvement in their children’s education at home and at school;</p> <p>2.2.7. providing a forum where matters relating to the education and development of students can be discussed productively;</p> <p>2.2.8. promoting appropriate social contact among the parents and friends of the school; and</p> <p>2.2.9. providing a means for parents/carers to affiliate with the Diocese of Wollongong Parent Forum.</p>	<p><i>Catholic schools have been established by the Church to work in partnership with parents in providing a loving Christian community in which young people can grow in faith and experience a rewarding, diverse, general education as well.</i></p> <p><i>Parent Associations exist as part of the school to support it and its community. As such they work in collaboration with the school Principal and Parish Priest in an advisory capacity.</i></p> <p><i>Canon 796 requires that: “There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their task, teachers are to collaborate closely with parents and willingly listen to them; associations and meetings of parents are to be set up and held in high esteem.”</i></p> <p><i>As well as assisting to provide for the material needs of the school, formal parent groups can be a valuable means of uniting the school community and enhancing co-operation, collaboration and communication between family, Parish, school and the wider community.</i></p> <p><i>It is expected that school communities establish formal parent bodies such as P&F Associations or other relevant parent groups. This is in keeping with Canon Law (Canon 796).</i></p> <p><i>It is expected that the Principal will support the role of formal parent groups.</i></p> <p><i>The above expectations apply to all Catholic systemic and Parish primary schools.</i></p>



<p>3. LIMITATION</p> <p>3.1. The Association has no legal identity separate from the School. It is a consultative body established under the auspices of the Principal, who is responsible for carrying out the policies and directives of the Bishop and the Catholic Education Office, Diocese of Wollongong.</p> <p>3.2. The Association has no authority in the day-to-day operation or management of the School.</p> <p>3.3. The Association must have the consent of the Principal and, in the case of Parish Primary Schools, the Parish Priest for activities which affect the Parish or school property and its use.</p>	<p><i>Diocesan systemic schools are not legal entities in their own right, therefore parent bodies which are part of the school and Parish, cannot take on a legal identity of their own. Parent Associations are not to be separately incorporated. The Association recognises the need to act with respect for:</i></p> <ul style="list-style-type: none"> <i>• the authority and responsibility of the Principal in making decisions relating to the school and/or any activity using the school's name;</i> <i>• the role of the Parish Priest with regard to decisions involving school/parish property and;</i> <i>• the established protocols of the school and Parish.</i>
<p>4. MEMBERSHIP</p> <p>4.1. All parents/carers of students attending the school, school staff and friends of the school who are interested in furthering the aims and objectives of the Association may be members.</p> <p>4.2. The Principal and the Parish Priest are <i>ex-officio</i> members of the Association.</p> <p>4.3. All members of the Association when engaged in authorised activities of the Association, or when performing duties associated with their position in the Association are deemed to be volunteers and as such are covered by the volunteer policy held with Catholic Church Insurance. (CCI).</p>	<p><i>Because the Association is an umbrella body for community involvement in the school it tries to find ways to help all feel included and valued.</i></p> <p><i>Ex-officio = members by right of office held. Ex-officio members have the same rights as ordinary members, including voting, however, they do not always choose to exercise these rights. Although the priest's responsibilities often preclude active involvement in P&F meetings an invitation should be extended once dates have been finalised for the year.</i></p>
<p>5. MANAGEMENT</p> <p>5.1. Definition</p> <p>5.1.1. The Executive Committee is responsible for the management of the Association.</p>	<p><i>The Executive Committee works in close cooperation and</i></p>



- 5.1.2. The Executive Committee comprises the President, Vice-President, Secretary, Treasurer, together with the *ex-officio* members.
- 5.1.3. The Principal and Parish Priest are *ex-officio* members of the Executive Committee.
- 5.1.4. The Executive Committee in consultation with the Principal has the authority to make decisions at Executive Meetings on behalf of the Association when appropriate and within the limits of this Constitution.

5.2. Responsibilities of Executive Committee

The Executive Committee is responsible for:

- 5.2.1. organising an appropriate induction process for Executive members;
- 5.2.2. identifying and using opportunities that promote the Aims and Objectives of the Association;
- 5.2.3. ensuring the Association works collaboratively and cooperatively with the Principal and Parish Priest;
- 5.2.4. ensuring the Association's financial accountability in accordance with this Constitution;
- 5.2.5. organising General Meetings of the Association in accordance with this Constitution;
- 5.2.6. setting up and supervising Committees that assist with the work of the Association in accordance with this Constitution;

5.3 Method of Operation of Executive Committee

- 5.3.1 The Executive Committee shall meet by arrangement with the Principal, or Principal's nominee, for the effective planning and management of the Association.
- 5.3.2 The Executive Committee shall meet at least once prior to each General Meeting for the purpose of preparing the agenda and finalising arrangements for the General Meeting.
- 5.3.3 The Executive Committee shall also meet at the request of the Principal or when at least half the members of the Executive Committee request such a meeting.
- 5.3.4 A quorum for Executive Committee meetings shall be at least half of the members of the Executive Committee. This must include the Principal or the Principal's nominee.

collaboration with the Principal.

Establishment of other committees can be considered in order to spread responsibilities, make the workload more manageable and involve as many parents as possible in the work of the P&F. Examples are:

Social Events Committee

Family Care Committee

Parent Education Committee

Canteen Committee

Uniform Committee

Environment Committee

Social Justice Committee

Refer to Item 18 of this Constitution for further information on Committees. Information can also be found in the Diocese of Wollongong P&F Handbook which can be accessed electronically on the Parent Forum page at www.dow.catholic.edu.au.

The Executive Committee meets with the Principal prior to each General Meeting to plan the activities of the Association, to look at issues that have been identified, (preferably in writing) to plan the agenda for the General Meeting and consider the most suitable way of dealing with issues raised.



6 DUTIES OF EXECUTIVE COMMITTEE

6.1 The President:

- 6.1.1 provides leadership and direction for the Association by working cooperatively and collaboratively with the Principal and Parish Priest;
- 6.1.2 promotes the Aims and Objectives of the Association in dealings with its members;
- 6.1.3 supports members of the Executive Committee;
- 6.1.4 presides at meetings of the Association as Chairperson, and if absent, nominates the Vice President or another member of the Executive Committee to preside;
- 6.1.5 ensures the efficient running of meetings;
- 6.1.6 prepares the agenda in consultation with the Executive Committee;
- 6.1.7 ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place;
- 6.1.8 prepares and presents the President's Report at the Annual General Meeting of the Association.

6.2 The Vice-President

- 6.2.1 The Vice-President assists the President and fulfils the duties of the President when the President is unavailable.

6.3 The Secretary:

- 6.3.1 manages the day-to-day communications and records of the Association;
- 6.3.2 organises meetings, records accurate draft minutes in a style agreed to by the Executive Committee and ensures they are formalised as agreed to by the Executive Committee or General Meeting as the case may be;
- 6.3.3 receives and deals with correspondence in a manner agreed upon by the Executive Committee;
- 6.3.4 maintains copies of the minutes of Executive Committee and General Meetings;
- 6.3.5 receives agenda items in accordance with this Constitution;
- 6.3.6 informs members of forthcoming meetings in accordance with this Constitution;
- 6.3.7 provides the minutes for inspection of any member who so requests it;
- 6.3.8 passes on records, in good order, to the incoming Secretary.

6.4 The Treasurer:

- 6.4.1 is responsible for ensuring that all the financial dealings of the Association are

Role Descriptions for all elected officers who are mentioned in Clause 5.1.2 must be included in the Constitution.

The Diocese of Wollongong Parent Forum P&F Handbook provides information about the duties of Office Bearers of Parent Associations. This information can also be found on the Parent Forum page at www.dow.catholic.edu.au.

<p>carried out in accordance with this Constitution;</p> <p>6.4.2 receives all monies and keeps appropriate financial records in accordance with this Constitution and the directives of the Bishop;</p> <p>6.4.3 presents, at each General Meeting, a statement of accounts showing current receipts and expenditure together with the outstanding balance;</p> <p>6.4.4 organises the annual audit of all accounts in accordance with this Constitution and presents the Annual Financial Report of the Association;</p> <p>6.4.5 passes on records, in good order, to the incoming Treasurer.</p>	<p><i>The directives of the Bishop must be followed in regard to the conduct of financial matters and the keeping of records. The requirements of civil and canon law must be followed. The Diocese of Wollongong Parent Forum P&F Handbook provides information about the proper financial management and accountability of the P&F. This information can also be found on the Parent Forum page at www.dow.catholic.edu.au.</i></p>
<p>7 ELECTION OF THE EXECUTIVE COMMITTEE</p> <p>7.1 The members of the Association, at the Annual General Meeting, shall elect all members of the Executive Committee as mentioned in this Constitution.</p> <p>7.2 Candidates for the Executive Committee are to be nominated and seconded by members of the Association. If there is a greater number of candidates than required, an election is to be held by secret ballot and shall be decided by simple majority.</p> <p>7.3 Only members of the Association who are present at a meeting may vote in any election.</p> <p>7.4 Candidates for President should have previous service on the Executive Committee or active participation on other Association Committees.</p> <p>7.5 The returning officer for any election is the Principal or the Principal's nominee.</p> <p>7.6 Any vacancy on the Executive Committee shall be filled by the Executive Committee, unless the Executive Committee decides the vacancy is to be filled by election by members of the Association at a General Meeting.</p>	<p><i>As an alternative, elections can be conducted by a show of hands, unless a secret ballot is requested by a majority of members present at an Annual General Meeting.</i></p> <p><i>There can be flexibility as to how casual vacancies on the Executive are filled.</i></p>
<p>8 RE-ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE</p> <p>8.1 At the Annual General Meeting all members of the Executive Committee shall retire but may be eligible for re-election.</p> <p>8.2 Members of the Executive Committee can serve for up to five (5) consecutive years, within which a person shall not hold the same position on the Executive Committee for more than three (3) consecutive years.</p>	<p><i>Where possible it is important to ensure continuity and a mixture of new and experienced members on the Executive Committee. A previous President may move to Vice-President after their term to support/mentor and incoming President.</i></p>
<p>9. TERMINATION OF OFFICE</p> <p>9.1. A member of any Committee may resign during their elected or appointed term of office, by</p>	



<p>giving written notice to the Executive Committee.</p> <p>9.2. The position of any member of the Executive Committee absent for any two consecutive General Meetings without reasonable cause may be declared vacant.</p> <p>9.3. Providing due notice of a motion specifying the grounds for removal has first been given, a member of the Executive Committee may be removed from office by resolution of the Association carried out at a General or Special General Meeting.</p>	
<p>10. GENERAL MEETINGS</p> <p>10.1. The Executive Committee will organise a General Meeting at least once every term.</p> <p>10.2. General Meetings are to be held within the precincts of the school.</p> <p>10.3. The quorum for all General Meetings shall be a minimum of nine (9) members, including the Principal or his nominee and at least three (3) Executive Committee members.*</p> <p>10.4. Should, after fifteen minutes after the scheduled time for a meeting, a quorum not be available, the meeting may be adjourned to such other time as the majority of voters present may resolve.</p> <p>10.5. The first General Meeting is usually to be held before the end of February.</p> <p>10.6. Notice of all General Meetings shall be given at least ten (10) days prior in the School Newsletter and or school website and shall indicate the need for members to send agenda items, in writing, to the Secretary before the date of the next Executive Committee meeting.</p> <p>10.7. Proxy votes on any motion with notice will be accepted, provided they are presented in writing at the commencement of the meeting.</p> <p>10.8. No meeting is to continue beyond one and a half hours unless a two-thirds majority of those present agree to an extension.</p> <p>10.9 All meetings shall be conducted in accordance with standard meeting procedures. In the case of a tied vote, the chairperson shall exercise a casting vote.</p>	<p><i>General Meetings provide a regular opportunity for the involvement of the wider school community in the business of the Association.</i></p> <p><i>The size of the quorum needs to take into account the size of the school community and adjusted accordingly.</i></p> <p><i>It is advantageous for dates of meetings for the year to be published as early as possible at the commencement of the school year.</i></p> <p><i>A pre-organised and publicised agenda is required. People appreciate meetings being planned and structured so they can achieve their purposes. Some prepared input and some discussion time around an already identified topic can improve peoples' understanding of a subject and help them feel included.</i></p>
<p>11. ORDER OF BUSINESS AT GENERAL MEETINGS</p> <p>11.1. The order of business at General Meetings is as follows, unless the majority of those present agree to change it:</p> <p>11.1.1. Prayer and Welcome</p> <p>11.1.2. Record of Attendance and Apologies</p> <p>11.1.3. Confirmation and Acceptance of the Minutes of previous meeting</p> <p>11.1.4. Business arising from those Minutes</p>	<p><i>It is important for meetings to follow a set procedure.</i></p> <p><i>The President and Treasurer provide reports. The Principal, and Committee Coordinators may also give reports.</i></p> <p><i>“General Business” includes matters held over from earlier parts of the meeting, matters on notice, and matters for future consideration which are an attempt to deal more</i></p>



<p>11.1.5. Correspondence: incoming and outgoing</p> <p>11.1.6. Reports from Principal, President, Treasurer and Committees</p> <p>11.1.7. General Business</p> <p> 11.1.7.1 Matters arising from the Reports</p> <p> 11.1.7.2 Matter on notice</p> <p> 11.1.7.3 Matters for future consideration</p> <p>11.1.8. Conclusion and Prayer</p>	<p><i>productively with matters of concern raised at the last minute. People should not expect that issues, without notice, can be dealt with at the meeting at which they were raised. As always the Chairperson decides if and how the matter might best be addressed.</i></p>
<p>12. ANNUAL GENERAL MEETING</p> <p>12.1. The Annual General Meeting and is usually to be held before the end of February each year.</p> <p>12.2. Notice of the Annual General Meeting is to be publicised in the School Newsletter and or on the School website least fourteen (14) days prior to the meeting.</p> <p>12.3. The Order of Business is as follows:</p> <p> 12.3.1. Prayer and welcome</p> <p> 12.3.2. Record of attendance and apologies</p> <p> 12.3.3. Confirmation of the minutes of the previous Annual General Meeting</p> <p> 12.3.4. Business arising from the minutes of the previous Annual General Meeting</p> <p> 12.3.5. Correspondence in and out</p> <p> 12.3.6. Annual Report of the Principal</p> <p> 12.3.7. Annual Report of the President</p> <p> 12.3.8. Annual Report of the Treasurer and presentation of the Auditor’s Report</p> <p> 12.3.9. Annual report of other Committees</p> <p> 12.3.10. Election of the Executive Committee</p> <p> 12.3.11. Special Business where notice of motions have been presented, including any proposed changes to the Constitution.</p>	<p><i>The process for conducting an AGM is outlined in detail in the Diocese of Wollongong Parent Forum P&F Handbook or on the Parent Forum page at www.dow.catholic.edu.au.</i></p> <p><i>Note: the previous minutes at an AGM are from the AGM held 12 months prior.</i></p> <p><i>Information on the process for conducting the election of office bearers is available in the Diocese of Wollongong Parent P&F Handbook or on the Parent Forum page at www.dow.catholic.edu.au.</i></p>
<p>13. SPECIAL GENERAL MEETINGS</p> <p>13.1. A Special General Meeting is a mechanism for supporting the continued operation of the Association in unusual circumstances.</p> <p>13.2. A Special General Meeting can be called on the authority of the Executive Committee or on the written request to the Executive Committee by members of ten (10) individual families.</p>	<p><i>A Special General Meeting could be called in circumstances such as:</i></p> <ul style="list-style-type: none"> <i>• when a General Meeting is not scheduled but Association business needs to be dealt with;</i> <i>• when a couple of General Meetings have been</i>



<p>13.3. A Special General Meeting must be held within 28 days of the request being received by the Secretary, or, if that 28 day period expires on a date which is not within a school term, within 14 days of the commencement of the next school term.</p> <p>13.4. At least seven (7) days notice of the Special General Meeting shall be given in a School Newsletter and or School website. The object of the meeting shall be clearly stated.</p> <p>13.5. A quorum for a Special General Meeting shall be fifteen (15) members and must include the Principal or Principal's nominee and at least three (3) members of the Executive Committee *.</p> <p>13.6. For a serious reason, a Special General Meeting can also be called on the authority of the Principal.</p>	<p><i>cancelled due to lack of a quorum;</i></p> <ul style="list-style-type: none"> • <i>if the Association is not fulfilling its aims and objectives;</i> • <i>if at the Annual General Meeting no one has accepted positions on the Executive Committee and the Association is unable to function.</i> <p><i>The size of the quorum needs to take into account the size of the school community and adjusted accordingly.</i></p>
<p>14. FUNDS</p> <p>14.1. The Executive Committee is to develop strategies for fundraising that consider the community's ability to raise funds. Proposals for fundraising are presented to General Meetings for discussion and approval.</p> <p>14.2. Funds are to be used solely for the Aims and Objectives of the Association.</p> <p>14.3. All funds raised by or on behalf of the Association must be banked promptly and fully intact into an account in the name of the Association and all expenses paid by cheque or electronic transfer.</p> <p>14.4. All funds of the Association must be banked or invested with the Catholic Development Fund of the Diocese of Wollongong.</p>	<p><i>The directives of the Bishop must be followed in regard to the conduct of financial matters and the keeping of records. The requirements of civil and canon law must be followed.</i></p> <p><i>Further information on fundraising and the allocation of funds is available in the Diocese of Wollongong Parent P&F Handbook or on the Parent Forum page at www.dow.catholic.edu.au.</i></p>
<p>15. OPERATION OF FUNDS</p> <p>15.1. Authorised signatories for the Association account are any two of the following: President; Treasurer; Secretary, Principal. Two signatures are required on all cheques. Two authorisations are required for all electronic transfers.</p> <p>15.2. At the end of their term of office, retiring member's signatures/authorisations must be removed and replaced by the signatures/ authorisations of the incoming members.</p> <p>15.3. Funds are transferred from the Association account to the School account for the agreed upon purchase of goods and services to ensure that GST input tax credits are obtained.</p> <p>15.4. All amounts received must be receipted and all accounts must be paid promptly.</p> <p>15.5. Funds must be audited as at 31 December.</p>	<p><i>If the school charges a levy a clause could be included specifying the amount of the levy and how it is implemented.</i></p> <p><i>Cash received should not be used to pay bills – there needs to be a paper trail of all incomings and outgoings.</i></p> <p><i>It is suggested that the Principal's signature is included for convenience and emergency situations that may occur but not as a mandatory signatory.</i></p>



<p>16. DECISIONS REGARDING THE ALLOCATION OF FUNDS</p> <p>16.1. The Executive Committee consults with the Principal to agree on a list of needs and suggests some priorities for ratification at a General Meeting, either in the first or last term of each year.</p> <p>16.2. The Association may only allocate and disburse funds for school purposes after consulting with the Principal about school priorities and obtaining the consent of the Principal. Agreed funds are to be presented as soon as practicable.</p> <p>16.3. Funds are transferred to the school as a donation to support and contribute to the resourcing of the school’s strategic plan. All donations are to be transferred expeditiously, in full and without restriction.</p> <p>16.4. With the exception of Petty Cash and approved recurrent expenditure, all expenditure of the Association’s funds must be approved and ratified by the Association at a General Meeting.</p>	<p><i>A consultation regarding priorities is essential. The Principal is in the best position to suggest areas that meet the school’s identified priorities and strategic direction. However, enthusiasm about fundraising can only be sustained through knowledge of and a sense of ownership of how the funds are spent. The consultation needs to be realistic about the level of funding that the parent community can realistically provide.</i></p> <p><i>The amount in petty cash should be agreed to at the first General Meeting and a cheque drawn. A maximum amount for recurrent expenditure should also be agreed at the first General Meeting.</i></p> <p><i>A cash float can also be made available for major one-off activities. Approval of floats should be formally agreed to and minuted at a General meeting prior to the money being needed.</i></p>
<p>17. ANNUAL AUDIT REQUIREMENTS</p> <p>17.1. Financial records must be audited as at 31 December each year to comply with relevant civil and canon legislation.</p> <p>17.2. The Auditor must be a qualified, external and independent Accountant.</p> <p>17.3. The Annual Audit must be completed in time to be accepted at the Annual General Meeting and a copy given to the Principal by that same time.</p>	<p><i>The Auditor must:</i></p> <ul style="list-style-type: none"> • <i>be a member of one of the following professional bodies: The Institute of Chartered Accountants, The Australian Society of CPAs or the National Institute of Accountants;</i> • <i>not be a member (or relative of a member) of the Executive Committee.</i>
<p>18. COMMITTEES</p> <p>18.1. The Association may set up Committees to carry out particular functions on its behalf.</p> <p>18.2. All Committees are to have specific Terms of Reference approved by the Association at a General Meeting and must report their operations to General Meetings of the Association.</p> <p>18.3. Where possible, all Committees should include at least one member of the Executive Committee.</p>	<p><i>Committees are recommended as a means of encouraging the inclusion of as many parents and community members as possible.</i></p> <p><i>Examples of Committees:</i></p> <ul style="list-style-type: none"> • <i>Class Parent Committee: aims to build a sense of community between parents, teachers and children in</i>



<p>18.4. All funds of all Committees are funds of the Association and, as such, are to be banked with the Catholic Development Fund of the Diocese of Wollongong.</p> <p>18.5. All Committees are required to keep financial records which must presented to the Treasurer and be audited in accordance with this Constitution.</p> <p>18.6. After paying expenses of their operations, the balance of funds of all Committees are to be remitted to the account of the Association as soon as practical.</p>	<p><i>individual classes; welcomes new families, etc.</i></p> <ul style="list-style-type: none"> • <i>Fundraising Event Committee: coordinates details of stalls, drives, walk-a-thons, raffles etc.</i> • <i>Social Committee: coffee mornings; movie days, feast days.</i> • <i>Parent Education Committee: parenting information and guest speakers; useful resources to assist parents</i> • <i>Family Care Committee: works closely and confidentially with the Principal to assist families in times of need</i> • <i>Social Justice Committee: helps awareness of social justice issues in the local and wider community</i> • <i>Canteen Committee: coordinates the running of the Canteen</i> • <i>Uniform Committee: coordinates the running of a uniform shop</i>
<p>19. AMENDMENTS TO THE CONSTITUTION</p> <p>19.1. This Constitution may only be changed by resolution at the Annual General Meeting.</p> <p>19.2. Proposed amendments must be submitted in writing to the Secretary at least twenty-one days prior to the Annual General Meeting.</p> <p>19.3. Each proposed amendment must be signed by a proposer and a seconder.</p> <p>19.4. Proposed amendments are to be publicised to members at least fourteen (14) days prior to the Annual General Meeting.</p> <p>19.5. All amendments must be accepted by at least two-thirds of those present at the Annual General Meeting and must be in accordance with the Aims and Objectives of the Association.</p> <p>19.6. Amendments do not take effect until being approved by the Bishop of Wollongong via the Diocesan parent body.</p>	<p><i>A Constitution should be changed only rarely and at an Annual General Meeting of the Association.</i></p> <p><i>The date of the Annual General Meeting should be publicised well in advance, and members should be given at least two weeks' notice of proposed amendments, preferably with a written explanation of the reasons for the proposed amendments.</i></p> <p><i>Application for approval of amendments must be made to the Bishop of Wollongong via the Diocese of Wollongong Parent Forum.</i></p>
<p>20. DISSOLUTION OF THE ASSOCIATION</p> <p>20.1. The Association is automatically dissolved if the school closes down or is amalgamated.</p>	<p><i>The funds of a dissolved Association should be used in accordance with the wishes of donors, namely the</i></p>



- 20.2. The Association can be dissolved following a Special General Meeting called in accordance with this Constitution for the purpose of providing an opportunity for the Association to discuss the issue to dissolve the Association. At least three-quarters of members present must vote in favour of the resolution to dissolve the Association for the motion to be carried.
- 20.3. In certain serious circumstances where it is judged that the functions of the Association are at variance with the vision and mission of Catholic Education, the Bishop may intervene and dissolve the Association.
- 20.4. After all expenses and liabilities are paid, any remaining assets, records and funds shall be handed over to the Bishop or Parish Priest when a school closes or where the Association is dissolved by the Bishop, or to the Principal of the amalgamated school, for purposes of education in the Diocese or the amalgamated school.

education of children in Catholic Schools.

After approval of the Bishop of Wollongong, this Constitution was adopted at a meeting of the Association on _____

Signed:

P&F President _____ Principal _____

Date:

Date:

Administration:

- *Date the Constitution*
- *Have it signed by the School Principal and President of the P&F*
- *Formally minute its ratification*
- *A signed copy is to be held by the P&F as well as with the Principal & the Diocese of Wollongong Parent Forum*

