



Parents & Friends Assoc. Terms of Reference

Name: Parents and Friends Association

Approved by: Parents & Friends Association Executive Committee

Approval date: 29th July 2015

1. PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Catholic Regional College Melton Parents & Friends Association (“the P&F”).

2. DEFINITIONS

Word/Term	Definition
Advisory Committee	An informal group that provides advice and/or recommendations (to the Principal of the College) but does not have any formal legal authority to vote or make decisions on College ‘corporate’ or educational matters.
Executive Committee	Means the P&F elected positions for the roles of President, Secretary and Treasurer.
Ex Officio	Ex officio members have a position on the P&F by virtue of position within the College. As an advisory committee to the College there must be at least one College representative holding a position that can make resourcing decisions and provide strategic advice to enable the P&F members to make informed decisions and recommendation. The number of College ex officio positions in the Board must be less than the number of Executive and general members of the Association.
Registered members	Members of the P&F who have attended a meeting and provided an email address for contact and distribution of meeting Agenda and Minutes documents.

3. RESPONSIBILITY

The Parents and Friends Association has been established as an advisory committee of the College. The P&F consults with the school community and provides advice as a whole parent body to support the College on matters relating to the education of their children.

The Parents & Friends Association Executive Committee and members have a leadership role in the Parent Involvement Program.

The P&F have a responsibility to:

- Promote a community spirit - with a Christian ethos
- Support and work in partnership with the Principal and staff
- Participate in decision making
- Promote interactions between home and school, parents and teachers
- Encourage parent participation in teaching and learning activities and school life
- Promote the College in the wider community
- Create a forum for open and fair discussion
- Assist in the provision of additional resources for the school when necessary
- Plan and organise of functions approved by a P & F meeting and the Principal
- Work with the parish and school board in pursuit of common goals.

4. COMPOSITION

4.1 Membership

Every parent and carer of a student who attends the college is a member of the P&F Association. Executive Committee appointments are necessary for the effective and efficient operations of P&F meetings and the management and reporting of finances and meeting outcomes through minutes and reports.

- Expressions of interest are sought for P&F membership throughout the year, and members are welcome to attend at any time.

4.2 Terms and method of Nomination

- An Annual General Meeting (AGM) is held during term one or term two of each school year and is published in the newsletter.
- The Previous President/Chairperson, or, in their absence, the Principal, will declare all Executive Committee positions vacant
- The Principal to the Board will conduct the election process and shall call for nominations for those positions.
- Outgoing members of the Executive Committee are eligible for renomination.
- Members nominated for the position of President/Chairperson, Secretary and Treasurer must be nominated by a P&F member with another P&F member seconding each nomination.
- Election of members to the Executive Committee is by way of majority vote of the
- P & F members in attendance at the AGM.
- Should the number of nominations for a specific position exceed the number of vacancies a secret ballot shall be conducted. The nominee

with more than 50% of the votes cast by the P & F members in attendance at the AGM shall be declared.

Position	Type of Appointment	Term of Office
President/Chairperson	Elected	Annual
Secretary	Elected	Annual
Treasurer	Elected	Annual
General Members	Representative	Ongoing
Principal	Ex-officio	Ongoing
Registrar/Community Liaison	Ex-officio	Ongoing
Maintenance Manager	Ex-officio	Ongoing

4.3 President/Chairperson

The President is elected and is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the Principal and teachers.

4.3.1 Duties

- Chair the P&F meetings in consultation with the Secretary and Principal
- Ensure meetings are run according to the agenda and consultation
- Ensure fair discussion – give all an opportunity to speak
- Ensure activities are endorsed by the Principal
- Work with the Treasurer and Registrar/Community Liaison to ensure financial accountability
- Ensure decisions and recommendations are minuted and necessary actions are completed
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4.4 Secretary

The Secretary is an important role for the efficient operation of the P&F meetings and works with the President/Chairperson in setting the meeting Agenda.

4.4.1 Duties

- Prepare the agenda in consultation with the President/Chairperson and Principal
- Keep accurate and complete records of meeting Agendas and Minutes.
- Receive and manage correspondence
- Prepare meeting Minutes promptly after each meeting documenting actions taken and decisions and recommendations agreed

- Write letters as required with guidance from the President/Chairperson and Principal

4.5 Treasurer

The Treasurer accounts for and reports on the finances of the P&F Association.

4.5.1 Duties

- Keep accurate and complete records of all receipts and expenditure
- Pay accounts as authorised by the President/Chairperson and/or Principal and which has been tabled at a P&F meeting
- Present a financial report at each P&F meeting.
- Manage the monthly bank statements and reconcile deposits and cheques with the statements
- Liaise with the College Registrar/Community Liason Officer regarding deposits and accounts holding P&F levy fee income
- Provide financial records as requested for auditing

4.6 Sub Committees

Sub Committees are important in the management of particular projects and the reporting back to the P&F of activities and progress. Sub Committees must be established by a decision of the P&F meeting and their task should be clearly defined as part of the Minutes of that meeting.

4.6.1 Duties

- Meeting with subcommittee colleagues and focus on the task
- Report back to each P&F meeting
- Responsibility for the task assigned should be shared by all subcommittee group members
- Attend to the task/business of the subcommittee to obtain an outcome.

4.7 Members

Parent and Carer members are necessary for the effective operation of the P&F Association representing the interests of the whole parent body and in supporting the College in the education of their children.

4.7.1 Duties

- Participate in the decision making
- Be supportive and constructive in all conversations and discussions
- Talk about the issue – do not focus on personal matters
- Uphold the school values and objectives of the P&F Association.

4.8 Principal

The Principal is the leader of the College and is an ex-officio representative at the P&F meetings.

Activities of the P&F must be carried out as representatives of the school and thereby needing the support of the Principal. The association is considered to be under the umbrella of the church entities Act for legal and insurance reasons and the Principal is charged with the responsibility for the school.

4.8.1 Key Principal Goals

- Provides leadership, guidance and support
- Collaborative and cooperative approach
- Works with the Committee Executive (as well as all parents)
- Provides information to the College community
- Accessible to parents
- Develops the school profile - enrolment trends, demographics, mission statements, priorities, facilities, resources, and parish links.

4.9 Parish Priest

The Parish Priest has overall responsibility under Canon Law for the whole parish community including the school. He is an ex-officio member of the P&F Association. Where possible and practical, parents and the P&F Association should support and encourage the involvement of the Parish Priest with the life of the children at the school.

5. OPERATING PROCEDURES

5.1 Quorum

The quorum for any meeting decision or recommendation of the P&F Association shall be not less than 50% of all members in attendance (majority decision).

5.2 Meetings

The P&F Association will meet according the CRC Melton Annual Calendar of events issued to all families at the commencement of the school year.

All meetings dates and times are published in the weekly college newsletter.

Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to registered members in sufficient time to enable consideration prior to meetings.

Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.

5.3 Reports

The Principal will make available a Principal report at each meeting providing an overview of activities, events and planning matters relating to the College and the

students. Matters of concern may be raised by the Principal from the report that will require a recommendation from the P&F Association. These matters will be open for discussion and will be led by the Principal.

5.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any conflict of interest or perceived conflict of interest.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Participate in a courteous and respectful manner
- Not bring up issues about individual parents, students or teachers at open meetings. These matters should be dealt with privately.
- Treat information with sensitivity.

**The President/Chair has the right to speak privately with any member who does not follow the above expectations/requirements.

5.5 Evaluation and Review

The Terms of Reference (ToR) for the Catholic Regional College Melton Parents & Friends Association shall be reviewed at each AGM.

Amendments to the ToR can be tabled by any member at a P&F meeting and must be discussed and endorsed by a majority vote before inclusion.

6. RELATED MATERIAL