

PARENTS CLUB

POLICY

1. The purposes of the Club

- 1.1 The Club's primary purpose is to provide practical support for the school in a variety of ways
- 1.2 This support will take various forms including the raising of funds for specific projects identified as helpful to the school – these may arise from recommendations from parents generally, the Principal or the School Council
- 1.3 A further key purpose is to provide a friendly, working fellowship for parents who have the interest, the time, the energy and the skills to provide such support
- 1.4 The Club provides a common ground for parents, especially those new to the school who are able to build relationships with parents whose children have been students for a longer period

2. The membership of the Club

- 2.1 The Club is open to all parents who have students enrolled at the school
- 2.2 The Principal is a member ex officio and provides the connection between the Club and the School Council as well as being the primary resource person for the Club
- 2.3 Others who are not parents may be invited to participate by virtue of the role or office – the school's chaplain is an example
- 2.4 There is no fixed number of members required. It is considered that a minimum of six parents in attendance at each meeting is the ideal minimal number
- 2.5 Parents are welcome to attend meetings to experience the way the Club operates without needing to make a long term membership commitment

3. The Club's office holders

- 3.1 The Club will appoint a President to serve for a year. This appointment will be open to review and renewal as an ongoing arrangement.
- 3.2 A Secretary will also be appointed to serve for a year. As for the President, this appointment will be open to review and renewal as an ongoing arrangement.
- 3.3 A Treasurer will be appointed to serve for a year. As for the President and Secretary, this appointment will be open to review and renewal as an ongoing arrangement.

4. The responsibilities of office holders

4.1 The role of the PC Executive

- 4.1.1 The President, Secretary and Treasurer will exercise an executive role between meetings, attending to any matters of relevance to the PC
- 4.1.2 When functioning as an executive, any decisions which have to be made outside of regular meetings will be tabled at the next meeting for explanation, discussion and affirmation by the meeting
- 4.1.3 If the Executive deems that decisions to be made or outside of the normal functioning of the PC, a special meeting will be called

4.2 The role of the President

- 4.2.1 The President will liaise with the Principal on all matters relating to the work of the PC
- 4.2.2 The President will chair all meetings of the PC
- 4.2.3 The President will co-operate with the Secretary in the preparation of agendas

4.3 The role of the Secretary

- 4.3.1 The Secretary in collaboration with the President is responsible for the calling of meetings, especially any meetings additional to the monthly meeting (see 5.1)
- 4.3.2 The Secretary will keep a record of all meetings and distribute to regular attenders as soon as possible after each meeting
- 4.3.3 The Secretary will provide an agenda to regular attenders prior to each meeting

4.3.4 The Secretary will maintain a planner to keep a record of all events and projects planned for each year

4.4 The role of the Treasurer

4.4.1 The Treasurer will record all income from fund raising activities organized from time to time

4.4.2 The Treasurer will report regularly to the PC

4.4.3 The Treasurer will assist the Principal and PC in the making of recommendations regarding projects and proposed costings

4.4.4 The Treasurer will liaise with the school Administrator on all financial transactions including banking and withdrawals according to need

5. The meetings of the Club

5.1 Meetings will be held on the first Monday of each month during term time

5.2 If a holiday break requires it, the monthly meeting will be held on the first Monday of the next term

5.3 Other meetings can be convened by the President in collaboration with the Principal to attend to specific needs as and when required

6. The Club in action

6.1 In addition to its monthly meetings, the Club will initiate and engage in a variety of activities with most having a fund raising purpose for the benefit of students, families and the school

6.2 The Club will receive statements of need from the Principal and President, from participating members and from parents generally. These needs may include the provision and/or maintenance of the school property, the underwriting of school camping costs and such other projects as identified from time to time. Where possible parents Club will provide \$4000 over 2 years for the Grade 5/6 camps and \$2000 per year for an upgrade to the Basketball Court under a School Maintenance Fund.

6.3 Once a project has been identified and agreed upon by the Club members and Principal, active voluntary support will be sought from parents generally with a view to the sharing of responsibility across the school community

6.4 The Club will communicate the nature of each project, state its specific purpose, the target amount to be raised (if this is the purpose of the project), call for volunteers, via insertions in the school's weekly newsletter and through relational networks within the school

6.5 The Club may recommend that assistance be sought from other community providers and businesses depending on the needs being met by a particular project

6.6 As far as is possible, all of the matters in 6.5 above will be undertaken well in advance of the action date to avoid last minute decision making and hasty action, these being deemed to be unhelpful and a hindrance to best practice and effective outcomes

6.7 The Club will advise the school community of funds raised by each project through the school's newsletter

7. Accountability

7.1 The Club will be formally accountable to the School Council through the Principal

7.2 As a group of parents the Club will also maintain a reporting role to the school community through the newsletter

8. Other matters

8.1 Matters not included in the above but requiring the attention of the Club may be tabled with the President and Principal as needed

8.2 These should be included in advice to Club members prior to the next meeting

This policy was last ratified by School Council in....

August 2015