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Preamble

1. Introduction

1.1 Name
The name of the Association (in this constitution called ‘the association’) is St Mary’s Primary Mount Evelyn Parents’ and Friends’ Association.

1.2 Description of School
St Mary’s is a welcoming co-educational Catholic Primary School educating families from the Mt Evelyn, Silvan, Wandin, Seville and Woori Yallock areas. St Mary’s Primary School has been servicing the educational needs of the Mt Evelyn community since 1980.

We are quite unique in that our school is set in a natural bush setting. We have the advantage of space, quiet and the beautiful flora and fauna.

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St Mary’s is a community of people sharing a common belief in our motto, "Love Above All”. As members of a Catholic Parish school, we strive to be models of the Gospel values of love, understanding, respect and service.

We have high expectations of staff, students and parents and we anticipate that all who enrol at St Mary's, Mt Evelyn will want to work as one for the good of all. We follow up and follow through, thus providing equity, justice and consistency.

1.3 School Mission Statement

Love Above All

- In Our Faith
- In Our Words
- In Our Actions
- In Our Striving
- In Our Sharing
- In Our Hoping

"Love never gives up, never loses faith, is always hopeful and endures."

2. Statement of Purpose

The role of the association is to promote the interest of, and facilitate the development and further improvement of St Mary’s Primary, by fundraising, promoting close co-operation between parents of St Mary’s Primary and promoting a positive catholic community spirit.

3. Aims of the Parents and Friends Association

3.1 Objectives

(a) Foster community interest in St Mary’s Primary Mount Evelyn
(b) To provide, or assist in the provision of, financial or other resources or services for the benefit of the students of St Mary’s Primary.
(c) Work collaboratively with the Principal or delegate(s) and assist whenever possible in any manner to further the interests of St Mary’s Primary and its students
(d) Encourage close co-operation between the parents and caregivers of students attending St Marys Primary and other members of the catholic community
3.2 Functions

(a) Tuckshop  
(b) Uniform Shop  
(c) Annual Stalls  
(d) Trivia Night  
(e) Fundraising Events

4. Accountability Statement

Establishing a good working relationship with the principal of the school and, with the parish priest, is essential to achieving a common direction and to building a community team.

All PFA Members should

- Arrange some planning and help the P&F set goals for the year
- Understand the constitution and apply it
- Ensure fairness and transparency in decision making, and
- Ensure accountability in financial matters.

It is fundamental to the success of community-building that each party understands and respects the rights and responsibilities of the other parties. An effective leader, particularly in a Catholic context, is not on about power play regardless of his or her official position and authority.

5. Meeting of the Parents and Friends Association

5.1 Each Annual General Meeting must be held

(a) At least once a year  
(b) Either within 2 months of year ending or within 2 months of year starting

5.2 Timing of regular PFA meetings

(a) The timing of each PFA meeting will be once a month, to be determined at the conclusion of meeting the month prior  
(b) The secretary will email agenda items requests to all members within 7 days of meeting.
5.3 Process of Decision Making

(a) The president shall preside if Chairperson, or if the President is not present within 15 minutes after the time appointed for the holding of the meeting, the Vice President shall be the Chairperson or if the Vice President if not present then the members shall elect 1 (one) of their members to be chairperson for the meeting.

(b) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;

(c) Every motion shall be decided by a majority of votes of the members present who are voting members of the association.

(d) Every member present shall be entitled to one vote and in the case of equality of votes shall have a second or casting vote;

(e) Voting shall be by show of hands present;

(f) No proxy voting is allowed by this constitution

(g) The secretary shall keep true and accurate minutes of every meeting.

6. Finance and Fundraising

6.1 Process for determining how money raised is used by the school.

(a) All expenditure shall be approved or ratified at a committee meeting.

(b) It is important that committee have a say in how funds are spent. Parents and committee members need to see benefits derived from resources they raise.

(c) There needs to be a clear understanding about what the school itself is responsible for and what the parents can fundraise towards.

(d) All expenditure must be voted on and approved with majority votes, these voting results must be noted in the minutes of meeting.

6.2 Signatories and Bank Accounts

(a) The funds of the association must be kept in the name of the Association in the a financial institution decided by the School

(b) All monies must be deposited as soon as practically possible.

(c) All amount shall be paid by check or electronic payments (including BPAY)
The association shall determine the amount of petty cash which shall be kept. The income and property of the association must be used solely in promoting the association’s objects. All invoices must be signed by committee member authorised to purchase products, before being passed onto Treasurer for payment. The President must sign final authorisation on all payments. All invoices due and outstanding are to be kept at the school office for review by President or Secretary.

7. Management Committee Positions

7.1 Management Committee Positions

(a) President
(b) Vice President
(c) Treasurer
(d) Secretary
(e) Tuckshop
(f) Tuck Shop Co-Ordinator
(g) Uniform Shop
(h) Uniform Shop Co-Ordinator
(i) Uniform Shop Assistant
(j) Special Food Day Co-Ordinator
(k) Special Occasion Stall
(l) Food Bank Co-Ordinator
(m) Fundraising Committee
(n) Education Board Representative
(o) After School Basketball Co-Ordinator
(p) General Committee

8. PFA Committee

8.1 Membership Application

(a) Membership of the Association is automatically granted to parents, or primary caregivers of the students attending St Marys Primary.
(b) All positions are considered vacant at the start of every school year, until an Annual General Meeting can be held.
(c) The election of officer and other members of the management committee shall take place in the following manner.
   a. Via Nomination
b. Nominations must be in writing and signed by the member and member’s proposer, and must be lodged with the secretary.

c. Should, at the commencement of such meeting, there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

d. In the case of more than one nomination for one position, a secret ballot shall take place; the applicant with the most votes will be considered the winner.

8.2 Membership Resignation

(a) A member may resign from the Association at any time by giving notice in writing to the Secretary of the Association

(b) Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that date.

8.3 Role of Committee Members

PRESIDENT

The key task of the president 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. The president is a guide for and example to all parents.

Duties and Responsibilities

A President leads the P&F Association by:

- Plan and chair meetings in consultation with the secretary and principal;
- Ensure meetings run according to the agenda and the constitution
- Ensure fair discussion - give all an opportunity to speak
- Ensure activities are sanctioned by principal
- Work with the treasurer to ensure financial accountability
- Payments have final sign off by the President
- Ensure decisions are carried out – follow up
- Encouraging parents to get involved

- Tune in to parents’ comments
- Respond to comments
• Manage attempts to dominate the meetings, ensure private conversations among members do not take place.
• Avoid one on one issues at meetings
• Stop ‘personal issues’ if these arise at meetings
• Avoid ambushes particularly of the principal
• Make clear voting procedures

**VICE-PRESIDENT**

The Vice President will support the President by:

• Chairing the meeting in his/her absence;
• Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees.
• Being supportive and attending meetings.
• Playing a constructive role – not just an understudy

**SECRETARY**

**Role**

The Secretary is very important to the efficient operation of any organization. A secretary needs initiative and an ability to work with the President.

The Secretary’s main functions are:

• Communication and correspondence
• Maintaining effective records of meetings
• Ensuring meetings are effectively organised and minuted

**Duties and Responsibilities**

• Prepare the agenda in consultation with the president and principal
• Notify members of meetings (date, time, venue)
• Keep good records
• Receive and manage the correspondence
• Obtain reports from sub-committees
• Understand the constitution

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• Guide and advise the president.

• After the meeting, minutes should be written up promptly and actions taken on any decisions
• Write letters in accordance with the instructions of the meeting or the President;
• Prepare minutes for school newsletter;
• Confirm attendance of Executive and other appropriate people;
• Maintain a collaborative approach at all times

TREASURER

Role

The Treasurer accounts for and reports on the finances of the P&F. The Treasurer needs to be a person of trust and responsibility.

Duties and Responsibilities

• Must keep accurate financial records of all receipts and expenditure;
• Liaise with Principal/President regarding financial processes and procedures required for the management of P&F funds.
• Must issue receipts for all money received;
• Pay all accounts as authorized;
• Bank all money regularly;
• Present a monthly financial report – keep the P&F informed of outstanding accounts in 7, 14 and 28 days including a print out of closing banking balance (to be filed by secretary)
• Arrange for an audited financial report for the Annual General Meeting;
• Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements.
• Maintain folder of outstanding invoices and invoices paid (this folder is to be kept at the school office for easy viewing of members)
• To make books and records available for inspection and audit as directed by the committee.

SUB-COMMITTEES/SPECIAL PROJECTS MEMBERS

Sub-committee can save time and ease the workload of the regular P&F meetings by dealing with particular projects and reporting back to the P&F meeting. Sub-committees must be set up by the decision of a P&F meeting and their task should be clearly defined in writing as part of the minutes of that meeting.

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• Meet with your sub-committee colleagues and focus on the task
• Attend meetings as regularly as possible.
• Be prepared to report to P&F meetings;
• Send apologies if unable to attend;
• Be cooperative at all times;
• Responsibility for what has been agreed should be shared by all group members.
• Attend to business of particular sub-committee to obtain outcome
• Ensure Terms of Reference for committee is adhered to

CANTEEN / TUCKSHOP

• Order bakery items and sundries by 2 pm Monday to ensure delivery on Friday
• Maintain stock levels and cleanliness of canteen
• Organise once a year professional cleaning
• Organise rosters, each term type up rosters and print out and distribute to every volunteer

SPECIAL FOOD DAY

• Special food day is done once a term, either subway or pizza
• Liaise with Lynne regarding date, organise a flyer to go out to all children
• Collate orders and money before the due date required for ordering
• Place order
• Collect order and distribute to each classroom
• Co-ordinate volunteers to help on the day.

UNIFORM SHOP

• Open shop on required days
• Maintain stock levels and order accordingly
• Organise long sleeve polos once a year
• Indent order for new preps each year and open on orientation days
• Organise year 6 bomber jackets in November for the following year
• Reconcile and balance cash as required
**PRINCIPAL**

The P&F can only work well if it has a positive relationship with the Principal. The Principal is the manager of the school. He/she is an ex-officio member of the Parents and Friends Association so the connection with the P&F is strong.

This connection is even more important when we recognise that the school and the family are partners in the education of our children. Connections between families and school that promote student learning contribute to students’ success at school.

While the Principal has the final decision making role, parents expect that they will be based on good consultation. Also decisions made at P&F meetings must have the support of the Principal as he/she has ultimate responsibility for the school.

Activities of the P & F must be, under the constitution, carried out as agents of the school 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 responsibility for the school.

Key aspects of the Relationship

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

**PARISH PRIEST**

In Parish Schools, 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.

Where possible and practical parents and the P&F should support and encourage the involvement of the Parish Priest with the life of the children at school.