



Strathaird Parent & Friends Constitution

POLICY

STRATHAIRD PRIMARY SCHOOL

February 2018

Rationale

The Strathaird Parent & Friends (SP&F) is a School Council Sub-Committee that provide community based activities for the school community. Activities aim to enhance community involvement and may also be a fundraiser for Strathaird Primary School.

Aims

Sub-committees assist council in the work that needs to be done and report regularly at school council meetings. They provide advice and make recommendations to school council, which has the final responsibility for making decisions.

Meetings

- There must be a quorum of 3 members including the School Council representative attending a SP&F meeting for a SP&F meeting to commence.
- Meetings will be held once a month (excluding January)
- Each sub-committee will be chaired by a member of school council; if the school council member chair-person is unavailable the school council acknowledge the position of Convenor can be filled by either the Secretary or Treasurer.
- Agenda and previous minutes distributed at least 5 days before the SP&F meeting

Membership

- Membership, purpose and terms of reference are determined by the council.
- Members of the sub-committee may be school council and non-school council members.
- Sub-committees must have at least three members including at least one school council member.
- Sub-committees set procedures for agendas, minutes and reporting to school council.
- A person is deemed a member of SP&F if they attend two consecutive meetings.
- A SP&F member must resign their position on the SP&F committee in writing to the Convenor.
- A SP&F member must attend a minimum of eight meetings per calendar year.
- The election of Treasurer and Secretary will be held at the final meeting of the calendar year, to commence the following year.
- The position of Treasurer and Secretary will be held by an individual for a maximum of three consecutive years.
- Elected positions require an acceptance of the nomination and a majority of the vote.
- Elected positions will be presented to school council to be ratified at the school council meeting following the election.
- Membership should include Convenor, Treasurer, Secretary, Staff Representative, members.
- The committee will plan the SP&F calendar and nominate if an event is focussing on community involvement or fundraising
- SP&F may form a 'working party' to investigate or plan an event

Standing Orders for Effective Operation

- All SP&F events must receive prior council approval
- Event expenditure over \$200 must have prior council approval
- Council will nominate how SP&F fundraising will be allocated.
- Convenor will ensure all members have an equal opportunity to be heard at the SP&F meeting
- Before an event is put to school council the majority of attending SP&F members at the meeting must be in support of the event

- Events involving money counting, class distribution or collation, members must follow Individual Office Guidelines.

Role Description

Convenor: As the member of school council the Convenor will be responsible to report to council at school council meetings, keep council fully briefed of the activities of the SP&F committee, report back to SP&F following school council meetings, including planned events, outcomes and recommendations from SP&F meetings. Allocate Event Portfolios to the responsible person running a SP&F event.

The Convenor will liaise and inform the Teacher Representative, office staff and the principal regarding SP&F events. Ensure all SP&F events are organised and follow the set protocol from the planning stage until the completion of the event.

Secretary: Sets and distribute the agenda for each meeting, takes the minutes and distributes previous minutes, ensures the SP&F calendar of events is accurate, record the attendance at each SP&F meeting, provide a copy of SP&F minutes to the Office Manager.

Treasurer: Collate all receipts and payments from the school office for each event, collate and collect data and report on each event at the following SP&F meeting, document all expenditure and payments from each event reporting to each SP&F meeting the total balance for SP&F.

Staff Representative: is a staff appointment, they attend SP&F meetings, ensure all dates, fliers, letters and advertising of SP&F events, inform school staff of up-coming SP&F events, promote SP&F events at the weekly school assembly, encourage staff participation in SP&F events, advertise SP&F meetings in the school newsletter and invite new membership.

Members: are encouraged to discuss and present ideas at meetings, contribute to planning and fundraising events, advise the Convenor of any concerns regarding SP&F events, take on or share responsibilities to organise events, organise event fliers, agree to be included in an event roster for event helpers or counting money, return Event Portfolios with instructions to the Convenor at the completion of an event with completed 'reflection' sheet.

Purchase of Goods for SP&F Events

- There must be appropriate coordination and organisation of purchases by SP&F members
- A School's Purchase Order for goods for events must be requested from the office prior to purchase
- Reimbursement of funds to SP&F members for purchases will be by direct deposit
- Reimbursement of funds will only be made if items were purchase with cash or savings account. No personal credit cards to be used. Only school purchases on the receipt – no personal items included.

Meeting Etiquette

When discussing a topic, it is good practice that:

- Only one person talks at a time
- All requests to speak are directed to the Convenor
- All speakers are listened to in respectful silence
- No 'side conversations' are held
- Members listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered
- When the Convenor indicates that the topic of discussion is closed, no further comments are made
- Regardless of how difficult or challenging the topic, everyone stays calm.

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council on Tuesday 20th February 2018

Martin Shepherd
Principal

Chris Johnstone
School Council President