



St Madeleine's
Catholic
Primary School
Kenthurst

Parents and Friends Association

Information
Handbook

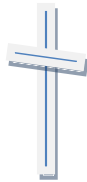
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Introduction

St Madeleine's Catholic Primary School has a vision of "Love Learning" it reminds us that God's unconditional love for us is the foundation upon which we build our learning community. We are committed to being a community of faith, whereby each person feels the presence of God in their hearts, in their classroom and in their school.

The Vatican document states that parents have a particularly important role to play in the educational community since it is to them that 'primary and natural responsibility for their children's education belongs'.



Though many,
we are one body
in Christ.
1 Corinthians 12:12

Vision Statement

As parents in a Catholic school, our cornerstone is Jesus Christ and we promote faith development in our children.

At St Madeleine's we strive to establish a spirit that is inclusive and welcoming. Every parent or carer of a child who attends St Madeleine's School is already a member of the P&F community.

The P&F support the school's provision of quality education for the benefit of its students.

The St Madeleine's P&F is governed by a constitution which has been developed to reflect the needs of our school community.

Guiding Principles

St Madeleine's P & F exists to support the workings of the school so that the needs of the children may be met and the school community strengthened.

Our guiding principles as a Parent group are:

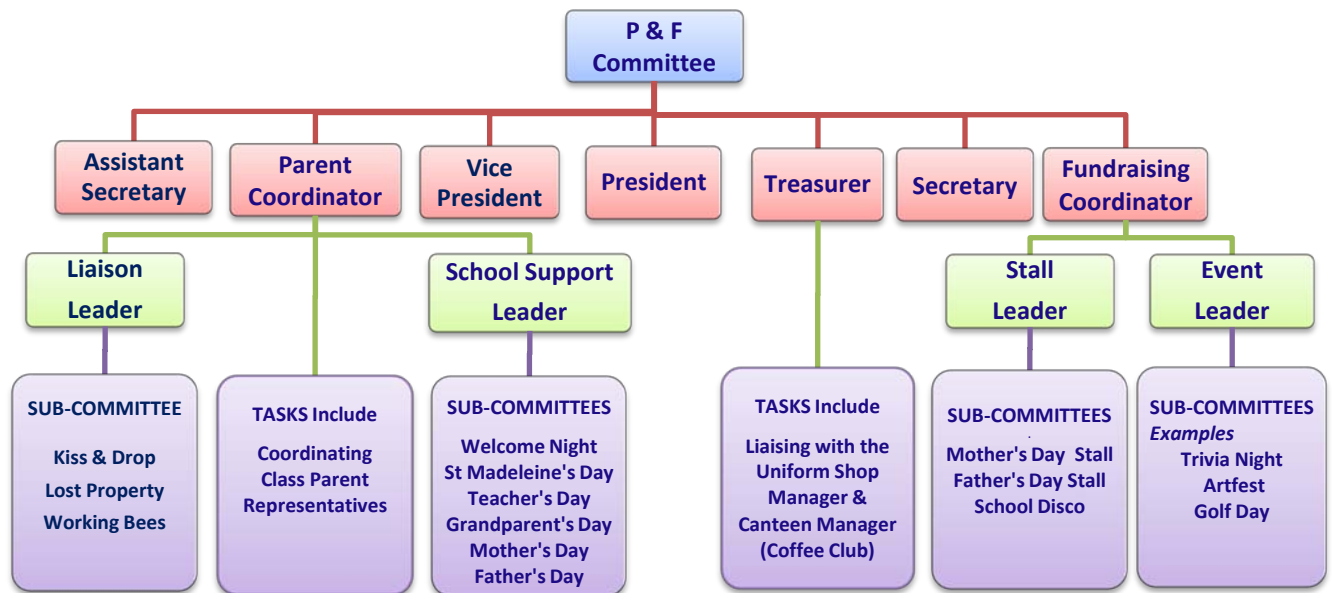
- ❖ *Community Building - fostering a spirit of community within the school by creating opportunities for parents to be involved and to gather as a community.*
 - ❖ *Communication - Engaging with the P & F Strategic Plan and participate in decision making. The P&F informally represents parents' views to the Principal and staff when they require parent feedback on issues and planned initiatives.*
 - ❖ *Support to Parents - inviting guest speakers for parent education in addition to providing guidance and direction to Class Parent Representative in their role.*
 - ❖ *Fundraising - raising funds for projects and resources that would not otherwise be financed.*
 - ❖ *Community Involvement - fostering a culture of volunteerism within the school to allow parents to support St Madeleine's with their time, energy and special talents or skills.*
 - ❖ *Assist the parish and the school in pursuit of common goals*
-

Goals and Objectives

The Purpose of the Association is to:

- ❖ *Actively promote the interest and public image of St Madeleine's Primary School, Kenthurst in particular and Catholic Education generally by bringing together parents, pupils, clergy and teaching staff in a spirit of collaboration and close co-operation.*
 - ❖ *Provide a forum for discussion on education and pastoral matters.*
 - ❖ *Promote activities to raise funds which assist and support the school to acquire teaching resources and keep buildings and grounds in good order.*
 - ❖ *Provide opportunities for the school, parents, staff and other parishioners to come together to celebrate and socialise so as to build a strong and harmonious community spirit.*
 - ❖ *Assist in maintenance and improvement of amenities, resources and facilities of the school.*
-

Committee Structure



The Committee Structure provides a means of encouraging the inclusion of as many parents and community members as possible. It offers clear lines of reporting, accountability and responsibility which are critical to effective associations. The P&F Committee consists of seven elected Executive Committee Positions, three ex-officio members who are assisted by four Sub-Committee Positions.

The Executive Committee is the group responsible for the management of the association, whilst the Sub-committees are formed to share specific tasks. Volunteers are much more likely to make themselves available for specific time-limited tasks than for open-ended roles.

Executive Committee Positions

President, Vice President, Treasurer, Secretary, Assistant Secretary, Fundraising Coordinator/s, Parent Coordinator

Sub-Committee Positions

School Support Leader, Liaison Leader, Stall Leader, Event Leader

Ex Officio Positions

Parish Priest, Principal, Assistant Principal

Ex-officio means these individuals are members by right of the position they hold. 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.

Committee Roles and Responsibilities

Committee Members are interested and dedicated people, willing to donate their time and skills. All members of the committee are required to follow the appropriate role description. The roles are considered in order to spread responsibilities and make the workload more manageable. Nominations are called and positions are voted on, at the Annual General Meeting. Members of the school staff and parish may also become members of the P&F. Positions can be terminated if any member is absent from any two consecutive General Meetings without reasonable cause and/or the position may be declared vacant if the member can provide due notice of a motion specifying the grounds for removal.



PRESIDENT

The role of the President is to ensure that the committee operates as a team. The concern is to get the best out of each and every member of the committee. The committee will look to them for leadership. The President should spend time considering committee assignments to ensure that all the work gets delegated in the most efficient and effective way.

GUIDING PRINCIPLES OF THE PRESIDENT

- Promote and model constructive parent involvement in the school.
- Support the facilitation of parent education.
- Ensure the meeting is properly convened in accordance with the Constitution.
- Ensure meetings begin and end punctually and adhere to the agenda.
- Ensure speakers are not interrupted and private discussion among members does not take place.
- Ensure speakers keep to the point but don't suppress people's imagination.
- Make sure, particularly on contentious matters, as many opinions as possible are expressed and call for a vote if required.

ROLES AND RESPONSIBILITIES

- Be a member of the Executive Committee and preside as chairperson at all Committee Meetings.
- Attend as many P&F functions as possible.
- Prepare a President's Report for each P&F meeting.
- Prepare a P&F ANNUAL FUNDRAISING PLAN with the Fundraising Coordinator.
- Prepare a P&F ANNUAL STRATEGIC PLAN with the Principal and the P&F Executive Committee.
- Write notes for the P&F NEWSLETTER and ensure other Committee members prepare reports.
- Attend and speak at the *Welcome Night (T1)* and *Kindergarten Orientation Meeting (T4)*.
- Attend (if required) the *K-6 Parent Information Evening*.
- Attend to incoming and outgoing correspondence.
- Attend the *Year 6 Graduation Mass* and give out the Citizenship Award.
- Liaise with members to ensure actions and responsibilities of Committee Members are being achieved.
- Liaise with the Principal on specific issues (phone or email).
- Clarify difficulties, problems, conflicts immediately with the Committee Members.
- Invite the Parish Priest to attend major community events e.g. *Welcome Night, Kindy Orientation* etc.
- Attend a Parish Council Meeting when necessary to share information about P&F with the Parish.
- Support the Parish and the school by promoting events and use the parish bulletin as a source of promoting school events.
- Have restricted access to the school master key and security system.

VICE PRESIDENT

The Vice-President is a useful role because it serves as a support for the President.

ROLES AND RESPONSIBILITIES

- Be a member of the Executive Committee and attend all Committee Meetings.
- Chair the meeting in the absence of the President.
- Share duties and responsibilities with the President and Executive Members.

TREASURER

The Treasurer is a person of trust and responsibility. Management of the P&F's finances requires patience and time. They liaise with the Principal and school bursar regarding financial processes and procedures required for the management of P&F funds.

ROLES AND RESPONSIBILITIES

- Be a member of the Executive Committee and attend all Committee Meetings.
- Assist in the preparation of the ANNUAL FUNDRAISING PLAN with the President and Fundraising Coordinator. The Treasurer should ensure that as far as possible this plan contains accurate estimates of income and expenditure.
- Assist in the preparation of the P&F ANNUAL STRATEGIC PLAN with the Principal and the P&F Executive Committee. The Treasurer should ensure that as far as possible this plan contains accurate estimates of expenditure.
- Prepare a TREASURER'S FINANCIAL REPORT for each P&F Meeting which includes a summary of current cash position (after allowing for committed expenditure).
- Prepare an ANNUAL FINANCIAL REPORT for the Annual General Meeting.
- Store all financial files on a Memory Stick labelled TREASURER'S FINANCIAL FOLDER.
- Maintain an up-to-date permanent file which summarises current banking relationships, cheque signatories, current procedures, key contacts etc.
- Keep accurate financial records of all receipts and expenditure of the P&F.
- Co-ordinate and ensure that required floats are available for stall and event leaders.
- Reconcile float money, takings and expenses in conjunction with the Fundraising Co-coordinator and ensure all amounts are accounted for after each fundraising event and stall.
- Ensure that all monies raised are stored in a secure location (i.e. school safe) until it can be banked.
- Reimburse expenses within a week of receiving all the correct documentation.
- Prepare a detailed FINANCIAL SUMMARY of the fundraising event within two weeks of funds clearing the relevant P&F accounts and provide a copy to the Fundraising Coordinator.
- Ensure that financial records and the ANNUAL FINANCIAL REPORT are audited in accordance with the Constitution.
- Update authorised cheque signatories as required.
- Liaise with Canteen Manager, the Uniform Shop Manager and the school office to ensure that financial records of the P & F are being maintained.

SECRETARY

The Secretary is very important to the efficient operation of the P&F. They are the point of contact between meetings and a link with the school office staff.

ROLES AND RESPONSIBILITIES

- Be a member of the Executive Committee and attend all Committee Meetings.
- Support the President in the conduct of meetings.
- Prepare a P&F STRATEGIC PLAN with the Principal and the P&F Executive Committee.
- Assist the President with receiving, sorting and reporting on correspondence.
- Prepare and publish an AGENDA in cooperation with the President and the Principal.
- Obtain reports from sub-committees.
- Record MINUTES of Committee Meetings including actions and responsibilities.
- Distribute minutes to Committee Members in a timely manner.
- Maintain a file with the minutes of Committee Meetings and all records and correspondence.
- Attach a copy of the *Treasurer's Financial Report* with the minutes of the meeting.
- Write letters in accordance with the instructions of the meeting or the President.
- Send an email of the minutes to the school office staff for the website. Do not include the Treasurer's report.

ASSISTANT SECRETARY

The assistant Secretary shall shares the duties and responsibilities with the Secretary in their absence.

ROLES AND RESPONSIBILITIES

- Be a member of the Executive Committee and attend all Committee Meetings.
- Update and distribute the PARENT DIRECTORY in Term 1.
- Perform such duties as allotted by the Secretary in their absence in accordance with their tasks and responsibilities.

FUNDRAISING COORDINATOR

Fundraising is a significant part of the P&F and requires support from the school community. The Fundraising Coordinator's role can be shared by two or more people. To assist in the planning and success of fundraising activities, a Fundraising Sub-Committee is formed and managed by the Fundraising Coordinator(s). The sub-committee is made up of the Stall Leader and Event Leader. The Fundraising Coordinator(s) will assist Leaders to plan and manage all fundraising activities for the year. It is the role of the Fundraising Coordinator(s) to manage and delegate to the Stall Leader and Event Leader who in turn recruit volunteers. New events should be discussed with the Committee and Principal to ensure they are appropriate.

ROLES AND RESPONSIBILITIES

- Be a member of the Executive Committee and attend all Committee Meetings.
- Prepare an ANNUAL FUNDRAISING PLAN with the P&F Executive Committee.
- Present a report when necessary at the P&F General Meeting.
- Reconcile float money, takings and expenses in conjunction with the Treasurer and ensure all amounts are accounted for after each fundraising event and stall.
- Assist Leaders to manage and delegate ALL fundraising events and stalls.
- Provide a *Checklist* and *Events Action Plan* to the Leaders for all events.
- Assist with the promotion of events i.e. newsletter, flyers and signage within the school grounds.
- Receive and collate all correspondence relating to fundraising activities.
- Keep all correspondence in a folder labelled FUNDRAISING PERMANENT MANUAL.
- Update the *Fundraising Permanent Manual* after each event.
- Clarify difficulties, problems, conflicts immediately with the President.

SUB-COMMITTEE

STALL LEADER and EVENT LEADER

STALL LEADER To lead or assist a sub-committee for Mother's Day Stall, Father's Day Stall and School Disco's

EVENT LEADER To lead or assist a sub-committee for example -Golf Day, Trivia Night and Artfest

ROLES AND RESPONSIBILITIES

- Report to the Fundraising Coordinator.
- Meet and communicate effectively with volunteers.
- Provide a *Checklist* and *Events Action Plan* to volunteers with specific –time limited tasks.
- Ensure adequate records are kept during the course of the event.
- Complete the *Fundraising Evaluation Report* and provide all new information to the Fundraising Coordinator within two weeks after the event.

PARENT COORDINATOR

A Parent Coordinator's role is to serve the school community by promoting parental involvement. They foster a spirit of participation within the school community by creating opportunities for parents to be involved at meetings, events and coming together as a community. To assist the Parent Coordinator a Sub-Committee is to be formed. The sub-committee is made up of the School Support Leader and Liaison Leader.

ROLES AND RESPONSIBILITIES

- Be a member of the Executive Committee and attend all Committee Meetings.
- Coordinate the School Support Leader and the Liaison Leader.
- Assist the President by attending the *K-6 Parent Information Evening*.
- Present a report when necessary at the P&F General Meeting.
- Provide a *Checklist* and *Events Action Plan* to the Leaders.
- Gather phone numbers and email addresses of Class Parent Representatives.
- Plan meetings each term with the School Support & Liaison Leader and Class Parent Representatives.
- Create a *Calendar Of Events* for the year.
- Provide the Class Parent Representatives with the *Class Parent Handbook* and a class list.

SUB-COMMITTEE

SCHOOL SUPPORT LEADER and LIAISON LEADER

The School Support Leader and Liaison Leaders role is to be a solid link to families. They foster a culture of volunteerism within the school to allow parents to support St Madeleine's with their time, energy, special talents or skills. They strive to serve the school community by recruiting volunteers to perform tasks at social functions in addition to routine responsibilities within the school community.

THE SCHOOL SUPPORT LEADER - ROLES AND RESPONSIBILITIES

- Report to the Parent Coordinator and the P&F Executive Committee.
- Liaise and support the REC with specific school events.
- Assist the Parent Coordinator and President by attending the *K-6 Parent Information Evening*.
- Create opportunities for parents to connect.
- Recruit volunteers to assist with Welcome Night, St Madeleine's Day BBQ, Grandparent's Day Morning Tea, Father's Day BBQ, Mother's Day BBQ, and Teacher's Day Morning Tea.
- Lead or delegate tasks to volunteers on specific occasions.
- Complete a *Checklist* and *Events Action Plan* for events.

THE LIAISON LEADER- ROLES AND RESPONSIBILITIES

- Report to the Parent Coordinator and the P&F Executive Committee.
- Assist the Parent Coordinator and the President by attending the *K-6 Parent Information Evening*.
- Recruit volunteers to assist with Kiss and Drop, Lost Property and Working Bees.
- Lead or delegate a leader for the Kiss and Drop roster.
- Lead or delegate a leader to manage Lost Property.

Meeting Structure

CODE OF CONDUCT

At St Madeleine's we value the opportunity to contribute to discussion on issues and to make decisions that will have a positive impact on the school community. The President shall preside as chairperson at all Committee Meetings and in their absence the Vice President will be Chairperson.

Therefore the P&F committee:

- Conduct activities in accordance with the Constitution of the P&F Association.
- Participate in a constructive manner and respects the views of others.
- Support the Executive Members when they are required to make decisions on behalf of all parents in the school community.
- Exercise appropriate conduct when participating in meeting discussions.
- Promote positive personal relationships among Committee Members.

MOTIONS

A motion is a statement made by a member with the view of it being adopted by a majority vote. Motions facilitate action. Motions always start with 'That...' A member may make a motion, by simply saying, "I would like to make the following motion", and then continuing with his or her idea e.g. "That the meeting be extended for an extra 15 minutes." The motion must then be 'moved' and 'seconded'.

Once the motion has been "seconded" the President may allow some discussion before a motion is voted on. Where discussion is prolonged and unnecessarily any member may rise and move "that the question be now put". No person has the right to speak twice on the same motion except the mover who has the right of reply thus ending the discussion.

Questions and explanations are permitted and a motion can be amended or withdrawn. Like a motion, an amendment needs to be seconded. When and if the motion is 'confirmed' it becomes a resolution and the meeting has resolved a particular matter.

VOTING

Every question or decision shall be decided by consensus of all members present. Voting is a "bottom line option" when consensus cannot be achieved.

Only members, actually present at the meeting may vote. Where a vote is tied, the motion lapses so that the status quo is maintained. Voting shall be by show of hands or a secret ballot may be conducted.

GENERAL BUSINESS

General Business is an attempt to deal 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 President decides if and how the matter might best be addressed.

AGENDA

The agenda is a list of topics to be addressed; it is prepared in advance of the meeting. While there should be a meeting order, members may change the order of the items by placing urgent business ahead of reports. The agenda as well as the minutes from the previous meeting is prepared by the Secretary at least five working days before the meeting to allow members enough time to know and consider the items to be discussed.

The Secretary shall ask members via email if they have something to report. The final agenda should be emailed to all members as near to the actual meeting date as possible. Provide printed copies for members who cannot print the agenda.

Example template for Meeting Agenda

<p style="text-align: center;">AGENDA OF MEETING 3rd General Meeting Tuesday 1st March, 2012. 7:00pm- Staffroom</p> <ul style="list-style-type: none">• Prayer: <NAME>• Advance Apologies: <NAME>• Confirmation of Minutes of the previous meeting: <The President will make a motion to confirm the minutes.> Motion: That the minutes of the 2nd General Meeting be a true and accurate record. <p>REPORTS</p> <ul style="list-style-type: none">• President's Report:• Principal's Report:• Vice President's Report:• Treasurer's Report:• Secretary's Report:• Fundraising Coordinator/s:• Parent Coordinator: <p>GENERAL BUISNESS</p> <ul style="list-style-type: none">••
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Example Email Agenda Reminder: Members with short reports may simply provide a title in relation to the topic they will be speaking about. Longer reports should be in writing and attached to an email prior to the meeting, this allows members to read the report beforehand and not at the meeting. General Business matters may also be sent using a title in relation to the topic spoken about. All agenda items must be submitted to the P&F Secretary 5 days prior to the P&F meeting.

ANNUAL GENERAL MEETING

At each Annual General Meeting all positions shall be declared vacant. The members of the Association shall elect an Executive Committee and Sub-committee. The Parish Priest, Principal or the Assistant Principal shall conduct each election and declare the result. Any candidate for the Executive Committee shall be nominated and seconded by members of the Association and if there is more than one candidate for each position, the election shall be decided by ballot. No absent member can be accepted as a candidate unless he/she accepts nomination in person or in writing. All members, other than ex officio members, are entitled to vote in the election of office bearers.

AGENDA OF THE ANNUAL GENERAL MEETING

- a. Prayer
- b. The reading of the minutes of the previous Annual General Meeting
- c. The President's Report
- d. The Principal's Report
- e. The Treasurer's Report
- f. The Sub-committee Reports
- g. The election of Members of the Executive and the appointment of Sub-Committees
- h. Review Parent Information Handbook
- i. The notification to the Diocesan Council in writing within 30 days of the AGM, of the details of the office bearers for the Association.

ANNUAL AUDIT

At the beginning of each school year, an annual audit of the previous year's accounts is conducted. The audit must be completed by an independent, qualified accountant/auditor or by a parent with the required qualifications. All documentation for the year is provided to the auditor. The auditor must produce a letter indicating the result of the audit. Audit results must be presented at the meeting that occurs after the audit is completed. A copy of the audit report is provided to the P&F Secretary for filing. A copy of the audit report is also filed in the P&F Treasurer's Financial Folder.

ANNUAL REPORTING

At the Annual General Meeting the P&F Treasurer must present an ANNUAL FINANCIAL REPORT. The report comprises a cash flow summary of the activities of the P & F during the calendar year ended 31 December. It also includes a bank reconciliation and cash position summary of all bank accounts maintained by the P & F

Financial Structure

ANNUAL STRATEGIC PLAN AND ANNUAL FUNDRAISING PLAN

At the beginning of each new school year the P&F Executive and the School Principal prepares an ANNUAL STRATEGIC PLAN. This PLAN sets out the areas in which the P&F intends to support St Madeleine's in both the short term (within 12 months) and in the longer term. It provides the strategic focus for the activities of the P&F over the year. The Annual Strategic Plan is supported by the ANNUAL FUNDRAISING PLAN which identifies at the commencement of the year the planned activities which will occur. The completion of these two plans at the beginning of the year ensures that identified priorities can be addressed and funds directed appropriately and in a timely manner.

FINANCIAL REPORTING DURING THE YEAR

At each General Meeting the Treasurer must present a *TREASURER'S FINANCIAL REPORT* containing an overview of the current cash position of the P&F. Typically the Treasurer's Financial Report is verbally presented at the meeting and may be supported by a printed copy or a Microsoft PowerPoint slide presentation. In the interests of saving paper, copies are emailed to the Executive Members and are not provided unless specifically requested.

ANNUAL REPORTING

An Annual Financial Report is circulated via email to the Committee Members prior to an AGM. The Treasurer files a copy of the report as part of the financial records. The Secretary also files a copy of the Annual Financial Report with the minutes of the meeting.

BANK ACCOUNTS

The P&F maintains four bank accounts. Two of these are cheque accounts with the Diocesan Development Fund (DDF) which provides banking services to Catholic Schools and to P&F Associations in the Parramatta Diocese. One of these bank accounts is used to process all income and expenditure associated with the Canteen. The second account is used to process all income expenditure of the Uniform Shop and processes all credit and EFTPOS transactions of the P&F. Two bank accounts are maintained with ANZ - one is a transaction cheque account (fee free) and the other is an investment account.

INVOICES REQUIRING PAYMENT

No expenses can be paid unless they have the prior approval of the P&F. The P&F can only make payments by cheque (or cash in rare circumstances). The Treasurer is the holder of the P&F cheque books. Each cheque issued by the P&F requires two signatures. Only the President, Treasurer, School Principal and Assistant Principal are authorised cheque signatories.

If payment of an invoice is required, this should be directed to the Treasurer. If it is anticipated that this payment would be required urgently then notice must be provided to the Treasurer as soon as possible so that the cheque can be prepared in advance. All original invoices must be sent to the Treasurer.

REIMBURSEMENTS OF PERSONAL EXPENDITURE

All payments (including reimbursements of expenses) made by the P&F are made by cheque. In requesting a reimbursement all relevant receipts must be provided to the Treasurer noting which event or activity the reimbursement relates to. Expenditure must have been authorised by the P&F. The Treasurer will arrange for a cheque to be drawn for the total dollar value of the reimbursement.

DEPOSIT BOOKS

Deposit books are maintained by the Canteen Manager, the Uniform Shop Manager and the Treasurer.

FLOATS

The amount of each float shall be agreed as part of the ANNUAL FUNDRAISING PLAN. The Treasurer will ensure that this float is available for the relevant fundraising event or stall. No event is funded by the P&F unless prior approval is given.

FUNDRAISING MONIES

A BANKING SUMMARY must be completed for all funds received from fundraising event. A copy of the Banking Summary should be forwarded to the Treasurer (can be via email). This Banking Summary together with cash received should be deposited in the school safe. In the event that a fundraising activity occurs outside of school hours prior arrangements should be made with the Treasurer or President as to the safe – keeping of monies involved.

APPENDIX

Example templates

P&F ANNUAL STRATEGIC PLAN

STRATEGIC FOCUS	ACTION REQUIRED	PERSON/S RESPONSIBLE	PROGRESS / ACHIEVEMENT
ANNUAL FUNDS			
K-6 Readers		The P&F Executive Committee will assign Annual Funds at the beginning of each year to support the School's Strategic Plan.	
Library			
Technology			
Maintenance of Technology			
Sports			
Environment Club			
WITHIN THE NEXT 12 MONTHS			
School Facilities			
School Community			
LONG TERM FOCUS			

P&F ANNUAL FUNDRAISING PLAN

EVENT / STALL		PROFIT (from previous year)	FLOAT AMOUNT for current year
Term One	Welcome Night Parent Directory		
Term Two	Country Fair Mother's Day Stall		
Term Three	Disco Father's Day Stall		
Term Four			