

ST MARY OF THE CROSS
CATHOLIC PRIMARY SCHOOL
POINT COOK

PARENTS AND FRIENDS
COMMUNITY

PROCEDURAL GUIDELINES

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St Mary of the Cross Catholic Primary School

Vision Statement

We, at St Mary of the Cross, are an inclusive and welcoming Catholic community of actively engaged learners.

We model Mary MacKillop's servant leadership, to nurture compassionate and respectful individuals who translate their beliefs into action.

1. Definitions

The PFC

St Mary of the Cross Parents and Friends Community.

The School

St Mary of the Cross Catholic Primary school, the fifth primary school in the Laverton Parish, located in Saltwater Coast, Point Cook.

2. Aim of the PFC

- i. To provide a medium for families to participate in the school community.
- ii. To promote social interaction between parents of the school, including new parents and the local community.
- iii. To pursue fundraising and social projects for the welfare or benefit of the school community.
- iv. To allocate fundraising profits for the welfare or benefit of the school community.

3. Functions and Duties

In consultation with the Principal, the PFC have the responsibility for, but are not limited to:

- i. Ensuring that events are inclusive to the families and children within the school community.
- ii. Ensure there is consultation and collaboration with stakeholders of the school community, in developing and planning for events.
- iii. Provide a monthly financial statement to the School bursar, including purchase orders and receipts.
- iv. To record meetings, through minutes and making these available to the School administration staff to be added to the School website.
- v. Respond to requests for purchases as provided by the School and by student groups within the school.

4. Financial Matters

For the purpose of furthering the aim of the PFC as stated above, the PFC shall have the power to;

- i. Operate a bank account and deal with the monies raised and/or donated by/to the PFC:
 - a. All cheques and withdrawals for amounts over \$75 for the organisation and running of events must be first approved by Purchase Order, through the School's Business Manager.
 - b. The PFC may vote to donate to charity no more than \$200 on any one occasion as determined through discussion and vote at an ordinary meeting.
- ii. Allocate fundraising profits in conjunction with the School Improvement Plan.

No entrance fee or annual subscription shall be payable for membership to the PFC.

The assets and income of the PFC held for the benefit and welfare of the School, not for the benefit of members. No portion may be distributed or transferred directly or indirectly to or amongst the members, except as compensation for services rendered or out of pocket expenses incurred on behalf of the PFC.

5. Communication

Communication about the PFC activities will be carried out in the following ways:

- i. Through normal school processes.
- ii. A nominated PFC representative will attend the Board of Management meetings to provide updates and feedback as required.
- iii. Direct communication via email address pfc@smocptcook.catholic.edu.au.
- iv. Meeting minutes and procedural guidelines are available on the School website.

6. Membership

- a. Membership of the PFC

Ex Officio Membership

Principal or Principal's Nominee

General Members

All parents and carers who have children enrolled at the school

Any member of the public who has an affiliation with the school

- b. Conditions of Membership

All Members are required to comply with the conditions of the St Mary of the Cross Community Code of Conduct (Child Safe Standards 2016).

Actions that are deemed to be in contradiction to the values of the school will result in disciplinary action taken by the Parents and Friends Community.

- c. Roles and Responsibilities

The PFC is made up of General Members and an Executive, composed of elected members; Chairperson, Vice Chairperson, Treasurer, Secretary, PFC Representative at Board of Management, and Community Representative Coordinator.

General Membership

Members can participate in all or some of the following:

- i. Participate in monthly meetings
- ii. Providing feedback to the PFC
- iii. Planning and running of events
- iv. Leading events

Chairperson

The role of the Chairperson is to ensure the proper conduct of the ordinary meetings and support the PFC members in the planning and implementation of events and projects.

Responsibilities:

- i. Prepare items for the agenda.
- ii. Distribute the agenda prior to each meeting to PFC members and the School administration team.
- iii. Chair the meetings according to meeting protocols (7.0).
- iv. Ensuring documents related to the PFC are up to date and accurate.
- v. Support PFC Members in the planning and implementation of events and projects.

Vice Chairperson

The role of the Vice Chairperson is to support the Executive Committee to perform their duties in the absence of the other Executive Committee members.

Responsibilities:

- i. In the absence of the Chairperson, the Vice Chairperson will chair the meeting or part of a meeting from which the Chairperson is absent.
- ii. Attend to correspondence as appropriate.
- iii. Ensure school calendar on website is up to date with PFC events and meetings.

Secretary

The role of the Secretary is to ensure transparency of the PFC to all members of the school community.

Responsibilities:

- i. Complete minutes for monthly meetings.
- ii. Distribute the minutes prior to the next meeting to the PFC members and School administration team for addition to the School website.
- iii. Ensure that documents are stored for easy access in the PFC's google drive.

Treasurer

The role of the Treasurer is to ensure financial transparency for the transactions of the PFC.

Responsibilities:

- i. Prepare and report monthly on the PFC bank account.
- ii. Provide a hard copy record of the transactions through the PFC including reimbursements, purchase orders and banking deposits.
- iii. Liaise with the School's Business Manager to ensure expenditure and income are accounted for.
- iv. Provide support for the PFC members, in relation to the financial processes of events and projects.

Board of Management Representative

The role of the PFC Representative is to establish and maintain a line of communication with the Board of Management.

Responsibilities:

- i. To attend PFC and Board of Management meetings
- ii. To report back to PFC meetings on the activities of the board of Management

Community Representative Coordinator

The role of the Community Representative Coordinator is to be a liaison point between the PFC and the Community. Appointment will be via self nomination and there can be as many representatives per community as nominees.

Responsibilities:

- i. Be a PFC point of contact for the Community
- ii. Welcome new families to the school/Community

- iii. Answer queries about current PFC activities by liaising directly with specific project leaders/event leads
 - iv. Pass on any feedback or suggestions to PFC
 - v. Assist with PFC activities where possible
- d. Terms of Executive Membership
- i. The term of office for the elected members of the PFC will be one year.
 - ii. Members may stand for additional terms if they are successfully re-elected.
 - iii. Nominees will be elected to vacant positions at the Annual General Meeting.

In the event of an elected member not being able to complete the term, a casual replacement member will be appointed by the PFC to replace the outgoing member.

A member appointed to fill a casual vacancy will be entitled to hold office for the unexpired portion of the original term and may nominate at the Annual General Meeting for the following year.

The Board of Management Representative will serve a two year period in line with BoM guidelines.

e. Election of Executive Committee

Nominations for Executive positions will be opened in the four weeks prior to the Annual General Meeting.

Committee members must be elected at the AGM in accordance with the following provisions;

- i. Nominations may be received until the chair declares all positions vacant.
(with the exception of the BoM Representative in alternative years)
- ii. If nominations exceed the number of vacancies to be filled, then an election will be conducted.
- iii. If nominations received do not exceed the number of vacancies, a vote will not be required
- iv. The names of the elected members will be published in the AGM minutes.

7. Meeting Protocols

a. Annual General Meeting (AGM)

- i. The AGM will be held in November each year.
- ii. The PFC shall give at least four weeks notice of the AGM.
- iii. The AGM shall be open to all members of the school community.
- iv. The Principal will act as the Returning Officer and chair the meeting.

AGM Standing Orders:

1. Welcome and acknowledgement
2. Apologies
3. Minutes of previous AGM
4. Annual Reports
 - a. Principal
 - b. Chairperson
 - c. Treasurer
5. Procedural Guidelines Review
6. Strategic Direction/s
7. Elections
8. Date of next AGM
9. Close
10. Refreshments

b. Ordinary Meetings

- i. The PFC will meet once per month during school term.
- ii. There will be a maximum of 10 meetings per year.
- iii. A schedule of meeting dates for the following year will be made available at the AGM.
- iv. A quorum of the PFC deciding on financial transactions over \$ 500 will consist of five (5) attendees.

In the event of insufficient PFC members present, motions will be suspended and tabled at the next meeting of the PFC.

In the event of a tied vote, the Ex-Officio member (Principal or delegate), is entitled to a casting vote.

Each attendee is encouraged to contribute to debating issues as they arise. At all times the group should attempt to reach a position which is mutually agreed upon.

Ordinary Meeting Standing Orders:

The order of business at ordinary meetings shall be:

1. Welcome and acknowledgement
2. Apologies
3. Minutes of previous meeting and business arising
4. Reports
 - a. Principal
 - b. Chairperson
 - c. Treasurer
 - d. Board of Management Rep
5. PFC business
6. Event updates
7. Other business & questions without notice
8. Date of next meeting
9. Close

8. Amendments to the Guidelines

- i. Amendments to the Guidelines may be presented and ratified at any meeting of the PFC providing a quorum is present
- ii. Any proposed amendments to the Guidelines must be submitted in writing to the Secretary of the PFC at least fourteen days prior to the meeting.
- iii. These Guidelines are to be reviewed annually.