

Stella Maris College, Manly - Parents & Friends Guidelines

1. This body shall be known as the P&F of Stella Maris College, Parish of Manly Freshwater, Diocese of Broken Bay. This P&F is a consultative body and is subject in all respects to College policy and directives.
2. The P&F recognises and values parents and carers' role in their children's education and aims to strengthen the partnership between family, school, parish and the wider community to benefit their children's overall development and learning.

The P&F will endeavour to do this by

- a. Reaching out to all associated with the school to build a friendly and welcoming faith-filled community that seeks to involve all its members;
- b. Providing a parental perspective to assist the Principal and the school in supporting the education and well-being of the young people in our school;
- c. Raising funds to provide resources and opportunities for enriching the school's learning environment or charitable purposes;
- d. Supporting parents and carers in their parental responsibilities and engagement in their children's learning at home;
- e. Providing opportunities for parents and carers to gain insights into the life of the school, current developments in education and Catholic education in particular;

2.2 To fulfil these endeavours, the P&F may assist in;

- a. In the provision of educational equipment and resources for the school.
- b. Support parent engagement strategies activities and events such as parent forums on learning and wellbeing partnerships
- c. Establishment of inclusive communication networks for families to feel welcomed and connected to the school
- d. In activities such as the organisation of social activities to bring parents together to enhance the school community

Are there any restrictions on the P&F?

The P&F is an unincorporated association and has no legal identity separate from its members. It is a consultative body established under the auspices of the school's Principal.

The P&F has no authority in the day-to-day operation or management of the school.

The P&F must seek the Principal's consent for activities that may affect school property and its use and has no capacity to enter into contracts that affect college facilities.

- a) the liability arises out of conduct involving a lack of good faith on the part of the executive committee member, or
- b) the liability arises out of the conduct of the executive committee member known to the executive committee member to be wrongful.

Who can be a member?

Membership is open to all parents or carers of students attending the school. The Principal & Community Engagement Manager (CEM) shall be members, ex-officio, of the P&F and all its committees.

School staff members may also become members of the P&F.

5.1 What is the executive committee?

- a) The executive committee is the group responsible for the management of the P&F.
- b) The executive committee comprises the president, vice president, secretary, and treasurer, together with the ex-officio members and other members elected at a general meeting. The year-level Reps are invited to attend the Executive Meetings.

The executive committee has the power to make decisions at executive meetings on behalf of the P&F when appropriate and within the limits of clause 13.3 (allocation of funds).

5.2 What are the responsibilities of the executive committee?

The executive committee is responsible for:

- a) Organising an appropriate induction process for executive members.
- b) Identifying and using opportunities that promote the aims of the P&F.
- c) Ensuring the P&F works collaboratively and co-operatively with the Principal & CEM
- d) Ensuring the P&F's ongoing financial accountability (clause 13 Funds);
- e) Organising general meetings (clause 10 general meetings);
- f) Establishing and supervising committees that assist with the work of the P&F (clause 14 subcommittees)

5.3 How does the executive committee work?

- a. The Executive team will meet twice per quarter, outside of the General P&F meeting with the principal
- b. The executive committee is to meet by arrangement with the principal (or nominee) for the effective planning and management of the P&F twice per quarter
- c. The executive committee must organise an executive committee meeting before each general meeting to prepare the agenda and finalise arrangements for the general P&F meeting.
- d. The executive committee meeting must comprise half of the executive committee plus one.

6.1 What is the role of the president?

The president:

- a. Provides leadership and direction for the P&F by working co-operatively and collaboratively with the Principal.
- b. Promotes the aim of the P&F in dealings with its members.
- c. Supports the executive committee members.

- d. Presides at all meetings. In the absence of the president and vice president, the executive committee will elect a person to preside at the meeting.
- e. Ensures the efficient running of meetings.
- f. Prepares the agenda in consultation with the executive committee.
- g. Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place.
- h. Prepares and presents the annual president's report of the P&F.

6.2 What is the role of the secretary?

The secretary:

- a) Manages the day-to-day communications and records of the P&F.
- b) Organises meetings, records accurate draft minutes and gets them formalised at the subsequent meeting.
- c) Receives and deals with correspondence as agreed upon by the executive committee.
- d) Maintains copies of minutes and such correspondence as is appropriate.
- e) Receives agenda items.
- f) Passes on records, in good order, to the incoming secretary.

6.3 What is the role of the treasurer?

The treasurer:

- a) Is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with clauses 6.3 and 13.
- b) Receives all monies and keeps appropriate financial records.
- c) Presents, at each general meeting, a statement of accounts showing current receipts and expenditures through the online bank statement
- d) Passes on records, in good order, to the incoming treasurer.

- e) The treasurer shall:
 - a. ensure online banking is conducted appropriately
 - b. receive all monies and keep accurate records of all such monies received;
 - c. issue a receipt for all monies received;
 - d. obtain and keep receipts for all monies paid from the P&F, and without delay, bank all monies received intact. No money shall be withdrawn from the said account unless authorised by the P&F and a College representative authorised by the principal, including appropriate online banking processes;
- f) Prepares each payment with the relevant invoice with the approval for payment and presents it to a co-signatory being either the Principal, Director of Business Services or their approved delegate for endorsement; online banking processes can also be used

7. Election of officers and executive committee

The members of the P&F shall, at the annual general meeting, elect the executive officers listed in Clause 5.1 (b).

Any candidate for the executive committee is to be nominated and seconded. If there are more candidates than required, an election is to be held by secret ballot, decided by a simple majority. An independent person, such as the principal is to conduct the election.

8. Re-election

At each annual general meeting of the P&F, executive committee officers and members shall retire from office but be eligible for re-election. The officers of the P&F shall not hold any one office for more than three consecutive years.

In calling for nominations, the P & F must, no later than three weeks prior to the annual general meeting, advise the school community of any officers currently in their third consecutive year of office who, therefore, will not be eligible for re-election. If no one else nominates for such a position, the retiring officer may continue in the role for a period not exceeding 12 months. No further extension is permissible.

9. Termination of office

Can positions be terminated?

The position of any officer absent from any three consecutive general meetings without reasonable cause may be declared vacant.

An executive committee member may be removed from office by resolution of the P&F carried out at a general or special general meeting, providing that due notice of a motion to remove the member specifying the grounds has first been given.

10. General meetings

The executive committee is to organise a general meeting at least once every school term. The meeting/forum provides the opportunity for community conversation

Notice of the meeting is to be given in a prior school newsletter/website, school app or via social media indicating the need for members to send agenda items to the secretary before the date of the next executive committee meeting.

A general meeting quorum shall have eight members, including the principal (or nominee) and three executive committee members. A period of fifteen minutes is to be allowed before a general meeting is cancelled.

No meeting will continue beyond two hours unless two-thirds of those present agree to an extension.

All meetings shall be conducted in accordance with standard meeting procedures.

In the case of a tied vote, the president shall exercise a casting vote.

The order of business is as follows unless the majority of those present agree to change it;

- Prayer and welcome with acknowledgement of country
- Record of attendance and apologies
- Confirmation and acceptance of the minutes of the previous meeting
- Business arising from those minutes
- Correspondence: incoming and outgoing
- Reports
- Matters arising from the executive meeting (includes motions proposed)
- Guest speaker and/or discussion session on nominated topic
- Matters for future consideration
- Confirmation of next meeting date
- Conclusion

11. Annual general meeting

There shall be an annual general meeting of the P&F when the annual reports and financial statements are presented.

12.1 What is a special general meeting?

A special general meeting is a mechanism for supporting the continued operation of the P&F in unusual circumstances.

12.2 What is involved in calling a special general meeting?

a) A special general meeting can be called on the authority of the executive committee or on written request to the executive committee by members of ten individual families.

b) A special general meeting must be held within 28 days of the request being appropriately registered or, if that 28-day period expires on a date that is not within a school term, within 14 days of the commencement of the next school term.

c) A prior school newsletter shall give at least seven days' notice of the special general meeting. The object of the meeting is to be clearly stated.

A quorum for a special general meeting is fifteen members, including the principal (or nominee) and three executive committee members.

13.1 How are funds raised?

a) The executive committee is to develop a strategy for fundraising that considers the community's ability to raise funds. The proposals should then be presented to the general meeting for discussion and recommendation to the Principal.

13.2 How are funds managed?

Funds are to be used solely for the aim of the P&F in its role of providing benefit for the school:

a) All funds raised by or on behalf of the P&F must be banked promptly and fully intact into an account in the name of the P&F.

b) Funds of the P&F are to be deposited into an interest-bearing account in a reputable financial institution in the name of the P&F.

c) The treasurer and Director of Business Services shall be authorised signatories to the account. All payments are authorised by the Principal, Director of Business Services or their delegate being an employee of the College. At the end of

the term, everything must be done to transfer the signatory from outgoing to incoming treasurer.

- d) Funds are transferred to the school as a donation to support and contribute to resourcing the school's strategic plan. All donations are to be transferred expeditiously, in full and without restriction.
- e) Small expenditures necessary to support P&F activities may be made directly from the P&F account in accordance with 6.3 (f) and 13.2 (c) .
- f) All equipment purchased from funds raised by the P&F, whether intended for school use or use by the P&F in connection with its own administration, shall become the school's property. The P&F owns no property, plant, or equipment.
- g) Funds may be allocated to school projects after consultation with the principal.
- h) Either late in Term 4 or early in Term 1 the principal meets with the executive committee to articulate strategic resourcing priorities for the school year and agrees with the committee a list of items linked to the school's strategic plan for which the P&F will fundraise.
- i) At the AGM, the principal will give a short presentation about how the funds donated by the P&F have been used during the year

14.1 How might the P&F be dissolved?

- a) The P&F is automatically dissolved if the school closes or is amalgamated.
- b) The P&F can also be dissolved following a special general meeting. This can be called in accordance with clause 12 specifically for the purpose of providing an opportunity for the school community to discuss the issue to dissolve the P&F. At least three-quarters of the members present must vote in favour of the resolution to dissolve the P&F for the motion to be carried.

14.2 What happens to assets, records, and funds on dissolution?

After all expenses and liabilities are paid:

- a) Where a school is closed under clause 14.1(a), the remaining assets, records and funds shall be handed over to the College Finance Office.
- b) Where a school is amalgamated under clause 15.1(a), the remaining assets, records and funds shall be handed over to the principal of the amalgamated school for the purpose of the amalgamated school.
- c) Where a P&F is dissolved under clause 14.1(b) , the remaining assets, records and funds shall be handed over to the school principal for the purposes of the school.

15. How can changes be made to these P&F Guidelines?

These Guidelines may only be changed by resolution at a general meeting or a special general meeting and only after due notice, in writing, has been given at a previous general meeting.

At least three-quarters of those present must accept all amendments, which must be in accordance with the aims of the Guidelines.