



ST JAMES' ANGLICAN SCHOOL

GUIDELINES

OF THE

PARENTS & FRIENDS

(P&F)

CONTENTS PAGE

1.	NAME	3
2.	RATIONALE	3
3.	OBJECTIVES	3
4.	LIMITATION	3
5.	MEMBERSHIP	3
6.	P&F LEVY	4
7.	MANAGEMENT	4
8.	DUTIES OF THE COMMITTEE OFFICE BEARERS	4
9.	COMMITTEE MEMBERSHIP CONDITIONS	6
10.	NOMINATION AND ELECTION OF THE COMMITTEE MEMBERS	6
11.	EXTRAORDINARY VACANCIES OF THE COMMITTEE	7
12.	MEETINGS	7
13.	ORDER OF BUSINESS AT MEETINGS	7
14.	VOTING	7
15.	FUNDS	8
16.	SUB-COMMITTEES	8
17.	AMENDMENT OF GUIDELINES	9
18.	DISSOLUTION	9

1. NAME

1.1 The Parents and Friends shall be referred to in these guidelines as the P&F.

2. RATIONALE

2.1. The P&F recognises and values the role that parents/guardians play in the education of their children and aims to benefit their children's development and learning by working in collaboration with the School and the Principal to foster a partnership between family, school, church and the wider community.

3. OBJECTIVES

3.1. The main purpose of P&F is about community focus with an emphasis on creating a sense of inclusiveness, involvement, and fun in and around St James'. The key aim is "Fundraising" and bringing people together for a positive community interaction.

3.2. To raise funds through various initiatives and events to assist in providing resources and opportunities for enriching the learning environment of the School, in consultation with School staff and the Principal.

4. LIMITATION

4.1. P&F has no legal identity separate from the School.

4.2. P&F is not an incorporated body pursuant to the *Associations Incorporation Act 2015*.

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

4.4. **P&F must have the consent of the Principal before undertaking any activities including fundraising events.**

4.5. P&F is not a forum for complaints. There is a Disputes and Complaints Resolution policy for this.

4.6. P&F will not have any social media account/pages of any kind, including but not limited to, Facebook, Twitter and Instagram. They can post on the 'Parents Facebook page' through the Administrators.

4.7. Any P&F communication to parents must have the approval of the Principal.

5. MEMBERSHIP

5.1. Membership is automatic when a family accepts a position at St James' for their child.

5.2. The Principal or his/her representative shall be an ex-officio member of P&F.

5.3. Cessation of Membership:

a) Any parent who removes their child/children from the School shall forfeit their membership immediately.

6. P&F LEVY

- 6.1. There shall be an annual levy for members. The amount of the levy is determined by the School Principal. The levy is payable in the first term of each year.
- 6.2. One levy shall entitle two people who are parents, guardians or fee payers of a student to financial membership provided that jointly they shall only be entitled to a single vote at a General Meeting.

7. MANAGEMENT

- 7.1. The management of the P&F shall consist of an Executive Committee comprising the following:
 - a) President
 - b) Secretary
 - c) Treasurer
 - d) The Principal or a delegate of the Principal as an ex-officio position; and
 - e) Additional committee members may be appointed and invited to attend meetings e.g. Mother's Day Committee.
- 7.2. Those accepting the positions of President, Treasurer, and Secretary are required to obtain a Police Clearance, the currency of which must be no more than six months old at the time of the first appointment to the position and renewed triennially.
- 7.3. The Committee, in consultation with the Principal, has the authority to make decisions at Meetings on behalf of the P&F when appropriate and within the limits of these guidelines.
- 7.4. The Committee is responsible for:
 - a) Identifying and using opportunities that promote the objectives of the P&F.
 - b) Ensuring the P&F works cooperatively with the School and the Principal.
 - c) Ensuring the P&F's financial accountability in accordance with these guidelines.
 - d) Organising General Meetings of the P&F in accordance with these guidelines.
 - e) Setting up and supervising Committees to assist with the work of the P&F.
- 7.5. The Committee may form sub-committees to deal with particular aspects of its work. Such sub-committees shall be responsible to the Committee. Sub-committees so formed shall each include at least one member of the Committee who will represent it on the Committee.

8. DUTIES OF COMMITTEE OFFICE BEARERS

8.1. The President:

- a) Is the public face of the P&F and is the link between the parents, the School administration and the wider community.
- b) Promotes the Objectives of the P&F in dealings with its members.
- c) Supports members of the Committee.
- d) Presides at meetings of the P&F as Chairperson, and if absent, nominates the Vice-President or another member of the Committee to preside.

- e) Ensures the efficient running of meetings through the Principal.
- f) Encourages participation at meetings.
- g) Prepares the agenda in consultation with the Committee.
- h) Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place.
- i) Provides communication with parents.
- j) Is the main contact person for the Principal.

8.2. The Secretary:

- a) Manages the day-to-day communications and records of the P&F.
- b) Organises meetings and records minutes of meetings.
- c) Receives and deals with correspondence.
- d) Maintains copies of the minutes of the Meetings.
- e) Receives agenda items in accordance with these guidelines.
- f) Informs members of forthcoming meetings in accordance with these guidelines.
- g) Has custody of and is responsible for all documents of the P&F excluding financial records, securities, or the like
- h) Carries out other duties as the committee directs from time to time.

8.3. The Treasurer: (Appointed by the School)

- a) Is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with these guidelines.
- b) Receives all monies and keeps a ledger of funds, held in the School's bank account.
- c) Is responsible to the Business Manager for financial transactions and providing balance sheets for audit purposes.

9. COMMITTEE MEMBERSHIP CONDITIONS

- 9.1. All members of the Committee, other than the Principal or Principal's delegate, shall be financial Members of the P&F unless they are employees of the School.
- 9.2. Only one person from each family shall be eligible to be elected as an Officer Bearer being the position of President, Secretary or Treasurer of the Committee.
- 9.3. No Committee member shall hold the same Office Bearer position for more than three consecutive years, or any Officer Bearer position for more than five years in total, without consent from the Principal.

10. NOMINATION AND ELECTION OF COMMITTEE MEMBERS

- 10.1. The establishment of the P&F will commence with written expressions of interest being forwarded to the Principal during Term 1.
- 10.2. At the first meeting, all members of the Committee shall retire but may be eligible for re-election. If no nominations are received, the Principal can approach outgoing office bearers to continue.
- 10.3. Nominations for members of the Committee must be received by the Secretary at least five days prior to the first meeting. At the first meeting, all those who nominated will be present and a vote will occur for all Office Bearer positions [see 10.4 (d)]. A member may nominate for more than one position. If insufficient nominations have been submitted by the deadline so that not all positions would be filled, the outgoing committee may, at its discretion, accept nominations up to and including the time of the first meeting.
- 10.4. At the first meeting, the following provisions relating to election of Committee members shall apply:
 - (a) The Principal will normally act as the Returning Officer. If the Principal is not present, then the members at the meeting shall elect a Returning Officer by a show of hands. The Returning Officer may in turn appoint one or more scrutineers to assist them. The Returning Officer shall not exercise a vote.
 - (b) Only the positions of Office Bearers shall be formally identified and be specifically nominated for.
 - (c) Should only the required number of candidates be nominated for particular Office Bearer positions, the Returning Officer shall declare all such candidates elected.
 - (d) Should the number of candidates for a particular role exceed the number of vacancies to be filled, a secret ballot shall take place to decide who shall fill a particular vacancy. The ballot shall be conducted by the Returning Officer who, in the event of a drawn ballot, shall toss a coin to decide the vote.
 - (e) The system of voting shall be 'first past the post', which requires the voter to indicate only one choice on the ballot paper. A ballot paper which does not comply with the requirements for this system of voting shall be null and void.
- 10.5. The Principal has the ability to order an election of a member of the Committee, at any time.

11. EXTRAORDINARY VACANCIES ON THE COMMITTEE

- 11.1. If, for any reason, an Office Bearer position becomes vacant, or in the event of an Office not being filled at the first meeting, the Committee shall have the power to fill the vacancy by co-option and such an appointment shall be valid until the next first meeting.
- 11.2. A member of the Committee may resign during their elected or appointed term of office, by giving written notice to the Committee.

12. MEETINGS

- 12.1 The Committee will organise a meeting once every term.
- 12.2 Meetings are to be held at the School or some other venue as agreed.

- 12.3 Notice of all meetings shall be given at least seven days prior in the School Newsletter and/or School website and shall indicate the need for members to send agenda items, in writing, to the Secretary before the date of the next Committee meeting.
- 12.4 Agenda items must be submitted in writing to the P&F email address PandF@stjames.wa.edu.au
- 12.5 No meeting is to continue beyond two hours unless a two-thirds majority of those present agree to an extension.
- 12.6 All meetings shall be conducted in accordance with standard meeting procedures. In the case of a tied vote, the Chairperson shall exercise a casting vote.

13. ORDER OF BUSINESS AT MEETINGS

- 13.1 The order of business at General Meetings is as follows unless the majority of those present agree to change it:
 - a) Record of attendance and apologies.
 - b) Confirmation and acceptance of the Minutes of the previous meeting.
 - c) Business arising from those Minutes.
 - d) Correspondence: incoming and outgoing.
 - e) General Business.

14. VOTING

- 14.1 Only members present at a meeting shall be entitled to exercise one vote on any proposition or motion put before, or election held at the meeting. The Chair shall not be entitled to vote to save except in the case of an equality of votes cast on any proposition or motion put to a meeting (other than an election). The Chair of the meeting is then entitled to exercise a casting vote.
- 14.2 Unless otherwise required by this framework, decisions at all meetings of the P&F and Committees shall be by a simple majority of members present and voting at the meeting.
- 14.3 Voting shall be by show of hands or by circular resolution if required.
- 14.4 The Principal has the discretion to override any vote that he/she feels is to the detriment of the School.

15. FUNDS

- 15.1 The P&F is to develop strategies for fundraising that consider the community's ability to raise funds. Proposals for fundraising are presented at meetings for discussion and approval.
- 15.2 Funds are to be used solely for the objectives of the School through the P&F.
- 15.3 All funds raised by or on behalf of the P&F will be banked by the School and held by the School on behalf of the P&F.
- 15.4 All funds will be deposited into the St James' general bank account and a ledger will record the funds deposited and withdrawn. The funds will be audited as part of the school's audit process.

- 15.5 The Committee will consult with the Principal, to agree on a list of needs and suggest some priorities for ratification at a meeting, either in the first or last term of each year.
- 15.6 The P&F may only allocate and disburse funds for school purposes after consulting with the Principal, through the School.
- 15.7 Funds are held collaterally by the school as a donation to support and contribute to the resourcing of the School's Strategic Plan. All donations are to be transferred expeditiously, in full and without restriction.
- 15.8 With the exception of petty cash and approved recurrent expenditure, all expenditures of the P&F's funds must be approved and ratified by the P&F at a meeting. If urgent funds are required to be released, the President and the principal can authorise such spending and notify the Committee of the circumstances.

16. SUB-COMMITTEES

- 16.1 The P&F may set up sub-committees to carry out particular functions on its behalf.
- 16.2 All sub-committees are to be approved by the P&F at a Meeting and must report their operations to the meetings of the P&F.
- 16.3 Where possible, all sub-committees should include at least one member of the Committee.
- 16.4 All funds of sub-committees are funds of the P&F and, as such, are to be banked to the St James' Anglican School general bank account.
- 16.5 All sub-committees are required to keep financial records which must be presented to the Treasurer and be audited as part of the School's audit process.
- 16.6 After paying expenses of their operations, the balances of funds of all sub-committees are to be remitted to the account of the P&F as soon as practical.
- 16.7 Sub-committees are recommended as a means of encouraging the inclusion of as many parents and community members as possible with some examples of sub-committees:
 - a) Class Parent Committee: aims to build a sense of community between parents, teachers and children in individual classes; welcomes new families, etc.
 - b) Fundraising Event Committee: coordinates detail of quizzes, walk-a-thons, raffles etc.
 - c) Social Committee: coffee mornings, movie days, etc.
 - d) Canteen Committee: helps with the running of the Canteen
 - e) Uniform Committee: coordinates the running of a uniform shop
- 16.8 Any Sub-Committee must report back to P&F at the next meeting.

17. AMENDMENT OF GUIDELINES

- 17.1 Suggested changes to these guidelines may be made; however, this will not be valid until approved by the Principal.
- 17.2 Proposed amendments must be submitted in writing to the Secretary at least 21 days prior to the next meeting.

18. DISSOLUTION

- 18.1 The Parents and Friends' is automatically dissolved if the School closes down or is amalgamated.
- 18.2 The P&F can be dissolved by the Principal in consultation with the Chair of Council at any time.
- 18.3 All funds held on behalf of the P&F by the School, will be applied, at the discretion of the Principal, to activities consistent with P&F's objectives.