



# P&F Committee School Board Subcommittee Charter

## **Preamble**

This document sets out the operating practices or charter of the Merici College Parents and Friends' Subcommittee. This committee is a subcommittee of the School Board.

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## Purpose of the P&F Committee

The purpose of the P&F Committee is to build community; to engage and connect parents, carers and friends of the College; and to support the College's vision, mission and purpose.

*How good and pleasant it is when God's people live together in unity!*

(Psalm 133:1)

## Values of the P&F Committee

- a) Valuing all families and fostering a culture in which all families feel that they belong to our school.
- b) Working as a team, respecting our fellow P&F members and valuing the diversity of opinions, experiences and ideas.
- c) Respect rules of engagement as identified by the Committee, such as prayer at the commencement of each meeting.
- d) Respect for our children, their education and their educational environment and support.
- e) Respect for our school leaders, teachers and staff and the teaching and learning programs that are offered.
- f) Respect for the principles of Catholic education.
- g) All business and communication of the P&F Committee is to remain confidential.

## Objectives

- a) The P&F Committee provides Merici College with opportunities for formal and informal interaction with parents, carers and friends of Merici College and the wider community.
- b) The P&F Committee plans and organises activities and social events for fundraising and friendship. These functions occur with the approval and support of the Merici College Board, and Principal, as the representative of the school management and teaching staff.

- c) All events and activities will have predetermined objectives and anticipated outcomes, and will be communicated to all members accordingly. Each event and activity will be guided by the Values of the P&F Committee.
- d) The P&F Committee will, through its operation, support the College's sustainability goals.

## **Management of the P&F Association**

- a) The business and affairs of the P&F Committee shall be under the management of the School Board and Merici School Executive and will act according to this Charter.
- b) P&F Committee membership is set out as follows:
  - i. Chair: Board Member (Parent Representative) Rotational basis minimum one year membership with a maximum of three years.
  - ii. Deputy Chair: Parent/Carer Volunteer 1 year membership with possible renewal
  - iii. Parent/Carer Representatives ideally from each Year group (1 year membership with possible renewal, maximum 6 parent representatives)
  - iv. College Principal
  - v. School Liaison Officer: Merici College Communications and Marketing Officer
- c) A quorum of three Parent./Carer Representatives is required for meetings to occur. Vote rights are held with the Deputy Chair and Parent/Carer Representatives. The Chair will have the casting vote if and when required. The College Principal and School Liaison Officer do not hold voting rights.

## **The Duties of the Chair**

The duties of the Chair and, in the Chair's absence or inability, the Deputy Chair, include:

- a) Chair and convene all meetings of the P&F Committee.
- b) Approve the minutes of each meeting, as prepared by the School Liaison Officer, prior to their issuing.
- c) Liaise with the Principal on any matters that involve the P&F Committee.
- d) Represent the P&F Committee at meetings of the Merici School Board Report P&F activities to the Merici School Board

- e) Have a deliberative as well as casting vote when required at all meetings.
- f) Liaise with P&F Committee members, Merici College Principal and college staff in the planning of events, activities and monies spent.
- g) Promote the P&F Committee, its aims and activities to new parents at Merici College and identify ways to increase community engagement.
- h) Provide written reports, articles and visual material for school publications, communications and newsletters, as required.

## **The duties of the Deputy Chair**

The duties of the Deputy Chair include:

- a) Assist the Chair in the management of the P&F Committee.
- b) Convene and chair meetings of the P&F Committee in the absence of the Chair
- c) Work closely with the Chair in the day-to-day affairs of the P&F Committee.
- d) Work with School Liaison Officer to maintain P&F Events Calendar, including bookings and finances.

## **The duties of all P&F Committee members**

The duties of P&F Committee members are:

- a) To build community and parent engagement by supporting College functions and events.
- b) Organise P&F functions that support the College and build community
- c) Organise Year group functions that support community engagement
- d) Recruit and support P&F year group representatives and volunteers
- e) Uphold the values and objectives of the Committee, demonstrating respect, integrity and professionalism

## **The duties of the School Liaison Officer (Communications and Marketing Officer Merici College)**

The duties of the School Liaison Officer include:

- a) Support the activities of the P&F Committee.
- b) Attend to correspondence and issue notices of the P&F Committee.
- c) Liaise with relevant Departments regarding the completion of Event Orders for P&F community events.
- d) Issue agendas and keep minutes of all meetings of the P&F Committee.
- e) Facilitate the maintenance of a P&F Events Calendar and promotion of P&F News through appropriate Merici College websites and social media platforms. In addition, on a rotational basis, Committee members are required to contribute 'news' items and reports to the community through the School Liaison Officer as a means of becoming familiar and known to parents and carers.

## **Communication Protocol**

- a) It is acknowledged that Merici College owns the Merici College Brand. Approval for use of the College logo will be at the discretion of the Chair, College Principal or his/her delegate. The Brand should not be used outside P&F Committee business.
- b) Standard stationery items will be provided by Merici College to the P&F Committee.

- c) P&F News and Events will be advertised on the Merici College website and on social media platforms, managed by the Communications and Marketing Officer.
- d) Written communication with parents and the wider community resides with the Chair or her/his assigned delegate, the College Principal or his/her delegate. Communication avenues will be the What's On newsletter, direct emails and/or website, social media advertising. This communication will be directed through the Principal's office to the Communications and Marketing Officer.

## **Consultation**

- a) The P&F Committee will consult with its members via a range of mechanisms and will be guided, but not limited, by the results of consultation in its decision making.
- b) The P&F Committee will regularly invite parent feedback through school newsletters and communications and will respond to correspondence received in a timely way.
- c) P&F Committee members will also engage in informal consultation at organised events or in day-to-day interactions with members and may share insights at P&F Committee meetings during a standing agenda item — 'Member feedback'.

## **Decision making**

- a) All activities initiated by the P&F Committee, requiring expenditure of College funds, shall be approved by the College Principal, or his/her delegate, before proceeding to implementation.
- b) Expenditure of funds raised is determined through the product of consultation with the parent community. A survey is required to be conducted to ascertain parent views and priorities on the allocation of P&F levy funds and related projects.
- c) Report back to the parent community on how the P&F Levy has been expended.

- d) Support the College's efforts in the establishment of a Foundation to build on bursaries and scholarships, and the funding of special projects (building and facilities).
- e) Merici College staff hold responsibility for students' educational needs and requirements. The P&F Committee shall not be involved in these decisions.

## **Committee meetings**

- a) P&F Committee will meet at least 4 times in each calendar year. The P&F Committee will aim to hold at least two meetings per school term. P&F meetings will be held prior to College Board meetings for consultative processes.
- b) P&F Committee meeting dates will be advertised via school newsletters, 'What's On', emails, College social media platforms and the Merici College P&F calendar for parents.
- c) P&F Committee meetings will be conducted as open meetings. Any parent/carer may attend as an observer and contributor but shall not be entitled to vote.