



**BUILDING
FUTURES**

**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 for our children, their education and their educational environment and support.

- d) Respect for our school leaders, teachers and staff and the teaching and learning programs that are offered.

- e) Respect for the principles of Catholic education.

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. 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.

- b) 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.

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:

Chair: Board Member (Parent Representative) Rotational basis 2 year membership

Deputy Chair: Parent/Carer Volunteer 1 year membership with possible renewal

School Liaison: Merici College Communications and Marketing Officer

2 Volunteer Parent/Carer Representatives for each year group
(1 year membership)

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

e) Report P&F activities to the Merici School Board

f) Have a deliberative as well as casting vote when required at all meetings.

g) 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

b) Work closely with the President in the day-to-day affairs of the P&F Committee.

c) Recruit and support P&F year group representatives and volunteers.

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

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.

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.
- 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. 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.

(Many years ago the College Community agreed to implement a P&F levy in lieu of annual fundraising events. In 2020, that charge was \$161 per family, and raised \$93,000 for the College. The proceeds of this levy have previously been used to acquire the new College Bus for example, and currently helps subsidise the cost of healthy eating in the canteen.)

b) 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.

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.