

St Andrews Lutheran College

Parents and Friends

Terms of Reference

1. **Interpretation**

In this Constitution, unless otherwise stated:

“The College”	means St Andrews Lutheran College
“College Council”	is the governing body of St Andrews Lutheran College
“College Executive”	is the Management group representing College Council for the daily oversight of St Andrews Lutheran College
“Church”	means Lutheran Church of Australia Queensland District
“P&F”	means St Andrews Lutheran College Parents and Friends
“Friends”	means members of the P&F who are teachers at the College, other staff engaged at the College, other members of the St Andrews Lutheran Congregation or those who have been nominated for membership and accepted by the P&F Committee by resolution.

2. **Commencement**

These Terms of Reference commence 1 January 2013.

3. **Objects**

The St Andrews Lutheran College Parents and Friends comprises a voluntary Committee, Sub-Committees and groups of Parents and Friends who serve and support the College to improve the educational, spiritual and personal growth outcomes of students enrolled at St Andrews Lutheran College by:

- (a) Supporting the Mission, Vision and Ethos of the College.
- (b) Promoting fellowship, friendship and community amongst parents and friends.
- (c) Assisting in the improvement of the College by raising funds for the purchase of equipment and the provision of amenities, providing that such raising of funds is in accordance with the principles laid down by the College and LCAQD.
- (d) Providing a means of support, information and involvement of parents, caregivers and guardians in their children’s education and the school community.
- (e) Encouraging collaboration and communication between parents, caregivers and guardians and school staff.

4. **Members**

The Members of the P&F are:

- Every College parent, caregiver and guardian from Prep – Year 12; and
- Friends of the College

5. **Relationship to the College**

The P&F is an activity of the College Council; its roles and responsibilities fall under the auspices of St Andrews Lutheran College.

The P&F shall work in partnership with the Principal and College Executive to support the College’s vision, mission and strategic objectives.

6. **P&F Family Levy**

All current families of the College will be charged a Parents and Friends Annual Family Levy. This levy will be charged to parents/guardians, once per term in conjunction with the College Fees account. The levy will be set each year by College Council upon recommendation of the P&F and the College Principal. The College Business Office will be responsible for charges of parents. All

contributions received will be transferred to the P&F bank account at the end of each term. Funds gathered by this levy will primarily be used for capital improvements that benefits the students of the College, and dispersed for projects that are in keeping with the strategic direction of the College.

7. **Structure**

The P&F comprises of Members, a Committee, and various Sub-Committees and Parent Support Groups (sub-school and/or co-curricular) as determined from time to time by the Committee and the College.

8. **Parents and Friends Committee**

The P&F Committee plays an important role in bringing the Parent Support Groups together and reinforcing a “whole College” commitment and identity. It also provides a forum for raising awareness within the parent body, and consequently the entire College, about the activities of the College.

8.1 The P&F Committee is responsible for:

- Achieving the objects of the P&F.
- Oversight of P&F functions and events such as the Fete or activities as directed by the College for the benefit of the College and in keeping with WHS and Operational matters (e.g. Trivia Night, Picnic in the Playground).
- Providing a forum of communication and support between Parent Support Groups and Sub-Committees.
- Development/Approval of applications for funding under P&F Community Grants Program.
- P&F Committee expenditure.

8.2 P&F Committee Membership:

- The P&F Committee shall consist of the President, Vice-President, Secretary, Treasurer, the Principal, Deputy Principal/s and Business Manager.
- All positions on the Committee shall be held in an honorary capacity and no honorarium shall be granted to any of the Committee members.

The Principal or Chair of College Council has the power to veto any resolution or decision made by the P&F where they believe the resolution or decision is contrary to the best interests of the College or Church.

The Committee will be elected at the P&F Annual General Meeting (AGM) in Term Four. Committee members can hold more than one position.

9. **Election of Committee**

- (a) Election of the P&F Committee for the ensuing year will take place at the Annual General Meeting in November each year. Members can nominate or be nominated to be elected to the P&F Committee. Nominations should be submitted to the Secretary one week before the Annual General Meeting. In the event that there is more than one nomination for a position, a secret ballot may be held to determine the selection of the position.
- (b) The incoming Committee will be installed at the General Meeting, which will be held in the month of February each year.
- (c) This process is to be chaired by the Principal or delegate.
- (d) Any vacancy occurring amongst the Committee may be filled by the Committee but any such appointment shall be subject to ratification at the next General Meeting.
- (c) P&F Committee members can serve for one year with the right to serve a maximum of three consecutive years on the Committee. However, if a P&F Committee member has served a maximum term and no nomination is made for that position, the Committee member may be voted back into the position.

10. **Meetings**

- (a) The P & F Committee will meet once a month during term time or as necessary and shall report on its activities to each General Meeting. Subject to any other provisions in these Terms of Reference, the P&F Committee may meet together and regulate its proceedings as it thinks fit.

- (b) Not less than four General Meetings shall be convened during each financial year. The business of a General Meeting shall include, but is not limited to:
- P&F President's Report;
 - Parent Support Group and Sub-Committee Reports;
 - Principal's Report;
- (c) The Annual General Meeting shall be held in Term 4 of each year. The business of the AGM shall include, but is not limited to:
- P&F President's Report;
 - Principal's Report;
 - Financial Report;
 - Election of the P&F Committee.
- (e) All Members are invited to attend the Annual General Meeting, General Meetings and Extraordinary Meetings.
- (f) An Extraordinary General Meeting of the P&F may be called on any matter pertaining to the P&F, provided that no less than 10 members of the P&F request the Secretary in writing to call such a Meeting.

Such request shall state the purpose for which the Meeting is to be called.

The Secretary is required to call the Extraordinary General Meeting within 10 days of receiving such request. Should a school vacation period fall within the period of 10 days, then the period of notice shall be extended by the length of the vacation.

Only items contained in the notice calling the Meeting shall be considered at an Extraordinary General Meeting.

11. **Notice of Meetings**

The Secretary will convene all meetings of the Committee by giving not less than seven days notice of any such meeting to the members of the Committee.

The Secretary shall give at least fourteen days clear notice of intention to convene an Annual General Meeting and seven days clear notice for a General Meeting.

P&F Committee, AGM and General Meeting dates will be made available to members on the P&F pages of the College website by the third week of Term one. These dates will also be communicated in the College's weekly newsletter.

Notice of a General Meeting will clearly state the nature of the business to be discussed at the meeting which must be notified to the Secretary for inclusion in the agenda at least 1 week prior to each General Meeting.

The manner by which such notice will be given is through the College Website and College Bulletin/Newsletter. Failure to receive or read such notice on behalf of members shall not imply that notice has not been given.

12. **Minutes of Meetings**

Minutes will be taken at each meeting by the Secretary. For the purposes of ensuring accuracy of the recording of such minutes, the minutes of every P&F Committee meeting, General Meeting and Annual General Meeting must be signed by the Chairperson of that meeting or the Chairperson of the next succeeding P&F Committee meeting or General Meeting. These minutes will be forwarded via email to all members of the Committee including the Principal, Deputy Principals and the Business Manager within one week of the meeting.

13. **Quorums**

- (a) The Quorum for a Committee meeting shall be three members.
- (b) The Quorum for a General Meeting (with the exception of the Annual General Meeting) shall be seven members.
- (c) The Quorum for the Annual General Meeting shall be ten members.

14. Resignations during Term of Office

14.1 Committee Members

P&F Committee members may resign at any time by giving written notice to the Secretary/Treasurer. The resignation will take effect at the time written notice is received and acknowledged by the Secretary/Treasurer. The Principal may terminate the membership of any P&F Committee member at any time.

14.2 Treasurer

Should the Treasurer resign during his/her term of office, the President must arrange for an audit of the books and records before they are handed over to the new Treasurer.

15. Voting

All Members shall have the right to vote at a General Meeting.

The President or other person presiding at a meeting shall be entitled to a casting vote.

At every P&F Committee, AGM and General Meeting, a simple majority vote will determine the outcome of a resolution.

16. Parent Support Groups & Sub-Committees

Special interest Parent Groups within the parent community may be established to serve education, spiritual, cultural, social or sporting interests of the students or groups of students in the College in line with the objectives of the P&F Committee.

Groups and Sub-Committees are comprised of parent volunteers who wish to attend and participate in meetings and to be involved in various activities through the year.

The Principal or their delegate and the P&F President or their delegate are automatically members of all P&F Subcommittees and Parent Support Groups.

Sub-school Parent Support Groups and Co-curricular Parent Support Groups shall convene meetings as they see necessary.

Parent Support Group roles:

- President
- Secretary/Treasurer

This group does not meet independently of the rest of the Support Group; however, they have a more formal role in the group.

Parent Support Groups and Sub-Committee members can be nominated or nominate as Co-ordinator of an event/activity. The Co-ordinator is required to document all relevant details of the event/activity. The Parent Support Group/Sub-Committee Co-ordinator is required to provide a report of the event/activity at the Parent Support Groups and Sub-Committee meeting immediately preceding the event/activity.

16.1 Operation of Parent Support Groups

- The meetings are open to all Parents and Friends.
- Meetings have an informal structure and are chaired by the President.
- Meeting minutes must contain details of all attendees, Support Group name, meeting date, location and action register.
- Minutes are to be circulated and accepted by those in attendance.
- The Secretary/Treasurer is required to present a finance update at each meeting.
- Minutes and agenda are to be circulated one week prior to the meeting. For Sub-School Parent Support Groups, minutes must be provided to the Head of Sub-School.
- Support Groups shall provide a report outlining group activities, financial expenditure and recommendations (with supporting arguments) to be presented at the P&F general meetings.
- Parent Support Group and Sub Committees may attend to Fund Raising for the benefit of the group, ensuring that they adhere to College Fundraising policies/guidelines.
- Groups or Sub Committees seeking to fundraise or hold special activities should seek the approval from the P&F before holding such an event.

16.2 **Financial Requirements**

A separate General Ledger account is established in the College's financial database for all Parent Support Groups and Sub Committees in which all income and expenditure is processed. All funds are held in the College's bank account.

All expenditure from a Parent Support Group or Sub Committee funds will be approved at a meeting. Only designated College staff may authorise the purchase of goods or services in terms of College Business Office requirements.

17. **P&F Finances**

Accounts are to be kept in accordance with good practice accounting standards and practices, and all financial matters are to be carried out in accordance with policy and procedure established by the College.

18. **Contributions to the College from Fund-Raising Activities**

Fund-raising activities should be aimed to fund specific projects to benefit the College. Each year the College Executive will provide the Committee with a list of projects for the Committee to choose from.

As soon as possible after the fund-raising activity (when all income has been banked and the expenses of the activity paid), the net proceeds of the activity should be "donated" from the P&F Account to the College's operating account towards the College's cost of the project nominated by the P&F.

20. **Financial Year**

The financial year of the P&F shall be the same as the St Andrews Lutheran College financial year.

21. **Confidentiality**

Members of the Committee acknowledge and agree all matters of discussion are kept in strict confidence and trust, and are not to be discussed or divulged with the wider College community, unless prior approval is given by the P&F Committee. Failure to do so will require the resignation of the Committee member concerned.

22. **Conflict of Interest**

Committee members are to avoid any conflict arising between their personal/professional interests and their duties to the P&F and the families of the College. The College's conflict of interest policy should be followed.

23. **Amendment / Review**

These Terms of Reference will be reviewed annually. Fourteen days notice of any proposed changes must be given. Two thirds of members must be in favour of the amendment for it to be carried. Any amendments to these Terms of Reference must be approved by College Council before they take effect. College Council may veto or modify any recommended amendments to the Terms of Reference.

24. **Dissolution**

By P&F – the P&F can dissolve itself if written notice is received by the Secretary requesting an Extra-ordinary Meeting to consider the dissolution of the P&F, and two thirds of the members attending the Extra-ordinary meeting vote in favour of its dissolution.

By College Council – the P&F shall be dissolved if there is a resolution by the College Council to that effect.

In the event of a dissolution all outstanding accounts are to be paid and all remaining assets are to be transferred to the College.