



**GOLDEN GROVE LUTHERAN
PRIMARY SCHOOL**

Believe. Collaborate. Achieve.



PARENTS & FRIENDS ASSOCIATION HANDBOOK 2024

(Updated January 2024)

What is the P&F and why does it exist?

The **P&F Association (P&F)** is a voluntary organisation which supports Golden Grove Lutheran Primary School to fulfil its aims.

The P&F takes on the responsibility for building the school community through the Parents and Friends of children attending the school and endeavours to grow this community and support network.

The P&F is a non fund-raising body. A levy is taken from school fees on a quarterly basis and these funds are used to support the school.

The P&F meets twice a term to provide a forum for parents and friends to bring ideas forward on ways to build the community, channel questions about the school, and discuss ways of improving the learning environment for both current and future students. It gives you the opportunity to find out what is going on at school and what the plans are for the future.

Being part of the P&F allows you to become part of the school community and to make new friends with other school parents. It also gives you the chance to get to know the teachers and staff at the school.

Our meetings are held on the second and eighth Monday of the term, beginning at 7.30pm in the staff admin room. Additional meetings will be arranged as required.

The Annual General Meeting is generally held in November each year at 6:30pm in the staff admin room. At the AGM, the election of the new Executive takes place as well as the reporting of the previous year's activities.

2024 Executive Committee:

Chair: Sarah Kumela
Vice Chair: Stephen Tiller
Secretary: Michelle Parcell
Treasurer: Claire Rathjen
Principal: William Wallace
Staff Representative: Lauren Neumann

Roles of the Executive Committee:

Chair:

The role of the Chair is to ensure that the monthly meetings are run in accordance with the terms of reference, and to attend to matters that arise from time to time that concern the P&F. The Chair is also expected to help set the agenda. The role of Chair is also to ensure the progression of the P&F, the Executive Committee function in accordance with the terms of reference and to promote the P&F Association as best they can.

Vice-Chair:

The Vice-Chair's role is to assist, where necessary, the Chair and to help as part of the Executive Committee. The Vice-Chair is expected to attend the meetings and also help put the agenda together.

Treasurer:

The Treasurer is responsible for overseeing all of the financial activity within the P&F Association. The Treasurer is expected to present a set of financial figures to the P&F Association at each meeting in accordance with the P&F terms of reference.

Secretary:

The Secretary of the P&F has as their main role to take minutes of the monthly meetings, record attendance and publish the minutes. As a member of the Executive Committee, they are also expected to attend the executive committee meetings to assist in putting the agenda together.

Expectations of the Executive Committee

It is expected that P&F members who are on the P&F Executive team attend meetings as regularly as possible.

It is also expected that P&F executive members take an active role in P&F events and activities including attending events as much as possible. P&F committee members are also encouraged to attend and support as many events as possible.

How does the P&F raise money?

The P&F raises monies through a levy taken from school fees.

Occasionally an event will be run to raise funds either for a specific school requirement or for a charity.

P&F activities include:

- Welcome Picnic
- Foundation BBQ
- Tea and tissues
- SPA day
- School Disco
- Quiz Night

We are always looking for ideas for events and new ways to support our school community. If you have an idea please bring it to a P&F meeting or email the P&F at PF@goldengrove.sa.edu.au

How does the P&F spend the money it gets?

The P&F Association does not directly spend the money it raises. Items that the school needs or would like to have, that are not budgeted for, are requested by the Principal and staff. The P&F reviews these requests and decides on where the funds should be directed following consultation with the Principal and Staff Rep. The school purchases these items and the P&F Association donates money of the same amount (ex GST) towards the school.

Major donations made in the past by the P&F have included:

- 3D Printer and Makers Empire Software
- Portable PA System
- BBQ
- STEM equipment
- Nature Play Area
- Robotics

How do I add items to the agenda?

Anyone who wants to add an item to the agenda can email the secretary preferably at least one week prior to the meeting. Alternatively, items can be raised at the end of the P&F meeting under General Business.

The P&F Secretary will forward the draft agenda to the Exec Team for review before emailing to the rest of the committee.

The person who raised the item **must be in attendance** at the P&F meeting or the item will not be discussed at that meeting.

How can you help?

As the P&F Association is a volunteer organisation, any time or expertise you can offer will be warmly accepted. From small tasks such as assisting on the day of an event to large tasks such as organising a fund-raising event, there is a place for each and every parent and friend to participate.

Payment of invoices and transfer of funds

- Ensure that the P&F Association has resolved to expend the monies before making a payment
 - No motion, no payment.

Code of Conduct

All P&F members are expected to comply with the school's guidelines for volunteers.

Guidelines for appropriate communication are:

- Respect our School
- Enthusiastically greet others
- Speak like adults
- Please and Thank you
- Endeavour to Listen
- Communicate with courtesy
- Take responsibility to communicate in a respectful manner

There is no acceptance of misconduct by any P&F members towards other members, the school, its staff or students. Unacceptable behaviour should be addressed in a professional and respectful manner.

Misconduct can be in the form of:

- Verbal abuse
- Physical abuse
- Email and social media abuse

Dealing with misconduct can be challenging and threatening. At all times P&F Members are required to act and behave in a professional and respectful manner to other members and staff. P&F members also need to act in ways that enhance the safety and wellbeing of self and others.

These include:

- Act with courtesy and demonstrate respect for all persons
- Listen and be tolerant of views and opinions, even if opinions differ from your own
- Take responsibility for your own actions
- Conduct yourself in a professional manner
- Ensure all comments are positive and appropriate, without the use of bad language or finger pointing
- Be a good role model at all times

There is no excuse for poor behaviour from any members of the P&F, including children. Poor behaviour needs to be stopped as soon as possible and actions taken once everything has settled. If there was a need to cancel a meeting, the Principal would convene a special meeting at another time to progress urgent issues.

P&F Exec – Roles and Responsibilities

Chair

According to the Terms of reference:

- The Chair [or his/her nominee] shall be responsible for chairing all meetings and for liaison with the Principal.
- The Chair shall be entitled to a casting vote at meetings of the P&F where a simple majority cannot be reached on matters before the meeting.

As the chair at meetings, the Chair should ensure that:

- new members and guests are welcomed and introduced to others.
- a quorum of members is present.
- the meeting starts on time.
- the Chair remains impartial and polite.
- the minutes of the previous meeting are signed.
- an update on any executive actions between meetings is presented for ratification.
- motions and amendments are clearly put to the vote and the results announced.
- action is taken in accordance with the direction of the meeting.
- an agenda is prepared for the meeting. The officers may meet prior to the meeting to discuss the agenda but decisions should be made only on matters of urgency.
- business is announced in accordance with the agenda.

It is the Chair's responsibility to:

- give firm rulings and guidance to the meeting and assist the discussion by guiding debate along relevant lines.
- give all members the opportunity to speak but also to confine speakers to the matters under discussion.
- put to the vote motions and amendments and to announce the result to determine points of order.
- provide explanations to those in doubt about procedure or the subject matter under discussion.
- introduce guest speakers and to arrange for movers of votes of thanks.
- ensure that priority items on the agenda are dealt with accordingly.
- establish the next meeting date and time and to close the meeting.

The Chair should:

- develop and maintain a close working relationship with the Principal and the school community.
- provide leadership.
- act as a representative of the P&F.
- ensure decisions are made and followed up.
- oversee accountability of the Committee.
- ensure everyone has a say.
- manage dominant personalities.
- foster good communication between the P&F, school and community.
- encourage participation, conduct meetings in an efficient and timely manner so that all members feel valued.
- be familiar with the rules, operations and meeting procedures of the P&F.

Vice-Chair

The Role of the Vice-Chair is to:

- consider this position as the Chair's understudy.
- provide essential support and assistance to the Chair and possibly other members of the team, e.g. assisting the secretary or the treasurer in some of their tasks.
- become familiar with P&F operations, rules and meeting procedures.
- chair those meetings from which the Chair is absent and carry out any duties that have been delegated by the Chair. The Vice-Chair can also act as chair for any sub- committees established by the P&F.
- attend the meetings and also attend executive meetings to help put the agenda together.

Secretary

According to the Terms of reference:

- The Secretary shall be responsible for the recording and distribution of the minutes from all meetings.

The Secretary should:

- maintain attendance records and a register of members.
- attend regular meetings and assist the Chair in preparing an agenda for each meeting.
- collate agenda papers for each meeting (including subcommittee reports).
- prepare, publish and present minutes of P&F and Executive's meetings at each general meeting.
- record and deal with correspondence in/out as directed by the P&F.
- generally organise, record and maintain information pertaining to the activities of the P&F.
- have custody of P&F Association documents.

Secretary responsibilities:

Agenda

- Prepare in advance using the agreed template.
- Consult with Chair, Treasurer, and other report givers.
- Identify any business that needs to be addressed.
- Provide copies of the agenda to the meeting.

Minutes

- Email the minutes of the meetings to P&F members in a timely manner.
- Record a summary of the main points of discussion. They do not need to be word for word.
- Identify items that require action from the minutes.

Treasurers

According to the Terms of reference:

- The Treasurer shall be responsible for overseeing that an accurate set of books for The Parents & Friends of Golden Grove Lutheran Primary School is kept up to date and payments are made as required.

The Role of Treasurer is to:

- obtain the records from the previous Treasurer and access to the P&F email address/Microsoft 360 account.
- oversee financial activity within the P&F by collection, counting and banking of funds.
- approving invoices and reimbursements that have been authorised at the P&F meeting and arranging payment by the Business Manager from the P&F bank account as per procedure.
- reporting the financial statement at the P&F meetings.
- ensuring the secretary is given a copy of the financial reports prepared for each meeting, to be filed with the minutes folder.
- gathering information required for the annual audit and delivering it to the Business Manager as required.
- ensure accounting is open and transparent by welcoming questions.
- Prepare and Present P&F Budget to FRAC in September/October each year for the following year.



Terms of Reference: Parents & Friends Association

Policy Title:	Parents & Friends Association - Terms of Reference
Date of Implementation:	
Last Review Date:	N/A
Next Review Date:	1 November 2025 or as required

1. Background

- 1.1. Under the Golden Grove Lutheran Primary School Constitution, the Board specifically recognises the need to formulate a sub-committee called the Golden Grove Lutheran Primary School Parent & Friends Association (hereafter the Committee and commonly referred to as the P & F) per rule 20(a).
- 1.2. The Committee must be pursuant to, and adopt, Terms of Reference that have been approved by the Board, per rule 20(b) of the School's Constitution. These Terms of Reference may be modified or replaced by the Board from time to time per rule 20(c) of the School's Constitution.

2. Purpose

- 2.1. Pursuant to rule 20(a) of the School's Constitution the Committee must conform to any determinations or resolutions made by the Board or the Members which affect the sub-committee. The Board or Members have the authority to dissolve the sub-committee in line with rule 20 (e) of the School's Constitution.
- 2.2. The chairperson of the Committee or the Principal must report on the activities of the Committee, as requested by the Board from time to time, either in person, by delegation to another person, or in writing per rule 20(d) of the School's Constitution.

3. Aims

In keeping with the Christ-centred nature of the school, the P & F will attempt to:

- 3.1. Unite the general school community by organising, and encouraging participation in, school community activities and functions with the aim of fostering fellowship between the P & F, Staff and the school and church communities.
- 3.2. Raise funds through the application of a P & F levy and incidental fundraising for the purchase of equipment and amenities for the school or for any other purpose.
- 3.3. Funds raised through the P & F will vary from year to year and will be allocated to school projects as determined by the P & F, in consultation with the Principal.
- 3.4. The aim of The Parents & Friends Association shall be to support the Principal and School Board to promote the interests of the School by:
 - fostering friendships amongst parents, friends, staff and students
 - being a vehicle for informing parents of topical educational, social and parenting issues
 - providing an avenue of communication between the parents and the Principal
 - distribution of funds through school community activities, which will aid the implementation of the Aims and Objectives of the School.



4. Membership

4.1. Membership of The Parents & Friends of GGLPS is open to:

- all parents / guardians of current and past students
- former students
- supporters and well-wishers of the School
- such other persons as the P & F Executive and Principal may invite to join.

4.2. Members of The Parents & Friends Association must agree to abide by the policies, procedures, regulations and guidelines governing GGLPS, and all school community and/or fundraising activity must be approved by the Principal who will, as required, confirm the activity complies with the governing regulations, policies and procedures of the School and has appropriate insurance cover by the general insurers for the School.

4.3. Membership of the P & F Executive will be determined by a vote at the P & F Annual General Meeting (AGM). The Committee will comprise of five (5) Executive members, as outlined below.

- Chair
- Vice Chair
- Secretary
- Treasurer
- Principal of GGLPS (ex-officio)
- Staff Rep (not voted on)

4.4. P & F Executive members must be parents / guardians of current students and who have financially contributed to the P & F levy.

4.5. Teaching staff members at GGLPS cannot nominate for any position on the Executive except Staff Rep. Admin staff at GGLPS can nominate for a position on the P&F Executive.

5. Meetings

5.1. The P & F Association will meet twice a term.

5.2. The P & F shall inform the School Board through the Principal of relevant details following P & F meetings.

5.3. The agenda shall be prepared by the Secretary of the P & F in conjunction with the P & F Executive.

5.4. An Annual General Meeting shall be held each calendar year as determined by the P & F Executive. From 2022, the AGM will be held in November each year unless determined otherwise by the Executive. Not less than two weeks notice of this meeting is to be given. At the AGM all positions shall be declared vacant and thereupon a new committee shall be elected. Elections shall be conducted by the Principal or their appointed deputy or, in their absence, the School Board chairperson.

5.5. Business at the AGM will include:

- The presentation of annual reports by the retiring Chair and Treasurer
- The election of a P & F Executive for the following year comprising:
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer

5.6. All retiring members will be eligible for re-election, with the proviso that after three consecutive years in the same role, a Committee member who seeks re-election must be voted in by a majority, even if there are no other nominations.



5.7. The Principal shall be an ex-officio member of the Committee and the P & F Executive.

6. General

6.1. The P & F Executive shall have the power to establish sub-committees for any purpose, comprising at least two (2) members of the P & F, and shall set guidelines under which the sub-committees shall operate.

6.2 The Chairperson (or their nominee) of each sub-committee shall present a report on the activities of the sub-committee to P & F general meetings.

6.3. All attendees at the meeting shall be able to vote on any issues raised. Any issues that are raised outside of the meeting and require a vote will be emailed to the committee members who attend meetings on a regular basis. The Chair will check attendance in the past 6 months with the secretary.

6.4. The Chair shall be entitled to a casting vote at meetings of the P & F where a simple majority cannot be reached.

6.5. The P & F Executive may meet between General Meetings of The Parents & Friends Association.

6.6. Casual vacancies on the P & F Executive will be filled by nominations from members.

6.7. General Meetings shall be held twice a term. Reports from the Principal (or his/her nominee), Treasurer, and sub-committees shall be tabled at each meeting

6.8. A quorum shall consist of five members including at least two from the P & F Executive.

6.9. The Chair [or Vice-Chair in his/her absence] shall be responsible for chairing all meetings and for liaison with the Principal.

6.10. The Secretary shall be responsible for the recording and distribution of the minutes from all meetings.

6.11. The Treasurer shall be responsible for overseeing that an accurate set of books for The Parents & Friends of GGLPS is kept.

6.12. The P & F's financial year shall be 1 January to 31 December each year.

6.13. A school budget line shall be opened in the name of the Association and shall be operated by the P & F Executive. The P & F are required to develop an annual budget which is submitted to the School Board for approval by 31 December of each year for the following year, as the expenditure of monies is subject to approval by the School Board under the School's Delegations Policy.

6.14 Other budget lines may be opened as required with the approval of the School Board under the same conditions (e.g. for a standalone event such as a Fete).

6.15. The P & F finances e.g. budget, books, receipts and the like, shall be audited annually by the School approved auditors. The records of the P & F Treasurer shall be available to any auditor for the School or other financial manager or person having financial responsibility on request.

6.16. Funds raised by the P & F, or any sub-committee will be accrued promptly into the GGLPS P & F budget line and thus recorded as income generated by the P & F, and it is noted such funds form funds of the School due to the nature of the Committee as falling under the operations of the School.



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6.17. The expenditure of monies up to the value of \$500 may be approved by a P & F Meeting or by a circular motion between meetings.

6.18. The expenditure of monies over the value of \$500 may only be approved at a P & F Meeting.

6.19. In relation to circular motions, the P & F Executive may pass a resolution via email to approve expenditure up to \$500 in value without a P & F meeting being held. If a majority of the P & F Executive Members entitled to vote on the resolution, within four [4] business days state by means of electronic communication that they are in favour of the resolution. The details and outcome of the circular resolution must be confirmed and the resolution must be recorded in the P & F minutes after ratification at the next P & F Meeting.

6.20. The Chair of the School Board (or their representative) shall be invited to address at least one meeting of The Parents & Friends Association each year.

7. Policy Management and Evaluation

7.1. The Terms of Reference will be reviewed by the Board every three years, the next review being 1 November 2025

Approval of Policy

This policy has been ratified.

Tamara Smitola

Golden Grove Lutheran Primary School Board Chair

Date:

19/9/23

(Signature)

William Ball

Golden Grove Lutheran Primary School Principal

Date:

19/9/23

(Signature)