

OPERATIONAL GUIDELINES

Parents and Friends Association

Corpus Christi Parish Primary School

Kingsville.

Role

The Parents and Friends Association has a key role in developing the community of parents, students and staff. This Association exists to support the aims of the school. It assists the school financially by helping to provide additional education equipment/programs. It also brings parents closer together (developing *school connectedness*) and represents the interests of parents, staff and students in a variety of ways.

Function

The Parents and Friends Association exists to help the school in the following ways:

1. It supports the school with social activities.
2. It helps the school financially by raising funds for specific/ general purposes.
3. Members help organise special community celebrations and activities.
4. Discusses the priorities for the disbursement of P & F funds
5. Provide student services and support for school
6. It performs other roles and duties as the needs arise

The Association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school.

NOTE: Meetings are held once or twice each term.

Membership

The Parents and Friends Association is open to all parents who have children enrolled in the school and any interested members of the Parish community. The Principal and Parish Priest may also attend as ex-officio members. A quorum of six (6) members is required for a meeting to proceed.

School staff may become members of the Association. The Principal may nominate another staff member to represent him/her on committees

Annual General Meeting

The Annual General Meeting will be held in February/March each year. A quorum of six (6) members is usually required for the meeting to proceed.

The agenda for the A.G.M. will include:

- The President's Annual Report.
- Treasury Annual Report and Financial Statement.
- The election of office bearers for the coming year.

Finance& Operations

The Corpus Christi School PFA is a School-controlled PFA and hence all income and expenditure transactions related to the PFA are now processed through the schools financial records/accounting system as per the CECV Financial and Compliance Obligations Guide for Parents & Friends Association.

The CECV Financial and Compliance Obligations Guide for Parents & Friends Association (the Guide) captures the key financial compliance obligations applicable to Parents & Friends Associations (PFAs) based on the School Controlled structure of the Corpus Christi School PFA.

One of the main aims of the parents and friends association is to support the school financially. The association can fulfil this obligation by two methods:

1. By providing funding to redress the shortfall between Government Grants/ School Fees income and the actual running costs incurred by the school. Currently, much of this shortfall is made up by voluntary labour involved in maintenance activities.
2. Providing funding for specific or general projects.

Election of Office Bearers

After the annual reports, the chairman will hand control of the meeting to the principal. The principal will declare all positions vacant and call for nominations for the positions of:

- President
- Secretary

Please note that as the PFA operated under the School-controlled Structure the school will assume the Treasury role.

The principal will act as returning officer if required. A nomination to any position must be seconded and accepted by the nominee. If there is only one nominee for the position, then that nominee will be duly appointed. For contested positions, an election will be held by secret ballot. The outcome of the election will be published in the wider school community.

Expenditure Plan

As per the CECV Operational Guidelines, The Parents and Friends Association does not have an inalienable right to the funds raised nor to the final determination of the projects on which these funds will be spent.

Allocation of funds for general, specific and ongoing projects will be discussed by PFA members (as the representative voice of the school parent community) at the committee level. Opportunities to survey the wider parent community are encouraged.

Note: As the delegated representative of the Roman Catholic Trust Corporation of the Archdiocese of Melbourne (and therefore de jure proprietor of the school), the Parish Priest has the final say on all projects of a capital nature undertaken in the Parish of Corpus Christi, Kingsville.

The Association raises money through various activities:

- Raffles
- Free Dress Days
- Social Activities (Disco, Trivia Night)

- Maths Challenge
- Food Events
- Fete
- Other

The Parents and Friends Association is legally constituted as a sub-entity of Corpus Christi School for the purposes of GST. It cannot act independently of the school without incurring GST. Therefore, the monies raised by the Parents and Friends Association are donated to the school so that all items can be purchased via school purchase order documentation as GST exempt.

All cheques must have at least two signatures – one from the Parents & Friends Association (usually the treasurer) and one from the school (usually the principal) but other nominees may act on their behalf.

Terms of Office

Under normal circumstances the term of office is twelve months (or the amount of time between the Annual General Meetings of successive years). Members elected to positions that become vacant during the year will hold office until the next Annual General Meeting.

2. PFAs decision trees and compliance requirements

2a – Financial and compliance obligations for school controlled PFAs

