

DET Policy and Guidelines - Parent's Club

<https://www2.education.vic.gov.au/pal/parent-clubs/policy>

Policy last updated 15 June 2020

Role of a parents' club

Parents' clubs (alternatively called parents' associations) promote the welfare of, and provide support to, the school and its community. Parents are key partners in their child's learning. By interacting with the school and other parents, parents' club members can use their skills and experience to work collaboratively with others in supporting the school and its students, and build a sense of community within the school.

The role of a parents' club is threefold:

- to provide support, in various forms, for the school, its students and community, including raising funds for the benefit of the school
- to work in cooperation with the principal, staff and school council in building effective partnerships between home and school
- to encourage diversity by getting to know the parents of other children at the school, and to support the operation of the school

A parents' club is not a subcommittee of the school council. Parents' clubs have no legal powers, functions or formally prescribed powers or duties and must ensure they operate in accordance with the Regulations and have a Ministerially approved Constitution. The Constitution must be consistent with the template Model Parents' Club Constitution published by the Secretary from time to time — refer to Model Parents' Club Constitution. Parents' clubs must operate in accordance with the rules and procedures set out in their Constitution.

Schools and parents interested in forming a parents' club must follow the Guidance for Parents' Clubs, on the Guidance tab, which provides information on:

- Forming a parents' club
- Operational requirements
- Financial management
- Dissolving a parents' club
- Resolving conflict

Working with the principal and school council

Parents' clubs are most effective when there is a close and cooperative working relationship with the principal and school council. This can be achieved by:

- providing opportunities for regular updates and discussion between the parents' club, principal and school council

- principals (and school council where required) providing feedback when the club is planning social, educational or fundraising activities
- encouraging discussion about, and an understanding of, a wide range of issues relating to broader general education and student welfare matters
- inviting parents' club members on sub-committees of the school council
- offering a position on school council in the community member category, where appropriate to do so, to a parents' club representative
- utilising the parents' club as a reliable mechanism for parent feedback on school policy and initiatives, to assist in school and school council decision-making

Typical activities of a parents' club

In performing their role, parents' clubs may undertake a variety of social, cultural, educational or fundraising activities. Parents' club members, working with the principal, provide invaluable support to the school in a number of ways with the primary motivation of building a sense of community. Such activities may include:

- participating in discussion, plans and activities for events such as:
 - welcoming new students and parents at the school
 - second-hand book and uniform schemes
 - social opportunities such as Father's Day breakfast, Mother's Day high tea
 - comedy or movie nights
 - twilight markets
 - bush dances
 - barbeques
 - parent information sessions
- promoting cultural and social diversity by encouraging membership and participation of all parents in parents' clubs
- channelling parents' views to the school leadership about school policies that have been identified by the school for review, such as anti-bullying, student engagement and wellbeing and codes of behaviour
- raising funds for the school with the prior approval of the school council (for example: installing shade sails, upgrading library books or computers).

Carnegie Primary School Parents & Friends Association

Last updated February 2021 (DRAFT)

Constitution

A parents' club Constitution sets out the parent clubs procedures and other requirements, including membership, election of office bearers, meetings, voting requirements, records management, finance, conflict of interest and privacy requirements.

The Carnegie Primary School Parents' and Friends Association ("Association" or "PFA") has adopted the Victorian Department of Training and Education Model Parents' Club Constitution.

Role Descriptions

The CPS PFA operates on a 'one team' approach and whilst we have formal office bearer roles in line with our Constitution, many of the functions of these roles are often delegated to others.

The role of the Carnegie PFA / Association office bearers (President, Secretary and Treasurer), School Council PFA Representative, Qkr Administrator(s) and Class Representatives include (note: roles may be shared):

President

- Chairing monthly meetings and conducting these in accordance with democratic procedures which will enable the participation of all parents in the school
- Preparing with the Secretary, an agenda for monthly meetings
- Acting as a point of liaison between the Principal, school administration and School Council
- With the help of PFA and School Council, set the annual fundraising and social objectives for each year
- Working with the Principal, and in conjunction with School Council and PFA to identify and prioritise projects and items for fundraising to be spent on
- Calling for/sourcing coordinators to manage PFA events, activities and fundraising initiatives
- Supporting all PFA Committee members ensuring they understand the requirements of their roles and responsibilities and assisting them as they may require
- Together with the secretary, actively communicating key messages and promoting the activities and achievements of PFA with and to the wider School Community. This can be achieved via avenues such as regular updates in the School Newsletter, Compass and Facebook.
- Overseeing specific school events (assisting the designated coordinator)
- Together with the Secretary, ensuring each class has a 'Class Representative' appointed as soon as possible in the new year

- Representing PFA and providing information at various School Events
- Liaising with School Council (or via PFA representative) to keep them abreast of PFA activities.
- Preparing an annual report of PFA activities for the AGM
- Ensuring the recruitment of all Committee roles, including the President's position, prior to the end of the tenure of any role, where possible.

Secretary

- Preparing, with the President, an agenda for monthly meetings
- Arranging for the completion of PFA membership registration forms at the beginning of each year, and maintaining a list of registered members
- Developing the Class Representatives list and contact details and supplying to appropriate parties
- Taking down, preparing and distributing minutes of PFA meeting and ensure appropriate distribution within and across the entire school community
- Ensuring the school is provided with correct information relating to PFA for distribution
- Actively communicating key messages and promote the activities and achievements of PFA with and to the wider School Community
- Supporting the President and chairing meetings in the absence of the President

Treasurer

- Preparing a monthly statement of expenditure and income to be tabled at each monthly meeting and generally manage the financial affairs of the PFA
- Liaising with the school's Business Manager, as required
- Itemising money received from fundraising activities
- Preparing an annual financial report
- Actively communicating key messages and promoting the activities and achievements of PFA with and to the wider School Community
- Supporting the President and chairing meetings in the absence of the President

Class Representatives

- Facilitating a more active parent body, a greater sense of community and social integration
- Promoting parental participation in school life, through connection within the class group, the year level, and the school more broadly from each specific home group
- Sharing parent contact details amongst the class families (when approved by each parent) via email
- Acting as a point of liaison between the class teacher, and parents, when appropriate
- Supporting the classroom teacher when required, e.g. costume for concerts, distribution of reminders, seeking volunteers (excursions, events, etc.)

- Organising class functions, e.g. family barbecues, parents' dinners, morning teas, end of term play, and general social get togethers
- Purchasing a gift for the teacher for birthdays, year-end, etc.
- Welcoming new families where possible and updating them with information e.g. class contact lists, communication about the school, etc.
- Communicating reminders about school and PFA events and important correspondence
- Adhering to the school's statement of values

School Council PFA Representative

- Representing the PFA on School Council to raise any key issues and provide monthly updates on planned PFA activities and budget.
- Liaising with PFA Treasurer and President to prepare a monthly report for the School Council meeting
- Liaising with the school's Business Manager regarding Council meeting minutes and follow-up actions as required
- Reporting back to PFA on any actions or outcomes from School Council meetings
- Acting as a point of contact/conduit between PFA and School Council on matters raised outside PFA meetings or as necessary.

Qkr! by Mastercard Administrator (suggest role is performed jointly with the Compass and Newsletter Communications Officer due to commonalities)

The PFA utilises the services of Qkr! by Mastercard run through the CBA Bank for PFA events and activities. Access to, and use of, Qkr! must be in accordance with the *Carnegie Primary School Electronic Funds Management Policy* which specifies the School Administration staff and PFA representatives who are authorised to have access.

- Liaising with PFA event / activity organisers to set-up and maintain the required Qkr! order forms. Organisers are to provide details of the event including messaging, dates, pricing, reporting requirements etc.
- Liaising with the school's Business Manager, as required

Compass and Newsletter Communications Officer (suggest role is performed jointly with the Qkr! Administrator due to commonalities)

- Being a point contact for Compass and Newsletter communications and liaising with PFA event / activity organisers as required. Organisers are to provide details of the event including messaging, dates, pricing etc
- Liaising with the school's newsletter administrator, as required.

Refer to *CPS PFA Accounts and Access* for the current list of PFA Members with access to passwords for PFA accounts, including email addresses, Qkr, and keys to CPS.