

Faith Lutheran College Redlands

Parents and Friends

Terms of Reference

1. Interpretation

In this Constitution, unless otherwise stated:

“The College” or “The School”	means Faith Lutheran College Redlands
“College Council”	is the governing body of Faith Lutheran College Redlands
“College Executive”	is the Management group representing College Council for the daily oversight of Faith Lutheran College Redlands
“Church”	means Lutheran Church of Australia Queensland District
“P&F”	means Faith Lutheran College Redlands 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 FAITH 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 (insert Date).

3. Objects

The Faith Lutheran College Redlands 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 person growth outcomes of students enrolled at Faith Lutheran College Redlands by:

- (a) Providing a means of support, information and involvement of parents, caregivers and guardians in their children’s education and the school community.
- (b) Encouraging collaboration and communication between parents, caregivers and guardians and school staff.
- (c) Supporting and nurturing the Christian environment in the College.

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 Faith Lutheran College Redlands.

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 is voluntary and will be charged to parents, once per term in conjunction with the College Fees account. 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.

7. **Structure**

The P&F comprises of Members, a Committee, Sub-Committees and Parent Support Groups (sub-school and/or co-curricular).

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 School.

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 Fair or activities as directed by the College for the benefit of the College.
- Providing a forum of communication and support between Parent Support Groups and Sub-Committees.
- Approval of applications for Parent Support Groups 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, P&F Liaison Officer, Fair Convenor, two parent representatives, the Principal 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 the month of November 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.
- (d) All Members are invited to attend the Annual General Meeting and General Meetings.

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 or a General Meeting.

P&F Committee, AGM and General Meeting dates will be made available to members on the P&F pages of the Faith Lutheran College Redlands Parent Portal by the third week of Term one. These dates will also be communicated in the College's 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 must be determined by the P&F Committee.

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 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 and the Faith Lutheran College Redlands Parent Support Group Guidelines.

Parent Support 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.

Sub-school Parent Support Groups should hold at least two meetings per term. 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 and Community Liaison and Foundation Officer.
- 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.

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 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 as detailed in the Parent Support Group Guidelines.

17. **P&F Finances**

Funds surplus to the operating requirements of the P&F may be invested in an interest bearing bank account in the name of Lutheran Church of Australia Queensland District trading as Faith Lutheran College Redlands - P&F Account.

All expenditure will be either approved by or ratified at a P&F Committee meeting. The P&F Liaison Officer is authorised to order goods or services through the College's purchase order system and approved by the Business Manager.

Accounting for the funds of the P&F shall be attended to by the College's Business Office through the College's financial database. The P&F will be allocated a Cost Centre through the College's General Ledger and appropriate general ledger accounts for items of income and expenditure will be established. Items of expenditure approved by the P&F Committee are to be authorised for payment by the Principal through the Business Manager. An income and expenditure trading statement is to be provided to the P&F Committee before each meeting.

The P&F Committee shall submit to the College for approval an annual budget for expected expenditure the following calendar year in terms of the College's budgetary process and deadlines.

18. Contributions to the College from Fund-Raising Activities

Fund-raising activities should be aimed to fund specific projects to benefit the school. The Principal and Business Manager 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 School/College's cost of the project nominated by the P&F.

19. Trading Activities

Operations such as the Tuckshop and Clothing Shop are College Trading Activities and are managed by the College reporting to the Business Manager. These activities are not P&F related. The College will allow input on projects that the Trading Activity funds could be expended on. The College Council will have final approval on these projects. Not all funds need to be expended and if not will go to general revenue of the College.

Trading Activity funds are the net profits of these combined trading activities less any wages for the P&F liaison officer or any other duly appointed P&F staff.

20. Financial Year

The financial year of the P&F shall be the same as the Faith Lutheran College Redlands financial year.

21. Amendment Review

These Terms of Reference will be reviewed annually. Any amendments to these Terms of Reference must be approved by College Council after consultation with the P&F Committee.

Updated: May 2017

Adopted: Insert Date

Review Due: Insert Date