



# **Guidelines for Parents and Friends of Our Lady Help of Christians Primary School Eltham 2023**

## **Section 1 Introduction**

The Parents and Friends of Our Lady Health of Christians (PFOL) Committee is an integral part of the Our Lady Help of Christians (OLHC) school community. Parents join this Committee in a voluntary capacity to actively participate in the organisation of a range of social, fundraising and educational activities within their child's school. These guidelines aim to clarify the role of the PFOL, incorporating how it is intended to operate, and the close relationship the PFOL has with the OLHC Principal, the School Advisory Council (SAC) and the broader school community.

Our Lady Help of Christians Primary School is situated in the heart of Eltham and has consistently provided children with a high level of education since its humble beginnings in 1928.

Our school community, united and inspired by the Gospel Values, strives to provide the optimum learning environment in which students are empowered to reach their learning potential. Our school values its welcoming and inclusive community where the wellbeing of all is highly valued. Our school encourages and supports active partnerships with staff, students, families, and the wider community.

## **Section 2 Purpose of PFOL**

The purpose of the PFOL is to:

- Promote the school's Vision Statement in all possible ways.
- Work in partnership with the families, the parish, the SAC, and the school staff.
- Provide opportunities for social activities in consultation with the school community.
- Raise funds to support the running of the school and for special projects.
- Report through the school newsletter all relevant information about the events of the PFOL; and

- Connect the OLHC community to the wider community

### **Section 3 Aims of the PFOL**

To achieve our purpose, PFOL organises a variety of events, functions, initiatives, and support throughout the school year. See appendix 1.

### **Section 4 Accountability Statement.**

The PFOL reports to Principal. This means the Principal must approve/endorse activities prior to proceeding (project proposal see appendix 2).

The Principal will maintain a prioritised desired project wish list in consultation with school needs, SAC and PFOL.

The Principal will make regular reports to the school community detailing funds raised and spent throughout the year.

PFOL will collect data to inform future events prior to finalising calendar of events.

PFOL will share annual calendar of proposed events with SAC, ie Nov for following year

Roles and responsibilities statement for PFOL roles (what they can expect from Principal/SAC)

### **Section 5 Meetings of the PFOL**

- PFOL meetings are held once a month. All members are invited to attend.
- Subcommittee meetings for specific events conducted independently and report back to executive members as required.
- Members of the PFOL wishing to raise a matter related to the activities of the PFOL must notify the secretary prior to the proposed meeting date.
- The PFOL meeting agenda will be circulated one week prior to the meeting date.
- Minutes from the meeting will be circulated no more than one week after the meeting.
- The quorum for the meetings will be 5\* (\*to be reviewed as committee member numbers require, ie half + 1 of committee members required for a quorum).
- A calendar of events for the will be prepared ahead of the next year. This calendar of events will be finalised at the final PFOL meeting of the year.
- An executive PFOL member will attend and present at parent information evening.
- An executive PFOL member will attend Parent Advisory Council Association meetings as required.

- The Annual General Meeting will be held in Term 4 of the school year. This will be advertised to the school community via the newsletter. All members of the school community are invited to attend and welcome to join the PFOL.

## **Section 6 Finance and Fundraising**

Funds that are raised by the PFOL are done so for the general good of the school and are raised through events and other initiatives. At the beginning of the school year, the principal - after consultation with staff, students and parents - will outline a list of desired projects which fundraising funds will be allocated to.

The principal will commit to spending at least 25% of each annual year of funds raised within the same calendar year. The principal will advise the whole school community of funds raised progressively through the year with a minimum of termly updates, including the project the funds will be allocated to.

At the end of each event 2 committee members (at least one executive member) and school administrator will count the moneys raised. The principal will be the signatory of the bank account held.

## **Section 7 PFOL Committee**

The Committee will consist of the following:

### *Voluntary positions*

- Coordinator (Chairperson)
- Treasurer
- Secretary
- Other parent and carer members (number to be reviewed each year)

### *Ex-officio members*

- School Principal
- SAC Liaison

The Coordinator, Secretary and Treasurer will be elected at the Annual General Meeting each year. Those elected will take office from the beginning of the next School year and remain in office until the end of the school year.

At PFOL meetings all members will have equal voting power.

The Coordinator, Secretary, treasurer and any PFOL member, as part of their duties will need to adhere to our Child Safe policies and protocols and have a current Working with Children Check.

## **7.1 Roles and responsibilities**

### **PFOL Co-ordinator/Chairperson**

- Be the main representative/spokesperson of PFOL
- Be accessible to school community via PFOL email.
- Encourage participation of parents in activities organised by PFOL
- Organise committee meeting dates.
- Organise agendas for committee meetings.
- Liaise with class representatives.
- Recruitment of members
- Assist and coordinate committee positions and ensure positions are filled.
- Attend SAC meetings as required.
- Check and approve *event proposals*\* prior to submission to principal.
- Oversee *event agendas*\*
- Manage calendar of events and provide updates to committee members.
- Create calendar of events (social/fundraising) at the end of each year for following year

### **Secretary**

- Manage AGM meeting content (nominations for positions, etc)
- Attend SAC meetings as required.
- Write up and distribute meeting minutes.
- Manage OHS issues and risk assessments for events.
- Gratitude certificates (Bakers Delights, Bunnings, Brents)
- Regular newsletter report
- Oversee event agendas.

### **Treasurer**

- Receive all monies and keep accurate records of accounts.
- Present a statement of costs and projected spending (Running Budget) (showing receipts, expenditure and the outstanding balance) at each Committee meeting.
- Present a statement of Expenditure and at the Annual General Meeting.
- All Summary Budgets to be handed over to incoming Treasurer on relinquishing office.

### **General Committee Members of PFOL – Active members**

- Once calendar of events is distributed, volunteer to coordinate events of interest and provide other support as needed.
- Committee members expected to attend meetings regularly; read minutes of previous meeting; send apologies if unable to attend; listen and participate in discussion.

## Appendix 1

### List of Possible Events to be reviewed annually

#### 2023 Suggested Events

- Mother's and Father's Day Stall
- Prep parent dinner
- Grade 6 dinner
- Shrove Tuesday Pancake Day
- Hot Cross Bun Run
- Pie Drive
- Trivia Night
- Bunnings Sausage Sizzle
- School Disco
- Movie Night
- Over the counter sales (Canteen)
- Parent Social events
- Support School events (eg Twilight Sports BBQ, Christmas Carol BBQ)