

Federation  
of Parents & Friends  
Associations





## Table of Contents

Parents and carers are the first educators of their children and as such have responsibility for their education. Schools recognise the importance of this role and seek to engage with all parents to ensure the relationship developed is strong, collaborative and focussed on supporting each child as they grow and develop.

A **Parents and Friends Association (P&F)** is a formally constituted group of parents and carers of students in our Catholic schools who gather together to provide mutual support to each other and the Principals and staff of the school their children attend.

Read the Constitution of P&F Associations Diocese of Maitland-Newcastle on the CSO website [here](#).

The P&F may be involved in providing:

- feedback on school policies and activities providing a parental perspective to assist the Principal in decision-making
- additional resources to be used to enhance student learning
- parents with opportunities to be involved in e

The P&F Association works with the principal and the school community in a productive partnership to support the best possible outcomes for students at the school. The P&F Association is not responsible for the management or functioning of the school; rather supports the school and principal.

The P&F-school partnership should be built on trust, respect and shared values. It should be an open, two-way relationship with the parents, school staff and Principal all working together.

The functions of the P&F (as outlined in the Constitution of P&F Associations DoMN 2020)

- (a) promoting the interest of the School and Catholic education generally by bringing together Parents, students, clergy and teaching staff, both religious and lay, in a spirit of collaboration and close co-operation;
- (b) providing a forum for members to raise and discuss issues related to the spiritual, social and academic development of their children, at School, Diocesan, State and National levels;
- (c) use of funds raised by the Association which must be acquitted in accordance with section 83(c) of the *Education Act 1990 (NSW)*. Funds of the Association must be used:
  - (i) in consultation with school leadership to provide resources and opportunities for enriching the learning environment; and
  - (ii) in consultation with school leadership for helping the school acquire materials and equipment which otherwise could not be provided.
- (d) reaching out to all associated with the School to build a friendly and welcoming community which seeks to involve all its members
- (e) providing a parental perspective to assist the Principal, Parish Priest and School staff in furthering the educational endeavours of the school
- (f) acting as a mechanism for representing Parents when it is appropriate to do so
- (g) supporting Parents in their involvement in their children's learning at home and School
- (h) providing opportunities for Parents to gain insights into the life of the School, current developments in education and Catholic education in particular; and
- (i) undertaking any other activities in furtherance of the above.



The **Federation of P&F Associations** is the official parent body, recognised by the Bishop and Catholic Schools Office to represent and support all parents and carers of children enrolled in schools within our Diocese. The Federation of P&F Associations is made up of 13 elected delegates. These

The Special Needs Working Party is a subcommittee of the Federation of Parents and Friends Associations. This working party seeks to provide a forum for the exchange of information relevant to the education of children with special needs, acts as a support group for families of children with special needs as well as lobby relevant bodies to ensure justice and equality in the provision of educational resources for children with special needs.

The Parent Education Working Party is a sub-committee which prepares resources and events which will assist Parents and Carers in their roles. These may be presentations by various professionals, conferences and the provision of resources to parents and carers.



convenes and conducts each meeting in accordance with the Constitution, provides leadership and follows appropriate meeting procedures, offering welcome and introductions fosters good communication between the P&F, school principal and staff, school community, clergy and the broader community

should remain impartial in any discussion and ensure all points on both sides are raised and debated. If the President has strong views, they should step down from their role during that discussion and the Vice President or other Executive member can assume the role. The President does not exercise a casting vote if the vote is tied.

cannot hold the office of Treasurer

shall be a signatory on P&F accounts

acts as a representative of the P&F Association

ensures time is used effectively and decisions followed up

oversees accountability of the Association and ensures an annual audit review of accounts is undertaken

maintains attendance records for all meeting  
assists the president in preparing an agenda for each meeting  
collates agenda papers for each meeting (including subcommittee reports)  
prepares and presents minutes of P&F and officers meetings at each General Meeting  
records and deals with correspondence in/out as directed by the P&F. All correspondence out should be ratified by the school principal or their delegate  
organises, records and maintains information pertaining to the activities of the P&F  
has custody of P&F Association documents  
maintains a list of Life Members

## *Agenda*

Prepare in advance (see the samples in the end of this manual):

- Meeting agenda
- Acknowledgement of Country
- Meeting prayer

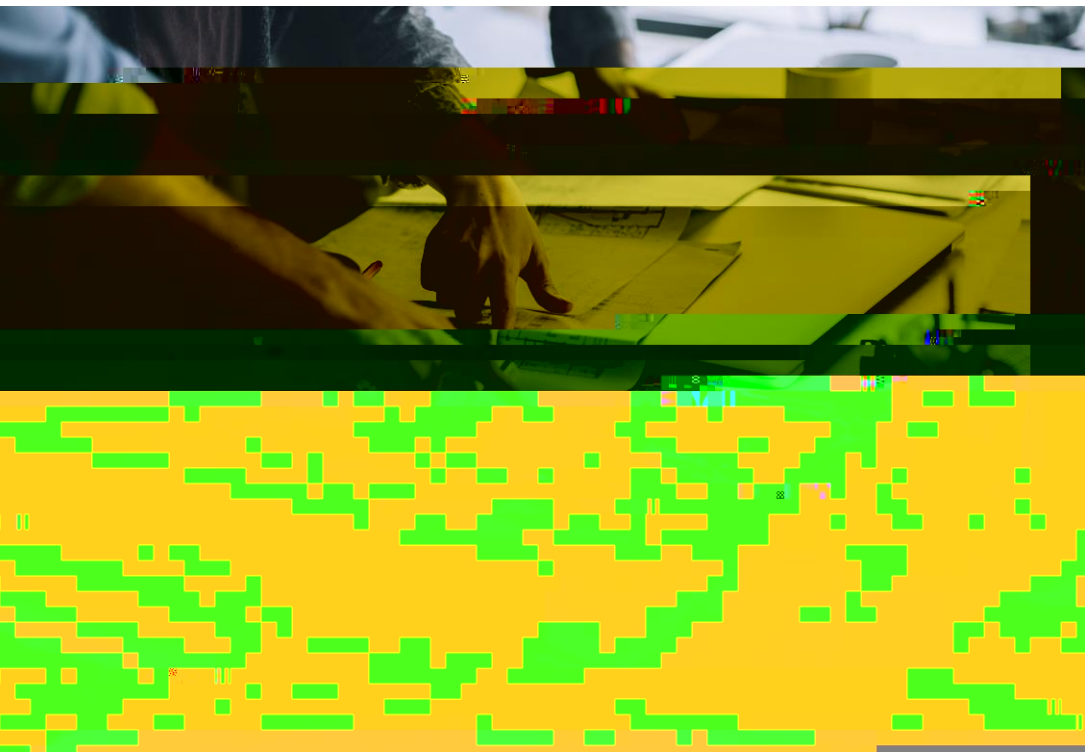
Consult with President, Treasurer and other report givers

Identify any business that needs to be addressed

Provide copies of the agenda to the meeting











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- It is important that all functions and activities of the Parents & Friends Association of PEG have the written consent of the School or Parish authorities prior to the activity being carried out and it is essential that all Associations adhere to this requirement.
- The insurance, as outlined above, applies only to unincorporated Associations under the control of a Diocese or Religious Order.
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- Make sure pathways are kept clear from obstructions, debris or any other potential slip, trip and fall hazards
- Ensure that volunteers only perform duties that they are capable of completing

For further information go to <http://risksupport.org.au/>

Risk Services has developed checklists that can be downloaded from the risk website that can assist with the organisation of events in minimising risk.

If you are in doubt on any issue relative to insurance matters, you should contact Catholic Church Insurance Limited for assistance during business hours please call 1800 011 028 for emergency assistance 24 hours a day call 1300 655 001.

Please note that the information provided is only relevant to Parishes and Schools which are currently insured with Catholic Church Insurance Limited. If your organisation is not insured with Catholic Church Insurance Limited, then enquiries should be made with your own insurance company to clarify what insurance arrangements are in place for Parents & Friends Association activities.

PLEASE NOTE: The above has been prepared and checked by the CCI and they have confirmed the accuracy of this document. The facts outlined, however, are based on the assumption that individual schools are insured through CCI. If your school is not insured by CCI you will need to check with your matters outlined above.

With a little bit of planning and organisation, P&F Associations and PEGs can fundraise safely.

BEFORE any approved fundraising activity begins:

Identify WHY you are raising funds and WHAT the funds are to be used for. Some schools raise large sums of money which can often sit in accounts unused. This can be challenging when school accounts are audited. Funds should be used for the benefit of the school. (Refer to 4.2c of the P&F Association Constitution.)

Your principal **MUST** approve any activity before any organisation can commence.

Prepare a Risk Assessment in collaboration with the Principal to ensure any potential risk is managed.

Whether it is a General Meeting or Special Meeting, good meetings share the same qualities. Those qualities are:

- respect for the equality of all members

- a strong chairperson who can maintain order and keep the meeting moving

- adherence to meeting procedure and rules

The reason for having rules for meeting is very simple. Me

someone second the motion? If no one will second, the motion lapses and no discussion follows. The motion may be proposed at a future meeting.

Once the motion has a mover and a seconder the Chairperson repeats the motion and states that it is now open for discussion. Discussion is conducted along similar lines to a debate. The Chairperson first allows the person who moved the motion to speak for the motion and then asks for a speaker against the motion. This continues until all points of view have been heard. No member may speak more than once, for or against the motion, or repeat a point of view already stated. The member who moved the motion has a right to reply at the end of the discussion.

When all points of view have been heard the Chairperson repeats the motion and calls for All those in favour? All those against? and then announces if the motion has been carried. Me 1 2ntion has be30 gr tP.74 Tm0 g0

| TERM  | EVENT   | DATE | TIME | SUB-COMMITTEE OR INDIVIDUALS INVOLVED | RISK ASSESSMENT CONDUCTED YES/NO | DATE OF PRINCIPAL CONSENT | VENUE          |
|-------|---|------|------|---------------------------------------|----------------------------------|---------------------------|----------------|
| ONE   | Eg:<br>Welcome<br>BBQ                             |      |      | Jane D<br>Bob P<br>Sam S<br>John Q    | Yes                              |                           | School grounds |
| TWO   | Day stall<br>Movie night<br><br>School photos     |      |      |                                       |                                  |                           |                |
| THREE | Day stall<br>Tea towel fundraiser                 |      |      |                                       |                                  |                           |                |
| FOUR  | Year 6<br>Canberra excursion<br>Christmas Concert |      |      |                                       |                                  |                           |                |

1. All P & F Association events and activities *MUST* have the approval of the Principal
2. *MUST* have a Risk Assessment completed  
Appendix 6
3. The Principal is able to forward this to the schools Safety Business Partner for review.
4. **Items in red are inclusions from the school calendar.**

School name  
Date  
Time  
Location (In person or via Zoom)

#### ACKNOWLEDGMENT OF COUNTRY

PRAYER

WELCOME and INTRODUCTIONS      Zoom protocols / Confidentiality.

ATTENDANCE and APOLOGIES:

MINUTES OF PREVIOUS MEETING TO BE RATIFIED:

CORRESPONDENCE:

IN:

OUT:

BUSINESS ARISING FROM PREVIOUS MINUTES

#### REPORTS

Principal  
Treasurer  
Federation Delegate  
Committee reports

#### AGENDA ITEMS









We acknowledge and pay our respects to the traditional custodians, past and present, of this land the \_\_\_\_\_ people. Who long before us lived, loved and raised their children on this land.

We also acknowledge all the Aboriginal and Torres Strait Islander families in our community and acknowledge their physical and spiritual connection to the land.

We come together today to learn to share and to journey together.

These prayers are offered as a practical way for members of the school community to come together in prayer, to reflect on their gifts and the mit on their



## Hope

### Leader

At Easter we celebrate the resurrection of the Lord, the triumph of life over death. It is the great season of hope. Catholic schools should be places of hope Easter places! Let us pray that our schools will be inspired by a view of life that is joyful and optimistic and that our own association might contribute to this.

### All

*Lord Jesus, fill us with the spirit of hope and joyful expectation.  
You have shared your life with us and, if we allow it to happen, we  
can never be alone.  
The future you have in store for us is beyond all human  
expectation.  
May this meeting of ours reflect the promise we share, and may  
we strive to keep our schools places of hope.  
Amen*

**On the evening of that day, the first day of the week ... Jesus came and stood among them  
and said to them, Peace be with you**

## Respect

## *Recognition*

### **Leader**

We all know the power of praise and recognition in the building of self-esteem. Children, parents, teachers we all flourish when our contributions are acknowledged. Let us begin this meeting by praying for the many generous people who help to build up and maintain our educating community.

### **All**

## Values

### Leader

Catholic schools are built on values. Through their lessons and programs, through the Religious Education they offer, and through the ways in which teachers and pupils relate to each other, Catholic schools continually teach certain values. But values are most effectively learnt in our homes. Let us pray then that our teachers and parents will teach the values of Jesus.

### All

*Lord Jesus, help us all become better teachers of values.  
Let us teach the value of love without which children cannot grow.  
Let us teach the value of justice which sets children free from the  
forces that hold and bind and limit their growth.  
Let us teach forgiveness that re-unites and makes us whole again  
And let us teach hope in a glorious future and in a God that has  
carved our name in the palm of His hand.  
And bless this meeting of ours. May it be energised by the values  
of your Kingdom.  
Amen*

## Ending

### Leader

The end of the year approaches and our work for the moment, is almost complete. Let us remember the many blessings we have received this year, the friendships we have made, the challenges we have met, the struggles we have endured, and the achievements we have celebrated. Let us be thankful for all the graces bestowed on our education community, on our school.

### All

*Lord Jesus, we thank you for your presence in the life of this association and our school.  
You have spoken to us through the events of the year.  
In our many discussions about Catholic schooling,  
In our shared plans and hopes and dreams,  
In the prayers and liturgies and celebration on special occasions,  
And, often enough,  
In the words of our children.  
Bless all of those who have been part of our community.  
Bless especially the teachers, children and parents who will not be here next year.  
And bless this meeting of ours where we gather to bring our*

*Amen*

**Give thanks to the Lord, for he is good, for his mercy endures forever; Give thanks to the God of Gods for his mercy endures forever; Give thanks to the Lord of Lords, for his mercy endures forever.**

**Psalm 136**

**SAMPLE MINUTES / ACTION SHEET**





**ACKNOWLEDGMENT OF COUNTRY**

**PRAYER**

**WELCOME and INTRODUCTIONS** Zoom protocols / Confidentiality.

**ATTENDANCE and APOLOGIES:**







|  |  |  |  |  |
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|------------------------------|------------------|-----------------|-----------------|------------------|
| 2                            |                  |                 |                 |                  |
| <b>Of New Office Bearers</b> |                  |                 |                 | <b>Confirmed</b> |
|                              | <b>Nominated</b> | <b>Seconded</b> | <b>Accepted</b> |                  |
| t                            |                  |                 |                 |                  |
| t                            |                  |                 |                 |                  |
| y                            |                  |                 |                 |                  |
| r                            |                  |                 |                 |                  |
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To be completed after each AGM and sent to the Catholic Schools office as noted below







# MONTHLY BANK RECONCILIATION

|  |            |                   |
|--|------------|-------------------|
| Bank Balance as at 29/2/2008           |            | \$6,254.25        |
| Add Outstanding Deposits               |            |                   |
| 1/3/08                                 | \$100.00   |                   |
| 2/3/08                                 | \$878,50   |                   |
| Total Outstanding Deposits             |            | <u>\$ 978.50</u>  |
| Sub-total                              |            | \$7,232.75        |
| Less Unpresented Cheques               |            |                   |
| No. 041126                             | \$1,000.00 |                   |
| No. 041128                             | \$1,542.50 |                   |
| No. 041129                             | \$ 500.00  |                   |
| Total Unpresented Cheques              |            | <u>\$3,042.50</u> |
| Available Bank Balance as at 29/2/2008 |            | \$4,190.25        |

# FINANCIAL REPORT

|  |                    |
|--|--------------------|
| Balance reported at last meeting                     | <u>\$6,254.25</u>  |
| Receipts   |                    |
| Sausage Sizzle                                       | <u>\$978.50</u>    |
| Total Available                                      | <u>\$7,232.75</u>  |
| Less Payments Made                                   |                    |
| No. 041126 (family photos deposit)                   | \$1,000.00         |
| No. 041128 (golf day deposit)                        | \$1,542.50         |
| No. 041129 (raffle tickets)                          | \$ 500.00          |
| Total Payments                                       | <u>\$3,042.50</u>  |
| Balance Available                                    | <u>\$4,190.25</u>  |
| Less Invoices Received Requiring Approval            |                    |
| (list name of supplier and purpose of expenditure)   | <u>\$ 0,000.00</u> |
| _____  |                    |
| Final Balance Available at (date of current meeting) | <u>\$4,190.25</u>  |

**CDF ONLINE ACCESS Parish and School Accounts**

## Executive Summary

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**Q. How frequently does the Treasurer needs to get the books audited and who can do this?**

**Can it be another parent or do they need to be independent of the school?**

Books need to be audited annually a qualified accountant is needed to do this and they cannot be eligible to hold an Executive position or part of their immediate family. Another parent from the school is allowed. (10.4)

**Q. What insurances do the P&F need? Are they covered by the school**

**Q. Budget** should we prepare a budget at the start of each year?

This depends on your P&F and your work with the school you might be planning to donate to the school so they can plan to purchase air conditioners etc..

**Q. With large expenses, does the school pay and we reimburse the school less the GST component?**

they make donations to the school to assist in the purchase of items. These items may be identified by the P&F and school as something they would like to obtain for the enhancement of the school.

**Q. Receipts**