ST JOSEPH’S SCHOOL, KORUMBURRA

PARENTS AND FRIENDS HANDBOOK
Dear Parents of St Joseph’s Students,

It is with pleasure that I recommend this document to you and ask you to give it your full attention.

The School Parents and Friends has an important role in fostering the Catholic ethos of the school, in nurturing the spirit of this community and in supporting the Principal and Staff with whom you have shared your responsibility for your children’s education.

Please accept this document as a resource written to assist you in your important role in St Joseph’s School Community.

Rev. Fr Peter Kooloos
PARISH PRIEST
ROLE of ST JOSEPH’S SCHOOL PARENTS AND FRIENDS, KORUMBURRA

HISTORY
For many years the Parents and Friends operated as an auxiliary of the Catholic Women’s League which has been in operation for over forty years. As of 2005, the Auxiliary ceased operating under the C.W.L. constitution. The Parents and Friends are accountable to the Principal who derives his authority from the Parish Priest.

GOALS
The goal of St Joseph’s Parents and Friends is to embody the Gospel values of care, compassion and service by supporting the families of students attending the school in the following areas.

1. To promote the interests of the school by bringing parents, pupils and teaching staff into closer co-operation.

2. To support, by care and friendship, families at the school who have suffered any hardship, bereavement or illness, etc.

3. To assist the school financially, through fundraising activities, so as to provide resources such as sports equipment, teaching aids, library books and the like as requested by the teaching staff through the Principal.

EXPRESSION OF GOALS
In order to live out the goals of the Parents and Friends, the following events are conducted:

Pastoral: So that an atmosphere of care prevails within the school community, the Parents and Friends promote the following activities:

- Support and the Annual Fete
- Parents and Friends end of Year function
- Cards and letters of appreciation sent to appropriate people
- Purchase of appropriate gifts for Grade Six children to symbolise their Catholic primary education at St Joseph’s.
Fundraising: In order to provide the best equipment for our school community, we raise funds through:

- Little Tatts
- Trivia Night/Cabaret/Family Dance
- Sale of Uniforms
- Tuckshop
- Other activities which are decided at monthly meetings

MEMBERSHIP

Membership will be open to all parents/guardians and friends of the school who are interested in furthering the objectives of the Parents and Friends. The following shall be ex-officio members of the Parents and Friends:

- Parish Priest or nominee
- Principal or nominee

OFFICE BEARERS

The management of the Parents and Friends will be vested in an executive committee consisting of the following office bearers:

President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Tuckshop Co-ordinator, Assistant Tuckshop Co-ordinator, Uniform Co-ordinator, Assistant Uniform Co-ordinator, Public Relations Officer.

DUTIES OF OFFICE BEARERS

1. (a) The President shall promote the Catholic ethos of the school.
   (b) The President shall conduct all meetings as prescribed under the conducted meeting section.

2. The Vice-President shall deputise for the President as required.

3. (a) The Secretary shall keep a true and correct record of the business conducted at each meeting. Circulation of minutes as decided at the meeting. (At present copies are attached to the school newsletter.)
   (b) In addition the Secretary shall note any agenda items elicited from other bearers/members and include these items on the minutes of the meeting mentioned above.
   (c) The Secretary shall handle all inward and outward correspondence in relation to the Parents and Friends business. All inward correspondence shall be handed to the person it is addressed to, any other inward correspondence shall be opened by the secretary, recorded and then passed onto the relevant committee member.
(d) The Secretary shall keep, in the minute book, a record of attendance of members at meetings.

4. The Assistant Secretary shall assist the Secretary in the duties listed above and also deputise when required.

5. (a) The Treasurer shall keep a true and correct record of all financial transactions of the Parents and Friends, reporting on the same at each meeting.

(b) The Treasurer will follow normal money handling procedures. (see pages 6 – 8)

(c) The Treasurer shall also compile an annual statement for distribution to and perusal by all members at the Annual General Meeting.

6. The Assistant Treasurer shall assist the Treasurer in the duties listed when required.

7. The Tuckshop Co-ordinator shall attend to the ordering for and organisation of the tuckshop. The Tuckshop coordinator shall also compile an annual statement for distribution to and perusal by all members at the Annual General Meeting.

8. The Assistant Tuckshop Co-ordinator shall assist the Tuckshop Co-ordinator in the duties listed when required.

9. The Uniform Co-ordinator shall attend to the ordering for and organisation of the uniform shop. Sale items will be determined on availability. A list of full uniform is to be posted in the school newsletter twice a year as a reminder to parents of correct uniform. No item of uniform is to be changed unless agreed upon at a Parents and Friends meeting. Student uniform for both boys and girls, summer and winter is available in the Uniform Policy. There shall be no ordering of uniform unless agreed upon at the Parents and Friends Meeting. A regular stock take must take place. A book must be kept with the stock available and the stock that has been sold. The uniform coordinator shall also compile an annual statement for distribution to and perusal by all members at the Annual General Meeting.

10. The Assistant Uniform Co-ordinator shall assist the Uniform Co-ordinator in the duties listed when required.

11. The Public Relations Officer shall promote the school events via the media and any other way deemed appropriate. All articles must be cited by the Principal prior to publication.

12. The Executive of the School Parents and Friends consists of the President, Secretary and Treasurer.

13. The President and Vice-President’s terms of office are no longer than three consecutive years.
MEETINGS

1. The Secretary shall supply each member with a copy of the minutes of the previous meeting, together with agenda items for the coming meeting.

2. Unless otherwise authorised by the Executive, the meeting shall be held at the Walsh Parish Centre on a day decided in the first week of each month. The date and time of meetings shall be decided at the Annual Meeting in December.

3. A quorum shall consist of no fewer than five members, two of whom shall be Executive members. If a quorum is not attained within fifteen minutes of the starting time the meeting is to be abandoned.

4. Monthly meetings may be cancelled, deferred or replaced with alternative activities by resolution of the meeting.

5. Meeting Procedure
   - Opening Prayer (taken from School Prayer Book)
   - Welcome by President
   - Apologies
   - Minutes of last Meeting to be read and confirmed
   - Business arising from minutes
   - Correspondence read by Secretary
   - Motion as to its receipt
   - Business arising from Correspondence
   - Principals Report
   - Treasurer’s Report
   - Accounts to be passed for payment
   - Tuckshop report
   - Uniform Report
   - General Business
   - Date of next meeting

6. The President Shall:
   (a) announce all votes and decisions
   (b) decide all points of order
   (c) have a deliberative as well as a casting vote

7. Members
   (a) address all comments through the President
   (b) if called to order, take their seat until the point is determined
FUNDS

8. (a) The funds of the Parents and Friends shall be banked in the name of the Parents and Friends with any two of the following authorised to operate thereon: President, Secretary or Treasurer. The treasurer will count and bank all monies that are raised by the Parents and Friends. All money should be counted on school premises. This should be counted with another member of the committee and banked promptly.

9. The expenditure of funds shall be made by members of the Parents and Friends according to the recommendations and/or requests by the Principal and/or teaching staff.

10. (a) The Parents and Friends are accountable to the Parish Priest for all assets and funds.
(b) The Principal of the school may be nominated by the Parish Priest to act on his behalf.

11. The Parents and Friends gives support to the C.W.L. when so requested, particularly in catering for funerals and any other functions that may arise.

12. It is normal practice to purchase a gift for any of the teaching staff who is leaving the school. The presentation will be made at a time and place arranged by the Executive.

RATIONALE

With the Parents and Friends being such an important school organisation and given the considerable amount of money which may pass through the books, it is essential that a comprehensive, clear and consistent set of procedures be in place for the handling of money. Other considerations are as follows:

- Members of the Parents and Friends are volunteers. Support, in the form of clear guidelines, should be provided so as to avoid any controversy and associated difficulties.

- Some members may not have the required experience in financial matters. A clear statement of approved procedure is therefore essential.

- Funds raised by the Parents and Friends go to support the school. For the Parents and Friends to function effectively, all members of the school community must have confidence in the integrity of its financial management procedures.

- St Joseph’s School is part of the parish school and as such is under the authority of the Parish Priest. The Parents and Friends must be able to confidently account for its actions.
GENERAL PROCEDURE

- The Treasurer is responsible for the daily banking and handling of all monies.

- Families should be requested to forward all moneys to the school in an envelope with appropriate information on the outside, eg.
  
  *CHOCOLATE DRIVE, SMITH FAMILY, GEORGE YEAR 5 $12.00*

- These envelopes (unopened) to be placed into a specially marked container. Handed into the school office, where the Treasurer will then record and count in the presence of another committee member.

- The Treasurer is to keep a record of the order, the name of the family and the amount paid. (A separate record should be created for each fundraising activity).

- These moneys should be counted, reconciled to the records and deposited immediately into the Bank Account. Under no circumstances should cash be used by the Treasurer for his/her own purposes, carried around in a person’s handbag or car, or left at home for any period of time.

It is required that:

- The Treasurer and one other person count all money on the school premises, especially large amounts. This other person may be a staff member, a parent or the school secretary. Two people are not required to count very small amounts.

- Members of the school community are educated to put money in a sealed bag/envelope which will be provided. Details of the sealed bag/envelope contents should be provided by parents on returning the item to school.

TUCKSHOP

- The tuckshop volunteers are to count the money, put it into denominations and record the total on a form provided. The Treasurer is to collect the money from the office.

- All money from raffles is to go to the office when it is collected through the classroom.

- A receipt book is provided to record daily takings, i.e. tuckshop, raffles, etc.
If the school function is conducted out of banking hours, e.g. Trivia Night, etc.

- Under no circumstances is money to be taken home but under extenuating circumstances the executive (2) will come to a decision as to what is prudent and appropriate.

- For every activity, the money is to be counted and receipted as outlined above. (cf. Tuckshop).

- Every fundraising event needs to be kept separate and the money from each is to be recorded as such in the Parents and Friends books.

- If change is needed for a function a cheque for this is to be written.

PETTY CASH

- All accounts are to be paid by cheque. An invoice must be received before payment can be made.

- A petty cash float of $20.00 for incidental expenses is held by the Treasurer. Receipts are required for all purchases.

- Reimbursement for phone expenses is up to the Executive’s discretion. The phone at school may be available after consultation with the Principal.

UNIFORM

A subcommittee of 4 members consisting of uniform co-ordinator, assistant co-ordinator and two parents voted in by members at a P&F meeting. Their role is to consider any changes to uniform and to bring back recommendations to a general meetings.

UPDATING OF HANDBOOK

- The handbook must be regularly updated and be approved by the School Principal. Any changes must also be discussed at a Parents and Friends Meeting.