



MACARTHUR ANGLICAN SCHOOL

Established 1984

MACARTHUR ANGLICAN SCHOOL PARENTS AND FRIENDS POLICY

Rationale

Macarthur Anglican School Parents and Friends (P&F) is a voluntary gathering for parents and friends of Macarthur Anglican School. The overriding purpose of the P&F is to support the activities of the School and further develop a sense of community amongst parents, friends and alumni of the School.

The purposes of the P&F are to:

- i) Provide a forum for parent discussion and the promotion of a sense of community, service and mutual assistance amongst the School community.
- ii) Provide a forum for communication and sharing of information about aspects of the School's operation that are of interest to the parent body.
- iii) Arrange social activities for parents and friends of the School.
- iv) Promote a culture of giving within the School community.
- v) Undertake fundraising within the School community.
- vi) Support other activities of the School.

References

- Macarthur Anglican School Parents and Friends Guidelines and Procedures

Review

This policy is to be reviewed annually by the P&F Committee and the Headmaster's Executive and is due for consideration each April.



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MACARTHUR ANGLICAN SCHOOL PARENTS AND FRIENDS GUIDELINES AND PROCEDURES

P&F meetings and activities will be held regularly throughout the year coordinated by a committee.

Each year the P&F will appoint a committee to assist with the running of the P&F and the planning of P&F activities for the 12 months following their appointment.

- i) The committee will be known as the P&F Committee.
- ii) Only persons who are current or former parents and guardians of Macarthur students or who are former students of Macarthur are eligible for appointment to the P&F Committee.

Along with the Headmaster or his delegate, the Committee will be organised as follows:

- i) It will have between five and nine members.
- ii) The School will provide a minute secretary to assist with distributing the Agenda, minute taking and Committee meeting organisation.
- iii) The Committee will appoint a President (not to be the Headmaster or his delegate) to chair meetings of the Committee for a period of 12 months until a new Committee is appointed. The President also represents the P&F at School events as determined by the Headmaster.

The Committee is to organise the annual gathering held for the purpose of appointing a new Committee for the following twelve months.

- i) All appointments by the P&F to the Committee are to be vacated at the time of the annual gathering.
- iv) Previous Committee members may be reappointed to the Committee.
- v) Committee members are elected using a first past the post voting system.
- vi) Votes will be cast on paper and the Headmaster or his delegate will act as the 'Returning Officer'.

The Committee

- i) may meet as often as the Committee decides is necessary to enable them to undertake their activities.
- ii) will be responsible for the School Purchase Order Book corresponding to the General Ledger account for the P&F. The usual School signatories will sign cheques drawn against this Cost Centre.

An annual levy of the School Community and any money raised through fundraising activities will be used to support the activities of the P&F.

- i) At the commencement of the year the Headmaster will determine after discussions with the Committee a number of P&F Partner Projects for the year. These projects will form the major focus of the P&F fundraising for the year.
- ii) In addition the Committee will take to a P&F meeting towards the end of each year a list of minor capital projects for the P&F to consider supporting.

The Headmaster or his delegate will attend all P&F meetings and may report to Council on the activities of the P&F. The Headmaster will ensure appropriate recognition is given to the activities and achievements of the P&F including the publishing of information as to funds raised and of the successful activities and initiatives of the P&F.