



Resource Manual

FOR PARENTS & FRIENDS ASSOCIATIONS



Federation
of Parents & Friends
Associations

DIOCESE OF MAITLAND-NEWCASTLE

V1, May 2022



The term **parent** is used throughout this document and is a collective term which includes parents and carers.



We acknowledge and pay our respects to the traditional custodians – the Aboriginal and Torres Strait Islander people, past, present, and emerging who long before us lived, loved and raised their children on this land.

We reflect on the millions of footprints that have travelled the Dreaming pathways and our own loved ones who have gone before us.

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Parent and Carer Engagement in Our Schools

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.

What is a P&F?

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 engaging in their child's education.

Role of the P&F Association

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.

Limitation

A P&F has no authority over:

- ▶ school staffing issues;
- ▶ educational issues relevant to specific students; and,
- ▶ financial decisions without consultation with, and approval of, the school Principal.

A P&F has no legal entity separate from the school. It is a consultative body established under the auspices of the Principal. It therefore must recognise the need to act with respect for:

- the authority and responsibility of the Principal in making decisions relating to the school and/or any activity using the school's name;
- the role of the Parish Priest with regard to decisions involving school/Parish property and;
- the established protocols of the school and Parish.

Membership

All parents who have students enrolled at the school are members. The Principal and Parish Priest are ex-officio and do not have voting rights.

Volunteers or Unpaid Workers/P&F Members

In schools, parents and carers help in many ways: in classrooms listening to children read, as helpers at sports and extra-curricular activities; on parent committees; working bees and at fetes and fundraising events.

If you are involved in your school's P&F Association or PEG, use the link below to register to volunteer and identify the documentation you need to provide.

Click [here](#) to visit the volunteer registration page.



What is the Federation of P&F Associations?

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 delegates attend Federation General Meetings and Annual General Meetings held each year around the Diocese. At the Federation AGM, Delegates may nominate to become one of the 13 Federation Councillors. From these delegates, the President is elected at the AGM.

At the first meeting following this, several positions are filled by the 12 remaining delegates.

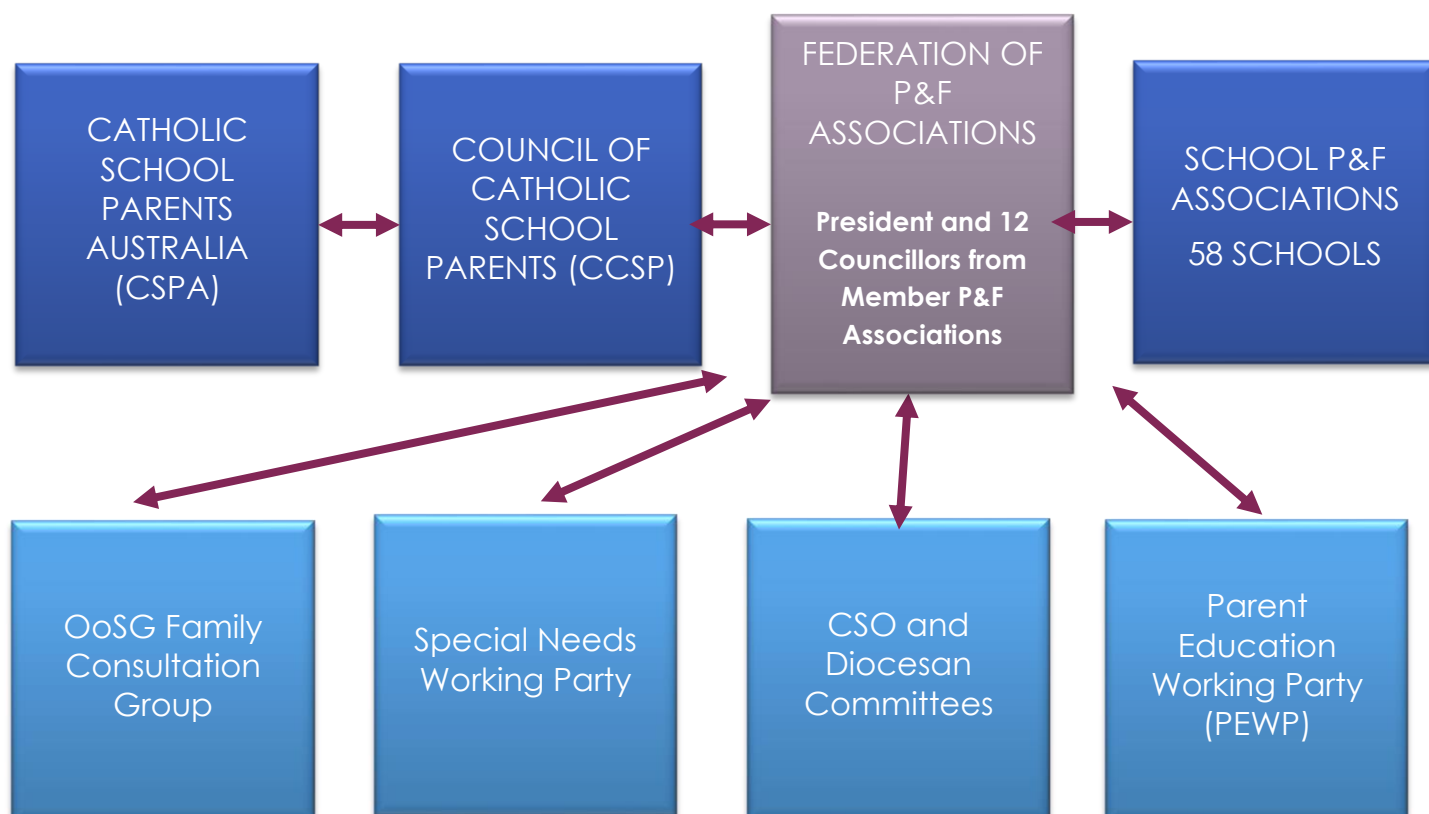
- Two Vice Presidents
- A Treasurer
- A Secretary

We also elect members who are interested in joining subcommittees or *Working Parties*:

- Special Needs Working Party (SNWP)
- -Parent Education Working Party (PEWP)

We also elect two delegates, a Primary and an Alternate delegate to represent our Diocese at the **Council of Catholic School Parents (CCSP)**.

WHERE DOES THE FEDERATION 'FIT'?



SPECIAL NEEDS WORKING PARTY

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.

PARENT EDUCATION WORKING PARTY

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.

OFFICE OF SAFEGUARDING (OOSG) FAMILY CONSULTATION GROUP

The OoSG FCG was established in 2021 to provide a link between the Federation of P&F Associations and the OoSG. The group provides an avenue for consultation and discussion regarding strategies that support safeguarding of children and young people in our school.

CSO & DIOCESAN COMMITTEES

These committees are groups set up to address specific criteria. They are formed and once they have completed their brief they are dissolved. These Committees have included such projects as the Bishop's Awards and the Vision Statement Review Working Party.



Roles and Responsibilities of the P&F Executive Team

THE PRESIDENT

- ▶ 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
- ▶ ensures everyone has an opportunity to contribute and encourages participation and all attendees feel welcomed
- ▶ distributes Minutes of the previous meeting and signs ratified Minutes for the Secretary to retain
- ▶ provides explanations to those in doubt about procedure or the subject matter under discussion
- ▶ establishes the next meeting date and time and to close the meeting
- ▶ may meet with Executive prior to the meeting to discuss the agenda but all decisions should be made at a scheduled P&F meeting.
- ▶ develop and maintain a close working relationship with the Principal and the school community
- ▶ ensures any contentious issue is placed on notice and advertised

THE SECRETARY

- ▶ 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

TIPS FOR THE SECRETARY

Agenda

- ◆ Prepare in advance (see the samples in the section 'Meetings, Committees and Procedures' at 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 – time for per circulation of papers one weekday before etc

Minutes

- ◆ Provide copies of the minutes to those present at the meeting
- ◆ Record a summary of the main points of discussion as dot points. They do not need to be word for word
- ◆ Do not name individuals involved in the discussion
- ◆ Identify items that require action from the correspondence list
- ◆ Prepare the Minutes for distribution as soon after the meeting has concluded

Correspondence

- ◆ Check the mailbox regularly (post and email)
- ◆ Have a summary list for the meeting
- ◆ Inwards: identify pertinent items needing action or which should be brought to the attention of the meeting
- ◆ Outward: letters authorised by the last meeting. All correspondence out should be co-signed by the school principal or their delegate

Record keeping

- ◆ Maintain up-to-date membership record
- ◆ Keep a record of continuing motions that affect the way the P&F does business
- ◆ Record who moved and who seconded the motion and the outcome of the motion
- ◆ Record discussion briefly if no decision was made (dot points)
- ◆ Other files e.g. fete, list of materials needed for functions

THE VICE-PRESIDENT

- ▶ fulfils the role of President in his or her absence or when required. It may be viewed as a learning experience for a parent wanting to take on the role of President in the future
- ▶ chairs P&F meetings when the President is absent.
- ▶ assists the President in attending official school and parent functions.

THE TREASURER

- ▶ has the overall responsibility for the financial management of the P&F, including all subcommittee accounts
- ▶ complies with the reporting requirements as outlined in the Resource Folder
- ▶ prepares an annual budget for the P&F in consultation with Executive and Principal
- ▶ supplies a financial statement at each meeting
- ▶ makes all cheque books, deposit books and receipt books together with books of account, available to the auditor
- ▶ prepares annual statements and ensures all financial records of the P & F Association are audited annually. A copy of the auditors report is to be provided to the Principal for school records.
- ▶ keeps accurate accounts of receipts and expenditure
- ▶ stores all previous years records on the school premises

TIPS FOR THE TREASURER

- ◆ Obtain the records from the previous Treasurer
- ◆ Develop an accountable book register which lists the number of cheque books (with cheque numbers), order books and receipt books in existence
- ◆ Have signatories for cheque account operation changed at the Catholic Development Fund (CDF) [link](#) if changes in the Executive occur
- ◆ Record the transactions of the P&F as they occur during the month
- ◆ Promptly bank all monies in the CDF P&F Association account
- ◆ Keep the cashbook up to date
- ◆ Pay all accounts promptly when authorised by a meeting
- ◆ If using a cheque book linked to the account, make sure all cheques are correctly filled out and all cheques signed by the appropriate people only once the cheque is filled in.
- ◆ Fill out cheque butts in detail as they are a record of payments made.
- ◆ Protect him/herself by paying all accounts by cheque or EFT using a 2-step process that can be arranged by contacting the CDF
- ◆ Ensure the President and Secretary are given a copy of the signed statements prepared for each meeting, to be inserted in the Minutes book
- ◆ Give a copy of the audited financial statements to the secretary after the AGM and a second copy to the Principal for their records.
- ◆ **IMPORTANT: All financial records should be securely stored on-site at the school.**
- ◆ Ensure accounting is open and transparent. Welcome questions about P&F finances
- ◆ Discuss and address any issues raised by the auditor
- ◆ Ensure reports are countersigned
- ◆ Ensure all books/records are audited each year prior to and in preparation for the AGM

REGULAR CHECKS

- ◆ Is a schedule of payments presented for approval to each meeting?
- ◆ Is a statement of receipts and payments presented to each meeting?
- ◆ Is the bank reconciliation checked by an Executive member other than the Treasurer before each meeting?
- ◆ Are all payments supported by invoices/receipts/dockets?
- ◆ Do 'Goods Received' and 'Paid' stamps/markings appear on all paid invoices?
- ◆ Are photocopies of invoices used to support payments stamped/marked 'not previously paid'?
- ◆ Is the bank statement sighted and signed when the bank reconciliation is checked?

ANNUAL CHECKS

- ◆ All the accounts for the P&F including any funds allocated to subcommittees have been collected and taken to the auditor with ample time to prepare audited financial statement for the AGM
- ◆ Copies of Minutes of the P&F forwarded to the auditor with the accounts

- ◆ Audited financial statements presented to the P&F for endorsement at the AGM
- ◆ Copy of the audited financial statements provided to the Principal
- ◆ ALL books and financial records should be stored on-site at the school.

THE FEDERATION DELEGATE(S)

A maximum of two Federation Delegates should be appointed to link with the Federation of Parents & Friends Association for the Diocese of Maitland – Newcastle. The Federation Delegate:

- ▶ attends the various meetings, workshops and functions organised by the Federation of P&F Association for the Diocese of Maitland-Newcastle as a representative of the school's P&F
- ▶ provides a communication link between your school P&F and the Federation of Parents & Friends Association for the Diocese of Maitland – Newcastle as whole
- ▶ attends school P&F Association meetings
- ▶ represents the P&F of your school at the Federation of P&F Association meetings held twice yearly
- ▶ ensures correspondence from the Federation of P&F Associations is shared and distributed with your P&F Association and Principal.

THE PRINCIPAL

The Principal is an ex officio (by virtue of their position in the school) member of the P&F and is given automatic membership to the P&F Association.

The Principal is responsible for the good order and management of the school. As the schools Responsible Person, the Principal must approve and be aware of any special guests or speakers who may be attending a P&F meeting or visiting the school on P&F business. The Principal must also approve any activities the P&F Association undertake and the appropriate Risk Assessments must be completed and forwarded to the schools Safety and Wellness Business Partner.

PRINCIPAL'S REPORTS

- ▶ The Principal should provide regular reports to the P&F regarding school matters
- ▶ The Principal should ensure that appropriate consultation mechanisms are in place to ensure that planned activities are executed in accordance with required policies and procedures.

Reports may include:

- ▶ Details of recent events, happenings within the school.
- ▶ Diocesan news
- ▶ Planned activities, review of policy
- ▶ Announcements of major changes within the school
- ▶ Points of interest/upcoming events

THE PARISH PRIEST

The Parish Priest or Parish Leader is an ex officio (automatic) member of the P&F and is given automatic membership to the P&F Association.

At the commencement of the New Year the P&F should advise the Parish Priest / Leader of upcoming meeting dates and events; keeping him apprised of issues and developments throughout the year and extending invitations to functions, event and fundraising events.

Your Parish Priest may like to assist with promoting the activities of the P&F by keeping the Parish updated through their Parish Bulletin of activities and fundraisers. The Parish Priest:

- implements or attends skilling sessions so all office bearers are aware of their responsibilities
- remembers that everyone is different but is part of the team
- leads by example and sets appropriate standards.

Running an Effective P&F

TIPS FOR THE P&F EXECUTIVE TEAM

- ▶ Never sign blank cheques (this includes either the amount or the payee)
- ▶ Always check and sight a supporting invoice before signing cheques
- ▶ Ensure you maintain good communication with other members of the Executive
- ▶ Do not engage in discussions where you have a financial or personal interest. Always declare any conflict of interest that may occur
- ▶ Pass on key information to your successor
- ▶ Consider using the Annual P&F Planning Template to create a calendar of events and activities for your Association (see the section Templates and Forms)

PROMOTING YOUR P&F ASSOCIATION

Do what you can to promote your P&F Association. If the parents are not coming to you then you can go to them.

There are always people at the school around drop off and pick up time. What can you do as a group to engage them?

Where else can you promote your Association and celebrate the great things that you do!

What can the Association do for its members? As an Association what do you give back to members? Why should they join the Association?

Give people just one job! Share the load. Say thank you and celebrate success!

Don't overload members especially if they are new to the Association.

HANDING OVER TO A NEW EXECUTIVE

How many times have you heard that someone went to their first meeting and it happened to be the AGM and they came away with a position on the Executive? What support and training did they get? How many new members struggle with very little support or information?

Once you know where to go it is easier but getting to that point can be difficult sometimes. That is why handovers are so important and the principal has a role to play in supporting new executive members.



CHECKLIST FOR OUTGOING P&F EXECUTIVE

<i>Handover to the incoming executive team</i>	
	Register of Life Members of P&F
	Minutes books with minutes from all meetings since P&F commenced
	Address list of contacts for assistance – Federation of P&F Associations Contact List and Calendar
	A list of any important issues/projects which need to be followed up or continued by the new executive
	Any diary that has been kept by the P&F on issues, events and/or invitations attended by the outgoing executive
<i>Handover to the incoming Treasurer</i>	
	Books of accounts for current and previous year
	Cheque, receipt, invoice and order books
	Assets register
	Auditor's statements and reports for past seven years including current year
	Bank form for change of signatories for P&F general, subcommittee and any investment accounts
<i>Handover to the Principal</i>	
	Provide the Principal with a copy of the last audit report
	Ensure they are aware of the new P&F Executive contact details
	Advise on the location of P&F Records – Minutes, Minute books, past books etc.

CSO POLICIES AND PROTOCOLS

All parents and carers who have children enrolled in a Catholic school are able to be members of their child's P&F Association. As members of the school community, it is important to be aware of the policies and protocols that are in place for the smooth running of our schools.

Please use the link below to access policies and protocols that will assist you in your understanding of how our schools are managed. It is particularly important for the P & F Association Executive to be aware of the **Social Media Acceptable Community Use and Content Policy** and **Unofficial Social Media and Content Protocols**.

<https://www.mn.catholic.edu.au/about/policies/>

TAKING CARE OF INSURANCE MATTERS



Parishes/schools/and colleges carry a variety of insurance covers to protect property and activities of all parish/school/college-based organisations.

- Parish primary schools and diocesan colleges are covered under the 'corporate' entity of the Maitland/Newcastle Diocese.
- The Parents & Friends Associations and Parent Engagement Groups (PEGs) are part of the school community. Under the Diocese insurance arrangement cover provides liability attaching to all activities of the insured (*Trustees of The Roman Catholic Church for the Diocese of Maitland/Newcastle*) and to activities of its unincorporated groups and associations operating under the control and supervision of the Insured.
- This does not include casual social outings involving school employees and parents/friends.

It is **important that the Parents & Friends Associations and PEGs know and understand the insurance arrangements associated with their respective school**. This information should be available from the School Principal. If the information is not available locally, advice should be sought from Diocesan Authorities.

The types of protection of particular interest to Parents & Friends Associations and PEGs are:

PROPERTY

- All property purchased by the Parents & Friends Association or PEG is for the benefit of the school and when it is used in that capacity it is covered by the parish/school insurance policies.
- If any property e.g. ride-on mower is taken away from the school, the Principal should be notified and, depending on the circumstances, the details advised to your Insurance Company. Property which is taken away/borrowed for private use may be subject to restrictions.
- Valuable property should be kept in a well-secured area when not in use as limited cover may apply to property that is left out in the open air.

PERSONAL ACCIDENTS TO VOLUNTARY WORKERS

Please refer to the following policies for additional information:

- **Diocesan Volunteers Policy:** <https://www.mn.catholic.org.au/media/4798/volunteer-policy-1.pdf>
- **Diocesan Code of Conduct:** <https://www.mn.catholic.org.au/media/4797/code-of-conduct-diocese-of-maitland-newcastle-1.pdf>
- Insurance cover is provided for parishes, schools and colleges for accidents arising out of the voluntary work performed by members of the Parents & Friends Association or PEG for school-related purposes.
- Some age restrictions apply. Please refer to the link below for specific details regarding children under 10 and adults over 65 years of age.
- This includes capped cover for accidental death, loss of limbs and payment for time off work (so long as the injured worker is employed **full time or part time** at the time of the incident). It must be borne in mind that the cover cannot extend to those benefits payable under Medicare; this is a legislative bar.

- Persons not in receipt of an income may be entitled to reimbursement for home help expenses where warranted.
- Although all parishes and schools carry reasonable cover, amounts of cover vary between schools and these details can be obtained from the Principal.
- Any accident affecting a voluntary worker should be reported to the school authority and Catholic Church Insurance Limited as soon as possible.

You can refer to the following link for some of the policy benefits and conditions:

<http://www.ccinsurance.org.au/Insurance/Pages/voluntary-workers-personal-accident-insurance.aspx#>

PUBLIC LIABILITY INSURANCE

- Your P&F Association must be a properly constituted and approved parish or school group.
- For members of the Parents & Friends Association and PEG, and anyone working voluntarily for the Parents & Friends Association or PEG, the public liability policy provides a range of cover for sums which the **insured** becomes legally liable to pay in respect of Property Damage, Personal Injury and Advertising Liability subject to the terms and conditions of the Policy.
- This is subject to the insurance policy conditions while insurance is in place; it does not negate the personal responsibility obligations to be upheld by each member of the P&F Association or PEG and the limit of cover provided under the policy.
- The Parents & Friends Association attached to an Order-owned school should check to ensure that Public Liability insurance is in force.
- If the cover is with Catholic Church Insurance Limited, the following Definition is contained within the policy cover given to the Corporation which controls the school. This same definition applies to all Diocesan Schools insured with Catholic Church Insurance Limited.

Insured means

- a. *the insured named in the Schedule;*
- b. *any Bishop, Priest or Deacon of a Diocese (which is named in the Schedule as the insured) or any Member of a Religious Institution (which is named in the Schedule as the insured) whilst acting in connection with the business;*
- c. *any director, executive officer, school principal, teacher or employee of the insured designated in 5a or 5b above but only whilst acting within the scope of their duties in such capacity;*
- d. *any authorised voluntary worker, officer or responsible official of the insured designated in 5a or 5b above whilst engaged in the performance of honorary duties in connection with the business and with the consent of the insured designated in 5a or 5b above or his authorised representative;*
- e. *any principal in respect of his liability arising out of the performance by the insured designated in 5a or 5b above of any contract or agreement for the performance of work for such principal to the extent required by such contract or agreement;*
- f. *any office bearer or member of an unincorporated welfare, social or sporting club or unincorporated Parents' and Friends Association or PEG formed with the knowledge authority and consent of the insured designated in 5a or 5b above and which operates under the control and supervision of the insured designated in 5a or 5b above and which operates under the control and supervision of the insured designated in 5a or 5b above or his authorised representative whilst such office bearer or member is performing duties or activities in connection with such unincorporated club or unincorporated Parents' and Friends' Association or PEG*

- 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.
- This means members and voluntary workers of your Parents & Friends Association and PEG are covered for legal liability whilst they are working in a voluntary capacity for the Association. Should any person bring an action against the school and a named voluntary worker, the school insurance will look after the legal considerations on their behalf.
- This indemnity will only apply when the members and voluntary workers are acting with the authority of the School or Parish.
- It is very important that any accident involving personal injury to a person during a Parents & Friends Association or PEG function is recorded and any witness statements taken at the time of the event if it is safe to do so.

CARE AND SAFETY

- The single most important factor of your work as a Parents & Friends Association or PEG is to be mindful for the safety of the parents, students and supporters of your gatherings and fundraising activities.
- Working bees should be carefully planned and supervised. Any mechanical implement should be checked regularly to ensure that it is safe to be used. Specialist tasks such as tree lopping, demolition of buildings and extensive construction work should only be undertaken by a qualified/licensed professional company with their own public liability and (where applicable) professional indemnity insurance in place.
- All electrical connections should be installed by qualified electricians as required by legislation. Lighting should be adequate for night-time functions and a check should be made that there are no ropes, chains, hoses or pegs which could cause visitors to trip and injure themselves.
- Any known unusual defects in the premises or ground should be roped off or attention drawn to them by a notice and notified to the school authority to be actioned immediately.
- Chairs and tables should be regularly checked for maintenance and should be carefully stored. Anyone moving this kind of equipment should be properly instructed on how to lift, bend and stack equipment with safety.
- Most safety issues are really only common-sense matters and a little care can prevent traumatic accidents which may affect the whole morale of your Association.

IF YOU NEED FURTHER CLARIFICATION OR ADVICE

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.

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 school's insurer as to the applicability of the matters outlined above.

MANAGING RISK EFFECTIVELY

For assistance with Risk Management, CCI has a library of checklists, fact sheets and hazards that you can download from CCI risk web site to assist you with events <http://risksupport.org.au/resources/>

RISK CONTROLS

- Obtain copies of licences, qualifications, insurances etc. from contractors prior to engaging their services

- 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>

CHECKLISTS

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

CONTACTS

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 you school is not insured by CCI you will need to check with your school's insurer as to the applicability of the matters outlined above.

ASSESSING RISK FOR FUNDRAISING EVENTS AND ACTIVITIES

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.
- A Covid Safety Plan must also be prepared.
- Both the Risk Assessment and Covid Safety plan should be submitted through the Principal to the DoMN Safety and Wellness Business partner for your school.

PLEASE NOTE: External fundraising organisations that collect money on your behalf should not be used.

Refer to the Risk Assessment Form in section Templates and Forms.

Meetings, Committees and Procedures

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

WHY HAVE RULES FOR MEETINGS?

The reason for having rules for meeting is very simple. Members of a P&F Association are all different; some people are shy while others are outspoken; there may be different approaches or expectations among members, different ways of doing things. Having a clear set of rules:

- Ensures that every person at the meeting has equal opportunity to be heard and to have his/her point of view considered.
- Ensures that every person at the meeting has equal opportunity to vote on issues
- Ensures that any decisions that need to be made or business that needs to be attended to are handled efficiently and fairly.

ANNUAL GENERAL MEETING (AGM)

needs to be held Annually either at the end of Term 4 or early in Term 1. This meeting of the Association delivers reports of the Association's activities during the past year, election of officers, decisions such as changes to policy affecting the Associations Constitution or Rules.

GENERAL MEETING

are the regular meetings and deal with the ongoing business of the Association. These meetings must be held at least once a term. Most decisions are made at this meeting as other Committees, unless empowered by the General Meeting, only make recommendations to the general Meeting which are then discussed and voted on.

SPECIAL MEETINGS

may be called at any time by written request of 10 members or on the authority of the Executive Committee. The meeting must have a clearly stated purpose and written notice must be circulated to all members 7 days in advance.

MOTIONS

A motion is any proposal put to the members of meeting for the purpose of gaining a decision. It is best expressed in the affirmative and begins with the words 'I move that....' It is advisable that the person moving the motion keeps the motion as short and simple as possible and in some cases, it is good practice for the mover to write the motion out and hand it to the Chairperson.

NOTICES OF MOTION

A notice of motion is advice given at one meeting of a motion to be discussed at the next. It must therefore form part of the agenda for the next meeting. If a vital matter such as alteration of policy, amendment of the Constitution or standing orders or disposal of funds is concerned, the Chairperson should insist that the notice of motion be given so that all members may have the opportunity of considering it. (Notice need not be given of any item arising out of the agenda). Giving notice of a motion also allows each member time to think about the subject and therefore ensure that a good debate is mounted and that the will of the majority is found.

WHAT NEXT?

Once a motion has been put to the meeting (in order that it may be discussed and voted on) it needs someone to 'second' it, i.e. to state that they support the motion. The Chairperson asks, 'Will

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.

NOW IT'S OPEN FOR DISCUSSION

Once the motion has a mover and a seconder the Chairperson repeats the motion and states that it is no '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.

IT'S A RESOLUTION!

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. Members may indicate their vote by a show of hands or by 'aye' or 'nay'. When a motion is passed/carried it becomes a resolution.

RESCISSION MOTION

This is when a motion is moved to overturn a resolution that has been accepted by the members. It cannot be moved at the same meeting which passed the original motion because adequate notice must be given to all members.

POINTS OF ORDER

Term used to point out (to the Chairperson) any incorrect procedure at a meeting. If at any stage during the meeting the Chairperson misses a point that ought to have been picked up or queried, a floor member may stand and simply say 'Point of Order' and then explain what has been missed.

Example: One member has spoken twice to the same motion and the Chairperson has failed to notice this. A member from the floor notices this and says, 'Madam Chair, point of order. John Jones has already spoken to the motion. The point is noted by the Chair, the offending member is called to order, and the meeting proceeds.



Templates and Forms

ANNUAL P&F PLANNING TEMPLATE

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

1. All P & F Association events and activities *MUST* have the approval of the Principal
2. All activities of P & F Associations and PEG's *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.**

GENERAL MEETINGS TEMPLATES

AGENDA SAMPLE

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

GENERAL BUSINESS

CLOSE:

NEXT MEETING:

GUIDE TO RUNNING A P&F MEETING

1. Open Meeting

Declare meeting open at _____ am/pm.

Welcome all members present, particularly those who are new to the meeting.

Ask all to sign attendance book and note apologies. (If the meeting is held via Zoom, the Secretary should record attendance.)

Acknowledge Guest Speaker (if applicable)

Opening Prayer

Acknowledgement of Country

Call if there are changes/additions to the agenda.

2. Minutes of the last meeting to be accepted.

Secretary to read or circulate minutes.

Member moves that the minutes be accepted.

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

3. Business arising from previous General Meeting

Minor matters brought forward from previous meeting can be dealt with here, but if they require lengthy discussion they are best held over to General Business.

4. Correspondence

Inward and Outward Correspondence

Have secretary read out or summarise correspondence.

If further discussion is required on any of the correspondence suggest it be deferred to General Business.

All inward/outward correspondence must be received by a motion.

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

5. Reports

a) Principal's Report

b) Treasurer's Report

to accept and approve cheques for payment.

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

c) Sub-committees: Fundraising / Canteen / Uniform etc.

d) Federation Delegate Report

Moved by

Seconded by

All those in favour?

All those against?

All reports must be received at the meeting. This can be done individually or all together with the exception of the Treasurer's Report.

6. General Business

a) General Business arising from previous meeting.

b) Motions on notice.

c) General Business from correspondence or reports for discussion

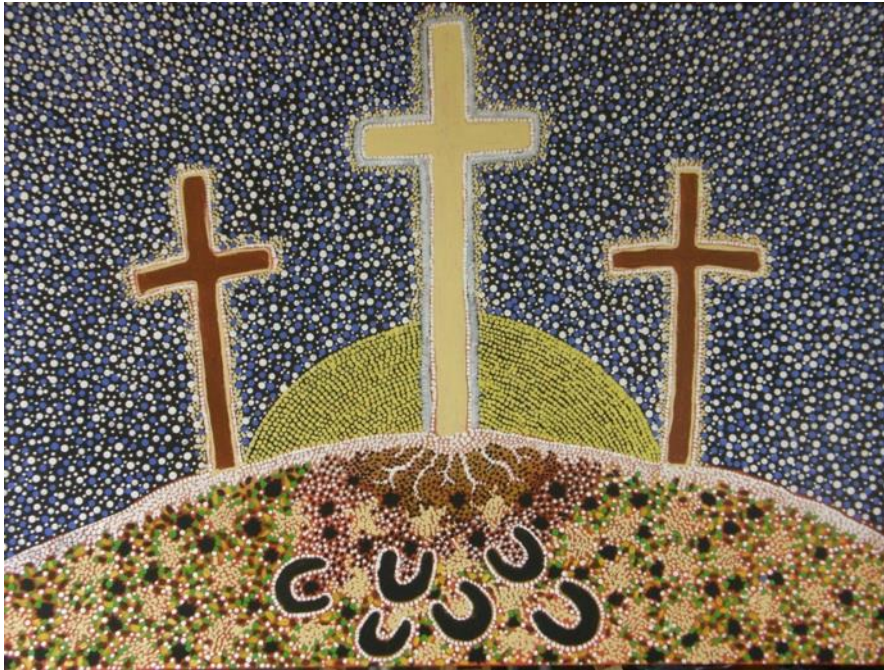
d) Any other matters members request to be included.

Note: It is preferable to include items of a substantial nature on the agenda for the next General Meeting so that adequate time is allowed for consideration.

7. Meeting Closed

There being no further matters for discussion the Chairperson advises the date for the next meeting and declares the meeting closed.

ACKNOWLEDGEMENT OF COUNTRY



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.

OPENING PRAYERS FOR PARENT MEETINGS

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 mission of the Catholic school.

- ◆ Beginning
- ◆ Welcome
- ◆ Building Bridges
- ◆ Hope
- ◆ Respect
- ◆ Recognition
- ◆ Example
- ◆ Values
- ◆ Unity and Diversity
- ◆ Ending

Acknowledgement

Sydney Federation of Parents and Friends Associations of Catholic Schools.
Adapted and reproduced with the kind permission of the Council of Catholic School Parents
NSW/ACT.
Level 12, Polding Centre,
133 Liverpool St, Sydney NSW 2000
02 9287 1514
office@ccsp.catholic.edu.au
ccsp.catholic.edu.au

Beginning

Leader

The beginning of a new school year is a good time for dreaming and planning. The Catholic school – that educating community of children, pastor, parents and teachers – has such great promise. It can be a marvellous place where people really belong, where the values of the Gospel can set children free to learn and grow, and to live a full and happy life. Let us pray that our association will play a vitally important role in creating this educating community.

All

*Lord Jesus, you are with us as we commence our year's work.
Help us to understand our importance in educating our children.
And bless our partners - the teachers. Guide us in our decisions
And open our hearts in friendship to each other.
May we show particular care to those who are most in need.
May we welcome, especially, those who are shy and uncomfortable.
And may this meeting of ours result in many benefits for the children on whose behalf we gather.
Amen*

I am the Alpha and the Omega, the first and the last, the beginning and the end.

Revelations 22:13

Welcome

Leader

Our schools need the support of all parents. Each one has his or her unique contribution to make; some special quality that can help build a community that really cares for children. Let us pray that all parents will experience a sense of warmth and welcome, and that there will be a rich sharing of ideas, talents and enthusiasm as together we go about our work of helping our children to grow and learn.

All

*Lord Jesus, you are with us now.
Help us recognise your presence in each other.
May friendship flourish here.
Fill us with a deep sense of peace.
Inspire us to listen with attention and patience to each other,
to share with courage and generosity, and to welcome the
ideas of all.
May this meeting of ours strengthen our friendship, build our
community and increase our confidence in ourselves and our
school.
Amen.*

**Above all, hold unfailing your love for one another since love covers a multitude of sins.
Practise hospitality ungrudgingly to one another.**

1 Peter 4: 8-9.

Bridges

Leader

The Catholic school is at its best when it is a vital part of the parish community, sharing in the Church's work of spreading the Good News. Let us do all we can to strengthen the links between our parish, our school and our homes. Let us pray that our children will feel at home in the Catholic community and see their Faith as something that gives meaning to their lives.

All

*Lord Jesus, help us to become builders of bridges.
Bridges that will link our parish and our school, our teachers
and our parents, our hopes for our children and the realisation
of these hopes.
And, above all, help our children to see the relevance of their
Faith, and ours, to their everyday lives.
May this meeting of ours unite us in our vision and strengthen
us in our purpose.
Amen.*

**Put on them, as God's chosen ones ... compassion, kindness, lowliness, meekness and
patience ... and above all these, put on love which binds everything together in perfect
harmony. And let the peace of Christ rule in your hearts.**

Colossians 3: 12-15

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

Leader

As parents we want our children to develop the quality of respect. Not a weak compliance but a genuine respect for themselves, for their companions, for their teachers – and for us! This sort of respect is a real valuing of God's gifts. It looks for what is good in ourselves and others. It builds on strengths. Let us pray for a respectful community.

All

*Lord Jesus, you showed the greatest respect for people - the
poor, the sinners, the ill, the outsiders, and especially, the children
who have a special place in the Kingdom.
Help us to value each other.
To value our pastor, our teachers and all those who work at our
school.
But above all, help us to value our children.
May this meeting of ours deepen our respect for each other and
give us the opportunity to help build up your Kingdom in our
school..
Amen*

**...and what does the Lord require of you but to do justice, and to love kindness and to walk
humbly with your God.**

Micah 6:8

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

Lord Jesus, we thank you for our children; they are your gift and a constant reminder of your love.

We thank you for our partners - the teachers - who, along with us, 'touch eternity'.

We thank you for the school secretaries whose very presence makes school more like a home.

And we thank you for each other and for the work each has done in building our community.

Bless this meeting of ours where we celebrate our many strengths and plan our continuing work in your service.

Amen

I have called you by your name, You are mine. Behold, I have carved you in the palm of my hand.

Isaiah 43:1; 49:16

Example

Leader

Children learn so much from watching their parents and teachers. This can be a somewhat frightening thought, yet, when we think about it, they are learning many more good things than bad from being with us. Let us resolve to show them more clearly what our deepest beliefs and values look like when they are acted upon. And let us pray for the strength to teach our children, and each other, by example as well as words.

All

Lord Jesus, we have long seen you as offering the great example of how life should be lived.

Help us to be models for our children.

May they see us as people who are loving and forgiving, peaceful and just, compassionate and generous, prayerful, full of fun and full of hope.

May this meeting of ours be inspired by the ideals we hold and the hopes we have for the future of our school.

Amen

**He took a child and put him in the midst of them, and taking him in his arms, he said to them:
"Whoever receives one such child in my name, receives me; and whoever receives me
receives not me, but him who sent me".**

Mark 9:36-37

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*

Your ways, O Lord, make known to me; teach me your paths. Guide me in your truth and teach me, for you are God my Saviour.

Psalm 25: 4-5

Unity and Diversity

Leader

Unity and diversity are two sides of the one coin, the coin that admits us to the world of problem-solving and creative work. There is a great richness in every group of people; fresh ideas, challenging thoughts, different talents, various experiences. All can contribute to building up the group. But the group must have unity; it must be able to bring things together, to find compromises, to set plans, to share tasks, to gain cooperation. Let us pray that our association can creatively balance these important elements in the interests of our children.

All

*Lord Jesus, give us the courage to welcome new thoughts.
Help us to have an open mind and confidence in the promptings of the Spirit.
Guide us also towards harmony and help us trust the wisdom of our friends.
Renew our confidence in Your presence as we seek to serve this community.
And bless this meeting of ours where we have to make the decisions that will be in the best interests of our children.
Amen*

Jesus prayed, 'May all be one, as you, Father, are one in me and I in you ... that the world may believe that you sent me.'

John 17:21

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 year's work to completion.

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

MINUTES/ACTION SHEET SAMPLE

SAMPLE MINUTES / ACTION SHEET

Meeting of P&F Association
(DATE)

Meeting opened at XXXXX with a prayer.

Present: 1) List names or 2) state 24 people as per Attendance Book

Apologies:

Item	Discussion / Decision	Action required	By whom?	By when?
Opening	President opened with a prayer then welcomed new members and thanked people for their participation. She reminded all of upcoming			
Minutes of previous meeting	Accepted without change. Moved C Smith Seconded: B Jones Signed by President			
Business arising from minutes 28 th February 08	Installation of the playground equipment has been completed. Application for <i>Healthy Lifestyles</i> Grant has been forwarded, awaiting reply.	Invite local member to officially open Assign working party to coordinate	Secretary to contact Executive	end of April when it is received
Correspondence	Letter noted from Krispy Kremes – motion put by L Stewart not to proceed with fundraisers that are unhealthy. Seconded: W Forest	Fundraising committee to source healthy fundraising options	Fundraising committee	ongoing
Reports Principal's Treasurer's	Principal spoke of goals for 2008. School annual plan identified areas for fundraising. Eg. purchase of books, a data projector, and the need to update the garden in the front. Principal commented how much children were enjoying the shade structure which the P&F had installed late last year. M. Smith presented her Treasurer's report and moved that it be accepted. Seconded B Collins. It was requested that petty cash be set at \$150.	Include in Summary of Meeting for School Newsletter. Cheque to be drawn and signed.	Secretary Treasurer	before next newsletter asap
Sub-Committee Reports Fundraising Canteen Uniform	The Fundraising ctee submitted their plan for activities for this year. There was much discussion and it was agreed to proceed with their suggestions. The Canteen Committee reported a profit of \$ xxx for the last year. L. Cole suggested that it was time to consider replacing drinks freezer as it did not stay very cold. Hats have not been selling recently and it was agreed that the principal would promote purchase of hats in newsletters.	Make arrangements with Treasurer as required, \$500 float to be made available for small purchases before events. Canteen supervisor to obtain quotes for new fridge and liaise with Executive to see if <i>Healthy Lifestyle Grant</i> funds could contribute to cost. Principal to liaise with Uniform committee	Treasurer Canteen supervisor Principal	prior to events by next meeting 30 th April future newsletters

Cont'd				
Federation Report	Meeting was advised by delegate T Sharpe that a full Council was elected at the AGM of the Federation. The next meeting General Meeting of the Federation will be on _____ when guest speaker J Doe from the NSW Police will cover topics such as parties, drinking and drugs. The Special Needs Working Party will be hosting a talk for parents on Autism by Dr J Porter.			
Other Reports	The special committee formed to organise the disposal of the old items from the storage area in the school has completed their task reporting that sales amounted to \$300 while the remaining items were donated to St Vincent de Paul's. The President congratulated the committee on a job well done and commented on how much better the area looked.			
General Business Committees for 2008 Grounds Maintenance Uniforms	Some group discussion resulted in agreement that a new committee was required to coordinate guest speakers on educational topics for parents. Principal noted that there are not enough parents on the roster to maintain the grounds. Suggestions were made to research the cost of hiring a handy man to do the grounds and how much the P&F would be willing to contribute toward that cost. It was brought up that some parents would prefer a change in the sports uniform and requested that this should happen. The meeting was advised by the Principal that such a substantial change could only occur once the entire school population had been surveyed and consensus reached about any changes.	Terms of Reference to be prepared for new committee. Quotes. It was agreed to include a formal notice of motion for the next meeting that a change in uniform was being considered which would then commence the survey process if approved by an agreed majority of not less than 65% of all parents.	Executive Committee Principal Principal to include in school bulletin.	for next meeting 30 th April for next meeting 30 th April before next meeting
Notices for Next Meeting	J Kruger requested that the matter of the need for air conditioning be put on the agenda for the next meeting.	Include in agenda of next meeting.	Secretary	
Next Meeting: Tuesday 30 th April Staff Room 7:30-9:00pm				

SAMPLE MINUTES / ACTION SHEET BLANK

Meeting of P&F Association
(DATE)

Meeting opened at XXXXX with a prayer.

Present: 1) List names or 2) state ____ people as per Attendance Book

Apologies:

<i>Item</i>	<i>Discussion / Decision</i>	<i>Action required</i>	<i>By whom?</i>	<i>By when?</i>
Opening				
Minutes of previous meeting				
Business arising from minutes 00/00/00				
Correspondence				
Reports Principal's				

Reports Principal's				
Treasurer's Report				
Sub-Committee Reports Fundraising Canteen Uniform				
Federation Report				
General Business				
Notices for Next Meeting				
Next Meeting:				

ANNUAL GENERAL MEETINGS TEMPLATES

AGM AGENDA SAMPLE

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

ELECTIONS

(All positions are declared vacant and the Returning Officer invites nominations and election of members to positions).

GENERAL BUSINESS

CLOSE:

NEXT MEETING:

GUIDE TO RUNNING AN AGM

1. **Open Meeting**
2. **Declare meeting open at _____ am/pm.**
3. **Welcome all members present.**
4. **Ask all to sign attendance book and note apologies. If using Zoom – the Secretary can do this.**
5. **Opening Prayer**
6. **Acknowledgement of Country**
7. **Minutes of the last Annual General Meeting.**

Secretary to read or circulate minutes.

Member moves that the minutes be accepted.

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

8. Business arising from previous Annual General Meeting

Minor matters brought forward from previous Annual General Meeting can be dealt with here, but if they require lengthy discussion they are best held over to General Business.

9. Reports

- a) President's Annual Report to be tabled
- b) Secretary's Annual Report
- c) Treasurer's Annual Report to be tabled
- d) Federation Delegate's Annual Report to be tabled

Moved by

Seconded by

All those in favour?

All those against?

Carried Yes / No

10. President declares all positions vacant and vacates the Chair.

11. Returning Officer oversees the election of the required officers.

The Returning Officer (this may be the Parish Priest or Principal) calls for nominations for each position. She/he notes who the nominees are and then confirms that each nominee is happy to be considered. This nomination is then seconded. If more than one person nominates for a position, a secret ballot is required. He/she then asks for a vote and the nominee with the most votes is elected to the position. When all the positions have been filled the Returning Officer hands the meeting back to the Incoming President.

Position	Nominated	Seconded	Accepted	Confirmed
President				
Vice President				
Secretary				
Treasurer				
Federation Delegate 1				
Federation Delegate 2				

12. Incoming President acknowledges new Officer Bears

13. General Business

14. Date for Next Meeting

15. Meeting Closed

When meeting is finished the President thanks everyone for attending and declares the meeting closed.

Meeting Closed at: _____

AGM MINUTES/ACTION SHEET SAMPLE

AGM MINUTES / ACTION SHEET				
Meeting of P&F Association				
Date _____				
Meeting opened at 7:30 with a prayer.				
Present: 1) List names or 2) state _____ people as per Attendance Book Apologies: _____				
<i>Item</i>	<i>Discussion / Decision</i>	<i>Action required</i>	<i>By whom?</i>	<i>By when?</i>
Opening				
Minutes of previous meeting				
Business arising from minutes date _____				
Reports				
President declares all positions vacant and vacates the Chair				

Election Of New Office Bearers

Position	Nominated	Seconded	Accepted	Confirmed
President				
Vice President				
Secretary				
Treasurer				
Federation Delegate 1				
Federation Delegate 2				

President declares all positions vacant and vacates the Chair				
Returning Officer oversees the election of the required officers (see attached)				
Incoming President acknowledges new office bearers				
General Business				
Date for next meeting				

Election Of New Office Bearers

Position	Nominated	Seconded	Accepted	Confirmed
President				
Vice President				
Secretary				
Treasurer				
Federation Delegate 1				
Federation Delegate 2				

P&F ASSOCIATION CONTACT DETAILS FORM

To be completed after each AGM and sent to the Catholic Schools office as noted below

P&F ASSOCIATION CONTACT DETAILS – 2022

Does your school have a...

P & F Association?

- YES** – Please complete the details below + the **ADOPTION OF CONSTITUTION** form if not already completed.

Parent Engagement Group (PEG)?

- YES** – Thank you – please complete the Federation Delegate details and return this form to Cath Garrett-Jones

EXECUTIVE CONTACT DETAILS – FOR P & F ASSOCIATIONS ONLY

PRESIDENT

NAME

ADDRESS

A/H PHONEMob.....

EMAIL.....

VICE PRESIDENT

NAME

ADDRESS

A/H PHONEMob.....

EMAIL.....

SECRETARY

NAME

ADDRESS

A/H PHONEMob.....

EMAIL.....

TREASURER

NAME

ADDRESS

A/H PHONEMob.....

EMAIL.....

FEDERATION DELEGATES- CONTACT DETAILS – FOR P&F ASSOCIATIONS AND PEG

DELEGATE 1

NAME

ADDRESS

A/H PHONEMob.....

EMAIL.....

DELEGATE 2

NAME

ADDRESS

A/H PHONEMob.....

EMAIL.....

Please forward this form to: Cath Garrett-Jones

E: cath.garrett-jones@mn.catholic.edu.au



Parent Liaison and Resource Officer,
Federation of P&F Associations

PO Box 714 NEWCASTLE 2300

Or email : [cath.garrett-](mailto:cath.garrett-jones@mn.catholic.edu.au)

jones@mn.catholic.edu.au

Or: FAX 4979 1208

Information collected is managed in accordance with the Catholic Schools Office Diocese of Maitland-Newcastle Privacy Policy (2002)

Thank you for your continued support of Catholic Schools.

SCHOOL NAME:

SCHOOL ADDRESS:

P & F or PEG MEETINGS ARE USUALLY HELD ON:

(EG: 1ST Tuesday of the month)

THE LAST P & F AGM WAS HELD ON:

_____/_____/____

WHERE IS YOUR P & F or PEG MEETING HELD?

RISK ASSESSMENT FORM

Please contact your Principal, as Responsible Person for the school, to complete the Risk Assessment Form for any P&F or PEG events or activities and have it reviewed by their Safety and Wellness Business Partner.



6.4.1.1 - Risk Assessment Form



Activity or Task being assessed:	<i>Put the Activity or Task being assessed in this area</i>	Date of assessment:	<i>Date</i>	Agency:	<i>The Agency</i>
Workers Involved in the Risk Assessment:	<i>List all those involved in the Risk Assessment</i>	Reference #: (e.g. Area/location)	<i>Area/Location or other reference field</i>	Completed by:	<i>The Responsible person's name</i>

Item	Step 1 – Identify the Hazard(s) - A hazard can be defined as a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these	Step 2 – Assess the Risk - When conducting a risk assessment YOU MUST consider what could happen if someone is exposed to a hazard (consequences), the likelihood of it happening and how long the worker is exposed to the hazard.	Step 3 – Reduce the Risk - What controls are currently in place?	Step 4 – Rank the Risk – Use the Risk Matrix and put the outcome here This is the risk ranking prior to any additional controls being implemented	Step 5 – Further reduce the risk if possible – Determine if there are further controls that can be put into place. What are the most suitable controls to further reduce the risk? Use 'Hierarchy of Control' from top down and combine multiple controls if needed to reduce risk to as low as reasonably practicable.	Step 6 – Rank the Risk – Use the Risk Matrix and put the outcome here This is the risk ranking after the additional controls are implemented	Step 7 – Monitor & Review - How will the risk be monitored and who has the responsibility?	Step 8 – Is it safe to proceed? – If the Risk Ranking is Extreme or High the Principal or Manager must sign off and the WHS Team must be contacted for advice
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Context: Add a brief description of the issue being risk assessed so the reader understands the background

Item	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Prior to controls) (Refer to Matrix)	Further Recommended Controls	Risk Ranking (After controls) (Refer to Matrix)	Actions Required?	By Whom	Safe to proceed Y/N
		•	•		•		•		
		•	•		•		•		
		•	•		•		•		
		•	•		•		•		
		•	•		•		•		
		•	•		•		•		

Notes: If the initial risk is rated as **High** or **Extreme**, a copy of this document, once completed, must be forwarded to the Safety & Wellness Team for review

FINANCIAL MANAGEMENT

MONTHLY BANK RECONCILIATION SAMPLE

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 FORM – PARISH AND SCHOOL ACCOUNTS



Please return this form to:
 Catholic Development Fund, Reply Paid 171 NEWCASTLE NSW 2300
 FOR ASSISTANCE CALL CDF NEWCASTLE ON 1800 810 330

CDF ONLINE ACCESS – Parish and School Accounts

ACCOUNT NAME:	
	CDF CLIENT:

I/We have read and acknowledge the attached Terms and Conditions of CDF Online and apply for access to the accounts listed below through the CDF Online service. I/We authorise the following users to have access to the accounts as detailed below.

I/We understand that Full Access will enable the nominated personnel to view account information and perform transactions on the nominated accounts including the transfer of funds to external Organisations and Individuals.

I/We acknowledge that anyone who has access to the Passwords may be able to transact on these accounts and it is the responsibility of the undersigned to protect the Passwords and not disclose them to anyone else.

I/We accept full responsibility on behalf of the nominated users for ensuring that payment details are correct, and acknowledge that CDF has no liability for any payment made in accordance with details provided.

NOTE: WHEN DELETING USERS COMPLETE FIRST 2 COLUMNS ONLY

NAME/POSITION	ADD/ DELETE	Date of Birth Copy of Licence Attached	SIGNATURE OF USER (By signing this section, you agree to abide by the attached Terms and Conditions) Mobile Number	EMAIL ADDRESS (CDF Online access Information will be sent via email)

DAILY TRANSACTION LIMIT (A Transaction Limit of \$50,000 applies when transacting to or from accounts. If you wish to vary this limit, please contact CDF during business hours.)

Your signature/s below will indicate that you have read and understand the attached Terms and Conditions and have provided these Terms and Conditions to each User/s detailed above.

This application must be authorised in accordance with the cheque account or opening signing authority for the account

Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____

Office Use:

Trans. Limit entered	YES / NO	System Lodged by		Date: / /
Records noted	YES / NO	Checked and Authorised for by		Date: / /

CDF SIGNATURE AND AUTHORISATION FORM



TO: THE MANAGER CDF

RE: OUR ACCOUNT NAME _____

CDF ACCOUNT NO. _____

CDF AGENT NO. _____

SIGNATURES OF AUTHORISED OFFICERS AS AT: ___/___/___

I understand that the law requires signatories to state all the names by which they are commonly known and prohibits the use of false names. I declare that my particulars (including identification details) as shown on this form are complete and correct.

Name, Official Position, Signature, Home Address and Identification Details* of parties authorised to operate on account.

Name	Official Position	Home Address	Phone Number	DOB	Identification Details
Signature: _____					
Name	Official Position	Home Address	Phone Number	DOB	Identification Details
Signature: _____					
Name	Official Position	Home Address	Phone Number	DOB	Identification Details
Signature: _____					
Name	Official Position	Home Address	Phone Number	DOB	Identification Details
Signature: _____					

*Identification Details not required where a Verifying Officer has been appointed.

To be completed where an eligible Company/Incorporated Association has appointed a Verifying Officer.

The _____ (state number) signatory/ies shown above is/are authorised by the Company/Incorporated Association to be a signatory to the abovementioned account/s.

Signature of Verifying Officer: _____

Catholic Development Fund

PO BOX 765 Newcastle NSW 2300 | 841 Hunter Street Newcastle West 2302
 P 02 4979 1161 F 02 4979 1169 E cdf@mn.catholic.org.au ABN 79 469 343 054

www.cdfmn.com.au

Q & As

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's insurance?

Refer to Insurance Matters Regarding Parents & Friends Association

Q. What sort of things should the P&F be raising money for?

For the purposes outlined in the Constitution of the P&F Associations DoMN 2020 of enhancing the school community.

Q. Getting quotes – what are the rules?

P&F should not be requesting quotes – this is the schools role.

Q. How do we get more parents involved?

Explore welcoming activities, personal invitations, focus on building parent capacity to engage in their child's learning, develop 'Friend-raising' activities, create a focus for each meeting – i.e. a class group etc...

Q. Does each P&F have their own Constitution or do we use the general constitution on the website?

The only Constitution to be used by P&F Associations within our diocese is on the CSO website. It was reviewed and ratified on 4 December 2020.

Visit the CSO website to read the Constitution: <https://www.mn.catholic.edu.au/media/49842/parents-friends-association-constitution-2020.pdf>

Q. What does our P&F need to meet or provide to the school?

This is a decision for your school P&F Association in cooperation with the school Principal. The Executive need to work closely with the Principal to ensure a strong partnership.

Q. Do meetings have to run to a particular start and finish time? Do we need to move a motion to go longer?

No constituted time frame is required; however, in the interests of all, meetings should run within a general time frame.

Q. What support should we expect from the principal, teachers and office admin staff?

Discuss this with your Principal. Admin. Staff are very helpful; however, they too have tight deadlines. Common sense is essential.

Q. Do teachers from the school count when working out if you have quorum? What if those teachers were also parents at the school?

Teachers are able to attend and be counted as a member of the quorum if they fulfil the Membership clause in the Constitution. Full time teachers are ineligible to hold office as is the spouse of the schools Principal.

Q. Is it best to run financial year or calendar year? If you run financial year can you change to calendar year?

The P&F should be run in calendar years – not financial years.

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?

P&F Associations don't reimburse – 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 – should we issue receipts for all cash received?

No, there is no requirement for P&Fs to issue receipts. Cash sales do not require receipts and, when banked, the deposit provides an appropriate record of cash sales.

For P&F sales through Qkr or other online payment systems, the electronic transfer record provides acceptable proof of sale.

Q. Petty cash – is this something P&Fs do or is it messy?

This is not required. The P&F Account is used for all payments.