



FACE Forum

FAMILY AND COMMUNITY ENGAGEMENT IN OUR SCHOOLS

GUIDELINES OVERVIEW

Fostering *strong connections* between schools, families and parishes

PARENTS MUST COOPERATE CLOSELY WITH THE TEACHERS OF THE SCHOOLS TO WHICH THEY ENTRUST THEIR CHILDREN TO BE EDUCATED; MOREOVER, TEACHERS IN FULFILLING THEIR DUTY ARE TO COLLABORATE VERY CLOSELY WITH PARENTS, WHO ARE TO BE HEARD WILLINGLY AND FOR WHOM ASSOCIATIONS OR MEETINGS ARE TO BE ESTABLISHED AND HIGHLY ESTEEMED.

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OUR CATHOLIC SCHOOLS ARE PLACES THAT UNDERSTAND, RESPECT AND VALUE THE DIGNITY OF EACH CHILD AND THEIR FAMILY.

As part of their nature and purpose, Catholic Schools in the Diocese of Maitland-Newcastle commit to fostering partnerships between families and staff.

Catholic Schools acknowledge and deeply support the role of parents and carers as first educators and seek to partner with them to ensure each child is nurtured to their potential.

Parent and carer groups established within schools offer an opportunity for families, school staff and Clergy to gather, explore, discuss, imagine, implement, support, encourage and journey together as we work in community for the benefit of all children and young people enrolled in our schools.

About this Handbook

This handbook contains three separate but complementary documents to support Schools' Family and Community Engagement (FACE) Forums, including;

- **FACE Forum Guidelines**
- **FACE Forum Finance Guidelines**
- **FACE Forum Sub-Committee Terms of Reference template.**

In 2024 The Trustees of the Diocese of Maitland-Newcastle, as the registered proprietor of schools, approved these documents.

The Trustees and Catholic Schools Office would like to acknowledge and thank the Diocese's peak parent body, the Federation of P&F Associations, for their invaluable contributions, support and guidance in developing these Guidelines.

In addition, we would like to extend our gratitude to all parents, carers, clergy and schools' workers for the insights they provided as part of the 18-month consultation process to develop these Guidelines.

We believe in the importance of family voice in our schools and hope that the FACE Forum will provide a foundation for strong **connections between schools, families and parishes.**

All schools in the Diocese of Maitland-Newcastle will be required to adopt the FACE Forum from the beginning of the 2026 school year. However, a school community may elect to transition to the FACE Forum engagement model as soon as the beginning of the 2025 school year.

An ongoing periodic review process of the FACE Forum will commence from October 2025.

If at any time you would like to provide feedback on these Guidelines for the purpose of informing the review process, please email lizzie.watkin@mn.catholic.edu.au

These Guidelines are supported by FACE Resources, including a FACE Transition Guide, which are located on the Catholic Schools' Office website.

The Diocese of Maitland-Newcastle is located on the traditional lands of the Awabakal, Biripi Darkinjung, Kamilaroi, Wiradjuri, Wonnarua and Worimi peoples.

We honour the wisdom of and pay respect to their Elders past, who long before us lived, loved and raised their children on this land.

We acknowledge the spiritual culture of all Aboriginal and Torres Strait Islander peoples across Australia. We have much to learn from this ancient culture.

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





FACE Forum

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GUIDELINES

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1. Preamble

The Diocese of Maitland- Newcastle Catholic Schools (**Catholic Schools**) recognise and value the primary role of parents, carers, and family in the education of their children and their role in the school and parish community.

Pope Francis has stated in his Apostolic Exhortation *Amoris Laetitia*, “School is not a substitute for parents but is complementary to them.” Catholic Schools support and complement the role of parents and carers to engage with their child’s education and their school community.

Developing opportunities for positive and strong connections between schools, families, parishes, and the community has been shown to positively impact students’ progress and success, as well as encouraging a welcoming and inclusive school culture.

Family and community engagement is important for improving student wellbeing and achievement including:

- Enhanced social skills
- Improved health outcomes
- Higher student grades and test scores
- Better student behaviour

The importance of family and community engagement for schools is articulated in, but not limited to, the following:

- Canon law (Church law)
 - The Leading Learning Collaborative
 - National School Improvement Tool
 - National Catholic Safeguarding Standards
 - Australian Professional Standards for Teachers
 - Australian Professional Standards for Principals
 - Diocese of Maitland-Newcastle’s Catholic Schools Office Strategic Plan
- Catholic Schools acknowledges the importance of the parent and Family voice. This is demonstrated by the long history of Parents and Friends Associations in Catholic Schools in the Diocese of Maitland-Newcastle and the development of Parent Engagement Groups (PEG) to respond to the changing needs of Families by providing more accessible and engaging forums. The Family and Community Engagement (FACE) Forum represents the continued evolution of providing relevant and responsive engagement for Families.

The FACE Forum, along with the Diocese’s peak parent body the Federation of Parents and Friends Associations (the Federation) (proposed to be renamed FACE Federation from 2025-2026) ensures that value of the parent and Family voice is recognised.

2. Engagement

It is acknowledged that engagement cannot be easily defined and may be influenced by a number of factors, including but not limited to location, socio-economic circumstances, family experiences or preferences, the school and community identity and culture.

This is true for the Catholic Diocese of Maitland- Newcastle (the **Diocese**) which is the Catholic Church in a large region extending from Lake Macquarie to Taree and as far inland as Cassilis and Murrurundi including Newcastle and the Hunter Valley. Catholic Schools and our communities are unique and have their own charism.

The FACE Forum provides Catholic Schools with a meaningful avenue for engagement. The FACE Forum Guidelines provide scaffolding for Catholic Schools to establish FACE Forums.

3. Definitions

In this document, unless the context requires otherwise:

- 3.1. **Bishop** means the definition as contained in the *Roman Catholic Church Trust Property Act 1936* (NSW) being a person for the time being administering the Diocese, whether as Archbishop or Bishop, Coadjutor Archbishop, Vicar Capitular or Administrator.
- 3.2. **Conflict of Interest** refers to situations where a conflict arises between public or professional duty and private interest. This conflict could influence the performance of official duties and responsibilities. Such conflict generally involves opposing principles or incompatible wishes or needs. Conflicts of interests can be:
 - a) Actual, involves direct conflict between your current duties and responsibilities and existing private interests; or
 - b) Potential, where a person has private interest that could interfere with the performance of their official duties and responsibilities in the future.
 - c) Reasonably perceived, where a reasonable person could perceive that your private interests are or are likely to improperly influence the performance of your duties, irrespective of whether this is the fact.
- 3.3. **Diocesan Officers** means a member of staff who works in a management or leadership role at the Catholic Schools Office or for the Diocese.
- 3.4. **School Executive Staff** means the Principal, Assistant Principal, and members of the School leadership team.
- 3.5. **Families** means parents, carers, guardians, kin of the child attending a Diocesan service such as a Catholic school or St Nicholas Early Education Centre.
- 3.6. **Minutes** means the written record of the FACE Forum or endorsed FACE sub-committee.
- 3.7. **Parish** is the local parish as defined by its geographical boundaries:

“... is a certain community of the Christian faithful stably constituted in a particular church, whose pastoral care is entrusted to a pastor (parochus) as its proper pastor (pastor) under the authority of the diocesan bishop.” (Can. 515§1)

- 3.8. **Parish Priest** is the proper pastor of the community, caring for the people and celebrating the sacraments. A parish is a community of Christ's faithful whose pastoral care is entrusted to a Parish Priest. In the exercise of his office the Parish Priest acts under the authority of the diocesan Bishop.
- 3.9. **Parish Representative** means the parishioner appointed by the Parish Priest to attend FACE Forums, events, or activities on behalf of the Parish.
- 3.10. **Principal** means the most senior member of the teaching staff of a school, with responsibility for the effective and efficient day-to-day operations of the school, including compliance with the *Education Act 1990*.
- 3.11. **Questions on Notice (FACE)** means questions or discussion topics submitted by Families to the Principal prior to a FACE Forum (by a scheduled date) for the Principal's consideration and response. To be considered eligible a Question on Notice must relate or be relevant to sections of or the whole School community. A Question on Notice must not pertain to an individual/s or individual circumstances. The Principal will determine appropriate place and/or method of response which may include a FACE Forum.
- 3.12. **School** is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine. It includes primary, secondary and K-12 schools.

4. Purpose

- 4.1. The purpose of FACE Forum is to promote engagement with and connections between family, school, parish, and the wider community for the benefit of students' education and growth in the awareness of the love of God in Christ by:
 - d) Promoting catholic education and identity.
 - e) Building a friendly and welcoming community.
 - f) Bringing together families, students, clergy, parishioners, and staff, both religious and lay, in a spirit of collaboration and close co-operation.
 - g) Providing an educative forum supporting Families in their involvement in their children's spiritual, social and academic development at home and school.
 - h) Providing an educative forum for enriching the learning environment and exploring issues related to the spiritual, social, and academic development of students.
 - i) Providing a consultative forum for Families to engage with the School and their child's learning environment.
 - j) Providing a consultative forum for Families to connect with the Principal, Parish Priest, and School staff in furthering the educational endeavours of the School.
 - k) Acting as a mechanism for representing Families when it is appropriate to do so.
 - l) Undertaking activities in furtherance of the above, as approved by the Principal, including but not limited to sub-committees, fundraising and/or community events.

5. FACE Forum

- 5.1. All Catholic Schools should establish a FACE Forum.
- 5.2. The FACE Guidelines apply to the FACE Forum.
- 5.3. The FACE Forum Resource Manual supports the operation of the FACE Forum.
- 5.4. The Principal leads the FACE Forum. *For the purposes of these Guidelines, Principal includes their appointed delegate or representative. Appointments may be for the school year or on a per forum, sub-committee, or function basis.*
- 5.5. The Principal is the ultimate decision maker. The Principal must approve all activities of the FACE Forum and its participants (including sub-committees).
- 5.6. The Principal will regularly and proactively promote family and community participation in the FACE Forum throughout the year, and genuinely commit to listening to and acting on their feedback.
- 5.7. Each school year the Principal will consult with Families around engagement activities for the FACE Forum and other school-related matters. Consultation with Families may be in a FACE Forum, School event, via survey or other means that the Principal deems appropriate and effective. Areas for consultation with Families may include:
 - a) Forum mode (online, in person, hybrid).
 - b) Forum frequency and timing.
 - c) Forum venue/s if not online. FACE Forums do not have to be held on School premises.
 - d) Educative topics or activities.
 - e) Community or School led events or activities.
 - f) Priorities set in accordance with the FACE Forum Finance Guide including fundraising if applicable.
 - g) School practices e.g. communications, syllabus implementation, School environment, facilities, School Improvement Plan etc.
- 5.8. At the commencement of each school year the Principal will consult with the Parish Priest around FACE Forums and activities for the year and discuss opportunities for engagement and collaboration between the School and Parish.

6. Limitation

- 6.1. The FACE Forum has no legal identity separate from the school. It is a Forum established by the Principal for family and community engagement as set out in these FACE guidelines.
- 6.2. The FACE Forum has no authority in the day-to-day operation or management of the school.
- 6.3. For any activities, the FACE Forum must seek the approval of the Principal, who should consult with the Parish Priest, particularly if activities reflect upon Catholic faith or identity. Consent must be in writing or recorded in the Minutes.

- 6.4. The FACE Forum and its participants must not make media comment, issue media releases, correspond on behalf of or hold itself out to represent the School without express and specific written permission of the Principal.
- 6.5. The FACE Forum (and any associated sub-committees) has no capacity to enter into contracts in its own name or obtain an ABN.
- 6.6. The FACE Forum must not distribute any income or assets, directly or indirectly to its participants. This means that school funds or funds raised by the FACE Forum cannot be used for gifts for teachers, volunteers etc. This does not prevent reimbursements (in exceptional circumstances) as prescribed by the FACE Forum Finance Guide or specific collections from families for the purpose of providing a gift.
- 6.7. All expenditure must be in keeping with Diocesan policies and procedures.
- 6.8. If the FACE Forum seeks to fundraise for the school, they must:
 - a) Seek approval from the Principal.
 - b) Adhere to these guidelines and FACE Forum Finance Guide.
 - c) Comply with Diocesan fundraising and sponsorship policies and procedures.

7. Forums

Please refer to the FACE Resources Manual for supporting material.

- 7.1. At the commencement of each school year, following consultation with Families, the Principal will advise Families and the Parish the FACE Forum schedule for the year ahead. Included in this schedule should be the dates that "Questions on Notice" should be submitted to the Principal for consideration.
- 7.2. Forums should be held regularly and at least once per term.
- 7.3. Forums need not be formal meetings and can be an event or components of an event that are in accordance with the purposes of FACE.
- 7.4. Forums may be held using technology, face-to-face or a hybrid of both. If voting of any kind takes place, anyone using technology to attend the forum is taken to be present and is eligible to cast a vote.
- 7.5. Families, school workers, the Parish Priest and the Parish Representative are open to attend FACE forums.
- 7.6. It is within the Principal's discretion to determine when it is appropriate for the wider Parish and community to be invited to FACE Forum events or activities.
- 7.7. No quorum will apply to FACE Forums.

- 7.8. The Principal will remind Families and the Parish Priest of the FACE Forum agenda at least 7 days prior to the forum date.
- 7.9. Suggested agenda items include but are not limited to:
- a) Acknowledgement of Country.
 - b) Opening prayer.
 - c) Declaration of conflicts of interest (as appropriate – if decisions are being made or fundraising business is on the agenda).
 - d) Safeguarding message.
 - e) Principal reports including action items from previous meetings, FACE Forum fundraising and finance updates (if applicable).
 - f) Parish report.
 - g) Federation update via parent/carer representative.
 - h) Sub-committee reports.
 - i) Questions on Notice.
 - j) Educative/faith formation/wellbeing and/or consultative component.
- 7.10. The Principal will:
- a) Ensure that Minutes are recorded at each FACE Forum.
 - b) Distribute a copy of the minutes to the School community within 7 days of the FACE Forum. It is recommended that a copy of FACE Minutes and Agendas be made available on the School's Compass site, in the 'School Documents' section.
 - c) Retain a copy of the Minutes in accordance with Diocesan policies and procedures.

8. Sub-Committees

Please refer to the FACE Forum Sub-Committee Terms of Reference Template and FACE Resource for supporting material.

- 8.1. With the approval of the Principal, FACE Forum Sub-Committees may be formed, based on need and the interests of the School community. A sub-committee may be formed for a specific initiative or event (e.g. for a School disco or uniform review), or on an ongoing basis with a specific purpose (e.g. to support the operation of the canteen, clothing pool, uniform management and/or event or fundraising coordination.)

- 8.2. Sub-committees will meet in accordance with agreed and approved FACE Forum Sub-Committee Terms of Reference Template (terms of Reference) and will report to the Principal. The Principal must approve all actions of the sub-committee.
- 8.3. The Terms of Reference should be made available to members of the sub-committee, the FACE Forum, and the school community.
- 8.4. FACE Forum sub-committees may include anyone connected to the School community including Families, clergy, parishioners, school workers, both religious and lay leaders. With Principal approval, and having consideration of safeguarding requirements, students may be on a sub-committee and/or provide insights to the sub-committee.
- 8.5. Depending upon the role and purpose of the sub-committee the Principal may opt to not sit on the sub-committee nor have a school worker in attendance.
- 8.6. The School must provide a space for FACE Forum sub-committees to meet onsite, should they wish, at a time mutually convenient to school workers and families. Sub-committees need not meet on School premises.
- 8.7. Sub-committees will provide an update at each FACE Forum by a representative of the sub-committee or the Principal.

9. Fundraising and Sponsorship

- 9.1. This clause must be read with the Family and Community Engagement Forum Finance Guide (**FACE Finance Guide**).
- 9.2. Fundraising is not a compulsory activity to be undertaken by the School community or FACE Forum, it is voluntary.
- 9.3. Any fundraising or sponsorship must be for educational purposes related to the operation of the School in accordance with government funding requirements and the *Education Act 1990 (NSW)*.
- 9.4. All fundraising or sponsorship must be undertaken in compliance with the Diocesan fundraising and sponsorship policies and procedures and as outlined in the FACE Finance Guide.
- 9.5. The FACE Forum may fundraise and seek sponsorship as agreed by the School community and approved by the Principal.
- 9.6. All funds raised must be deposited into the school's bank account in accordance with the FACE Finance Guide. Funds will be routinely audited as a part of the School's accounts.
- 9.7. The Principal will provide an update in accordance with the FACE Finance Guide as part of their FACE Forum report.
- 9.8. Where fundraising and sponsorship does occur, the Principal may:
 - a) Form a sub-committee/s for the purpose of coordinating fundraising or individual events.

- b) Seek the assistance of the FACE Forum to manage counting and recording of funds following a fundraising event.

10. Federation Representatives

- 10.1. At the commencement of each school year the Principal will call for nominations from Families (as defined) to represent the School as a delegate to the Diocese's peak parent body, the Federation. At least two representatives are requested. Nominations can be received before or at the first FACE Forum. Nominees who have nominated in writing prior to the forum need not be present to be eligible for election.
- 10.2. Nominations *cannot* be accepted from:
 - a) School workers in the Schools in which they work even if they have a child enrolled at the School.
 - b) School Executive Staff regardless of which School they work at.
 - c) Diocesan Officers.
- 10.3. If more than two nominations are received, the representatives will be elected at the first FACE Forum.
- 10.4. Families present at the forum are eligible to vote. In the case of a tied vote, the Principal should discuss how the role may be divided between the tied nominees.
- 10.5. The representatives who take on the delegate role:
 - a) Must provide their name and contact details to the Catholic Schools Professional Officer – Family and Community Engagement within 14 days of being elected.
 - b) Are expected to attend the majority of all the School's FACE Forums throughout the year.
 - c) Are expected to attend Federation meetings as required (held both online and in person). Approximately three (3) to four (4) meetings are held by the Federation each year.
 - d) Are invited to be a voice for the School community they represent and report back to their School FACE Forum on Federation activities.
 - e) May be invited to be a representative for interview panels for the appointment of the Schools' leadership staff.
 - f) May be called upon represent Families at formal School occasions e.g. graduation ceremonies and end of year awards ceremonies.
 - g) May be invited to participate in working groups established by the School, Parish, Diocese or Federation.
 - h) May be invited to assist with the dissemination of communications to the School community.

- 10.6. In consultation with the Principal regular FACE Forum attendees may, if the School's Federation delegate is unavailable, support with the components of the delegate's role as described above.
- 10.7. Delegate roles are for one calendar year. Families are eligible to nominate each year and there is no limit to the number of times that they may be elected to be a representative or delegate.

11. Parishes

- 11.1. The Parish and the School are encouraged to collaborate and engage with each other to grow and strengthen their communities and to promote Catholic identity and education. The FACE Forum provides an opportunity and mechanism for Schools and Parishes to do this.
- 11.2. The Parish Priest may attend FACE Forums. *For the purposes of these Guidelines, Parish Priest includes their appointed delegate or representative. Appointments may be for the school year or on a per forum, sub-committee, or function basis.*
- 11.3. The Parish Priest may appoint a Parish Representative to attend FACE Forums with him or on his behalf.
- 11.4. The Parish Representative is a volunteer role and as such they must have a Working With Children Check (WWCC) and meet all safeguarding and volunteer requirements set by the School.
- 11.5. The Parish Priest or Parish Representative may provide a brief parish report at each FACE Forum to inform Families of matters, dates, and activities of importance to the Parish and of opportunities for connection and engagement.
- 11.6. The Parish Priest or Parish Representative may report back to the Parish on matters, dates and activities arising from FACE Forums or opportunities for connection and engagement.

12. Recognition of Contribution

- 12.1. FACE Forums, with the approval of the Principal, may recognise any person who has made an outstanding contribution to the FACE Forum or School over a period of at least 7 years by:
 - a) Nominating the person for Life Membership of the Federation; and/or
 - b) Recognising the person as deemed appropriate by the FACE Forum and the Principal in accordance with these Guidelines and the FACE Finance Guide. For example, a plaque or board erected in the school.

13. Dispute Resolution

- 13.1. A dispute arising between FACE Forum participants that cannot be resolved between themselves shall be referred to the Principal for resolution in accordance with Diocesan policies and with the support of the Catholic Schools Office and Diocesan Shared Services.
- 13.2. If there is a dispute between FACE Forum participant/s and the Principal, they should:

- c) Try to resolve it between themselves through open and respectful discussions.
 - a) If appropriate seek the input of the FACE Forum Federation Delegate.
 - b) If not resolved after 7 days the Principal or, if appropriate, the FACE Forum Federation Delegate can seek the advice or recommendations of the Catholic Schools Professional Officer – Family and Community Engagement for resolution in accordance with Diocesan policies.
- 13.3. If the actions at clauses 13.1 or 13.2 do not resolve the dispute FACE Forum participant/s should follow the [Complaints Resolution and Feedback](#) process.

14. Review

- 14.1. These FACE Forum Guidelines will be reviewed following a full year of operation in all schools and then every three (3) years following.

The Governance Team and the Catholic Schools Professional Officer – Family and Community Engagement will coordinate the review in consultation with the Trustees, Schools, and the Federation.



FACE Forum

FAMILY AND COMMUNITY ENGAGEMENT IN OUR SCHOOLS

FINANCE GUIDELINES

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1. Preamble

The focus and purpose of the Family and Community Engagement (**FACE**) Forum is to promote engagement with and connections between family, school, parish and the wider community for the benefit of a student's spiritual development, wellbeing and learning.

The FACE Forum may fundraise and assist the School to seek sponsorship and apply for grants in furtherance of the FACE Forum purposes but finances and fundraising will not be a primary purpose of the forum.

2. Application

- 2.1. This guide has been developed as a supporting resource to the FACE Forum Guidelines.
- 2.2. In the case of any inconsistency, conflict or ambiguity, the policies and procedures of the Diocese followed by the FACE Forum Guidelines have precedence.
- 2.3. This guide supports the School in respect of matters of finance relating to the operation of a FACE Forum.
- 2.4. For the purposes of this Guide, Principal includes their appointed delegate or representative. Appointments may be for the school year or on a per forum, sub-committee, or function basis.

3. Definitions

In this document, unless the context requires otherwise:

- 3.1. **Conflict of Interest** refers to situations where a conflict arises between public or professional duty and private interest. This conflict could influence the performance of official duties and responsibilities. Such conflict generally involves opposing principles or incompatible wishes or needs. Conflicts of interests can be:
 - a) Actual, involves direct conflict between your current duties and responsibilities and existing private interests; or
 - b) Potential, where a person has private interest that could interfere with the performance of their official duties and responsibilities in the future.
 - c) Reasonably perceived, where a reasonable person could perceive that your private interests are or are likely to improperly influence the performance of your duties, irrespective of whether this is the fact.
- 3.2. **CSO** means the Catholic Schools Office.
- 3.3. **Families** means parents, carers, guardians, kin of the child attending a Diocesan service such as a Catholic school or St Nicholas Early Education Centre.
- 3.4. **Grants** means an amount of money that a government or other institution gives to a school for a particular purpose. Grants are usually provided under contract with attached criteria, terms and

conditions and/or key performance indicators. The eligibility of certain grants is dependent on an organisation's charitable registrations or structure.

- 3.5. **Minutes** means the written record of the FACE Forum or FACE sub-committee.
- 3.6. **Principal** means the most senior member of the teaching staff of a school, with responsibility for the effective and efficient day-to-day operations of the school, including compliance with the *Education Act 1990*.
- 3.7. **School** is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine. It includes primary, secondary and K-12 schools.

4. Financial Planning

- 4.1. Catholic schools operate on, and budgets are prepared on, a calendar financial year basis.
- 4.2. Due to the annual nature of school financial planning and the need to ensure all income and expenditure are planned ahead of the calendar year the following must occur:
 - a) A FACE Forum is to be held in Term 3 (prior to the end of September).
 - b) Prior to this forum the Principal will inform Families of the priorities of the school for the next calendar year with regard to enhancing education, spiritual or facility requirements which have been identified by the School.
 - c) School priorities may be repeated from year to year or span over multiple years.
 - d) The Principal will lead a discussion at the Term 3 FACE Forum (in person or via technology) with Families so they can offer feedback or suggestions on the priorities.
 - e) In addition, the Principal may also utilise other consultation methods (e.g. survey) to engage the School community on the priorities of the school for the next calendar year.
 - f) At this time, it should also be discussed whether the School community would like to fundraise to enhance any of these priorities. Inclusion of priorities are not dependent upon fundraising. Any fundraising undertaken must be for educational purposes related to the operation of the school in accordance with the requirements of the Education Act 1990 (NSW).
 - g) Following the FACE Forum, the School will consider the feedback and suggestions to inform in the School's proposed financial plan which is to be submitted to the Diocese for approval in October/November.
 - h) Upon finalisation, the priorities included in the School's financial plan will be communicated by the Principal to the School community including at the following FACE Forum. The agreed priorities and fundraising should be recorded in the FACE Forum minutes.
 - i) If the School community was supportive of fundraising, the FACE Forum, with the Principal, may discuss and plan how any fundraising may be undertaken.

5. Fundraising

Please refer to the FACE Resource for supporting material.

- 5.1. Should a decision be made to undertake fundraising activities then the following processes will be undertaken:
- a) All funds raised will be banked to the Catholic Community Fund under the agency number for the School.
 - b) The FACE Forum must not distribute any income or assets, directly or indirectly to its participants. This means that school funds or funds raised by the FACE Forum cannot be used for gifts for teachers, volunteers etc. This does not prevent reimbursements (in exceptional circumstances) or specific collections from Families for the purpose of providing a gift.
 - c) **General Fundraising:**
 - i. Funds received from fundraising activities (excluding canteen or uniform sales) will be receipted by the school to the General Ledger (**GL**) account XXX-2-802-13025-2000 (where XXX represents the school location number).
 - ii. All costs associated with fundraising activities (excluding canteen or uniform sales) will be allocated by the school to the GL account XXX-2-802-32165-2000 (where XXX represents the school location number).
 - iii. All goods and services will be paid for using school resources as approved by the Principal. The Principal may agree to the purchase of good(s)/services by the school, for the purpose of resale for approved fundraising activities being undertaken by the FACE Forum (e.g. food for a BBQ or goods for a Mother's Day).
 - iv. In exceptional circumstances, a volunteer may be reimbursed for goods/services that they buy for the event using their own funds but only with prior approval from the Principal and upon presentation of receipts.
 - v. The costs associated with fundraising activities will be allocated by the School as outlined in this clause.
 - d) **Canteen Fundraising:**
 - i. Should a FACE Forum sub-committee be responsible for the operation of the canteen then funds received through this activity will be receipted by the school to the GL account XXX-2-881-14015-2000 (where XXX represents the school location number).
 - ii. All costs attributed to the operation of the canteen (including wages for supervisors) will be allocated by the school to the GL account XXX-2-881-38015-2000 (where XXX represents the school location number).
 - e) **Uniform Fundraising:**
 - i. Should a FACE Forum sub-committee be responsible for the operation of a uniform shop (including second-hand clothing pool) then funds received through this activity will be receipted by the school to the GL account XXX-2-882-14020-2000 (where XXX represents the school location number).

- ii. All costs attributed to the operation of the uniform shop (including wages for supervisors) will be allocated by the school to the GL account XXX-2-882-38020-2000 (where XXX represents the school location number).

6. Reporting

- 6.1. The Principal will provide an update to the FACE Forum for discussion at each FACE Forum including itemised fundraising balances showing income and expenses for the account departments noted in clause 5.
- 6.2. Accumulated balances for fundraising activities will not be moved forward once the calendar year has been finalised due to audit and funding requirements to recognise income and expenditure in the year it occurs. It is therefore recommended that any funds derived from fundraising activities be applied in the year raised.
- 6.3. School priorities may be repeated from year to year. Fundraising may occur for a repeated priority, but it must be applied to that priority in the year that the funds are raised.
- 6.4. If funds are raised in excess of planned fundraising for the nominated priority, the Principal will consult with the FACE Forum as to how funds may be applied to other School priorities or used by the School.

7. Tools for Supporting Fundraising

Please refer to the FACE Forum Finance Guide Resource Kit for supporting material.

7.1. Paying for goods or services

As part of the event approval process, the Principal will discuss with the event organisers how they will proceed with the purchase of goods and services for the event. This may include, but not limited to:

- a) Granting permission for volunteers to place pre-approved goods on a school's business account with agreed suppliers. Volunteers will be required to sign a document agreeing to the conditions, limitations and legal obligations of use of the account.
- b) Providing volunteers with a pre-paid debit card to purchase goods. Volunteers will be required to sign a document stating they have received a pre-paid card and that they will only use it for the agreed purposes and provide receipts to the School for all purchases.
- c) Providing school staff with a list of the items required for purchase

7.2. Event Sales

It is possible for schools to organise for fundraising or community events sales via:

- a) Cash- with sufficient notice the School can arrange a cash float if it is required for an event.

NB: To arrange the cash float, the Principal will be required to contact the Catholic Community Fund and their Diocesan Finance Partner. The cash float should be placed against the school's

General Ledger (GL) account XXX-2-802-13025-2000 (where XXX represents the school location number).

- b) Online platforms such as FlexiSchools and Qkr- if the School does not already have an online platform in operation that supports such sales, advanced notice will be needed to ensure that the required approval process is undertaken and that the School can implement the system with support from the Diocese of Maitland-Newcastle's Finance team.
- c) EFTPOS facilities - all School offices have EFTPOS facilities which may be utilised. It may also be possible for Schools to have portable EFTPOS facilities. If the School does not already have portable EFTPOS facilities, advanced notice will be needed to ensure that the required approval process is undertaken and that the School can implement the system with support from the Diocese of Maitland-Newcastle's Finance team.

8. Grants

- 8.1. Applications for grants are to be managed by the Principal in accordance with Diocesan policy and in collaboration with the CSO and Diocesan shared services.
- 8.2. The Principal may request a volunteer or FACE Forum participant to assist with tasks related to grant applications such as identifying grants, researching criteria and terms and conditions etc.

9. Sponsorships and Donations

Please refer to the FACE for supporting material.

- 9.1. FACE Forums and Schools may seek sponsorship and donations in accordance with this Guide and Diocesan sponsorship and fundraising policies.
- 9.2. The Principal may request a volunteer or FACE Forum participant to assist with seeking sponsorships.

10. Conflicts of Interest

- 10.1. A volunteer or FACE Forum participant must disclose to the Principal, at the earliest possible time, the nature and extent of any conflict of interest in relation to FACE Forum or School fundraising.
- 10.2. The disclosure of a conflict of interest along with the plan of management for the conflict must be recorded in the minutes of a FACE Forum or sub-committee meeting and the School's conflict of interest register.
- 10.3. The Principal may consult with the Diocesan Governance Team if they have any concerns regarding the disclosed conflict of interest.

11. Auditing

All funds raised must be deposited into the school's bank account and therefore will be routinely audited as a part of the School's accounts.

12. Review

- 12.1. This FACE Finance Guide will be reviewed following a full year of FACE Forums operating in all schools and then every three (3) following.
- 12.2. The review will be coordinated by the Diocese of Maitland-Newcastle's Governance team, the Catholic Schools Regional Finance Business Partner and the Catholic Schools Professional Officer – Family Engagement in consultation with the Trustees, Schools and the Federation.



FACE Forum

FAMILY AND COMMUNITY ENGAGEMENT IN OUR SCHOOLS

SUB-COMMITTEE TERMS OF REFERENCE TEMPLATE

Family and Community Engagement Forum
Sub-committee Terms of Reference

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Family and Community Engagement Forum Sub-committee Terms of Reference

Instruction Sheet

*****page to be removed upon completion of the Terms of Reference**

This document is intended as a template to support the development and implementation of FACE Sub-Committees in Catholic schools in the Diocese of Maitland-Newcastle and should be read in conjunction with the FACE Forum Guidelines.

As per the FACE Forum Guidelines (Section 7), with the approval of the School Principal, a FACE Forum Sub-Committees may be formed, based on need and the interests of the School community. A sub-committee may be formed for a specific initiative or event (e.g. a school disco or uniform review) or, on an ongoing basis with a specific purpose (e.g. to support the operation of the canteen, clothing pool, uniform management and/or event or fundraising coordination).

If a FACE Forum Sub-Committee is formed, it is the responsibility of the Principal to complete the sub-committee terms of reference using this template, in consultation with members of the FACE sub-committee.

Terms should not be added (other than indicated) or deleted without consultation with the Professional Officer - Family Engagement, Catholic Schools Maitland-Newcastle or the Manager Legal Corporate Services and Company Secretary.

Preliminary

Preamble

- A. The [insert sub-committee name] Sub-Committee (**Committee**) is a sub-committee of the [insert school name] Family and Community Engagement (**FACE**) Forum.
- B. The Committee is governed by the Family and Community Engagement Forum Guidelines (**FACE Forum Guidelines**), the Family and Community Engagement Forum Finance Guide (**FACE Finance Guide**) and these Terms of Reference.
- C. The Committee will be formed with the approval of the Principal for a specific purpose, period or on an ongoing basis. For the purposes of these Terms of Reference, Principal includes their appointed delegate or representative.

Definitions

1. Definitions

1.1. In this Terms of Reference:

Chairperson means the person appointed under these Terms of Reference to assist with carrying out the activities listed in clause 3.6.

Conflict of Interest refers to situations where a conflict arises between public or professional duty and private interest. This conflict could influence the performance of official duties and responsibilities. Such conflict generally involves opposing principles or incompatible wishes or needs. Conflicts of interests can be:

- ◆ Actual, involves direct conflict between your current duties and responsibilities and existing private interests; or
- ◆ Potential, where a person has private interest that could interfere with the performance of their official duties and responsibilities in the future.
- ◆ Reasonably perceived, where a reasonable person could perceive that your private interests are or are likely to improperly influence the performance of your duties, irrespective of whether this is the fact.

Meeting means a meeting of the Committee in accordance with these Terms of Reference.

Member means a member of the Committee.

Principal means the most senior member of the teaching staff of a school, with responsibility for the effective and efficient day-to-day operations of the school, including compliance with the *Education Act 1990*. For the purposes of these Terms of Reference, Principal includes their appointed delegate or representative. Appointments may be for the school year or on a per forum, sub-committee, or function basis.

Secretary means the person appointed under these Terms of Reference to assist with carrying out the activities listed in clause 3.6.

School means the school to which the FACE Forum relates.

Purposes

2. Purpose of the Committee

- 2.1. The Committee will assist the Principal and FACE Forum to promote engagement and the activities of the School and FACE Forum.
- 2.2. The purpose of the Committee is to [insert purpose].

Composition and tenure

3. Membership of the Committee

- 3.1. The Committee will have a minimum of 2 Members.
- 3.2. Members of the Committee can be [specify membership – families, clergy, parishioners and teaching staff, both religious and lay. With Principal approval, and having consideration of safeguarding requirements, students may be on a sub-committee and/or provide insights to the sub-committee].
- 3.3. The Members will be approved by the Principal. Depending upon the role and purpose of the Committee the Principal may opt to not sit on Committee nor have a staff member in attendance.
- 3.4. A Member immediately stops being a Member if they:
 - a) Give written notice of resignation of the Committee to the Principal, or
 - b) Are removed from the Committee by the Principal.
- 3.5. The Committee may appoint a Chairperson and Secretary (ongoing or on a per meeting basis) to assist with:
 - a) Scheduling meetings – times, venues and modes.
 - b) Preparing meeting agendas.
 - c) Running of meetings.
 - d) Ensuring minutes are taken at each Committee meeting.
 - e) Reporting to the Principal and FACE Forum.

4. Term

- 4.1. The term of the Committee is determined by the Principal.
- 4.2. The term of the Committee is [insert whether for a specific purpose, period or on an ongoing basis].

Responsibilities and Conduct

5. Responsibilities

- 5.1. All actions of the Committee must be approved by the Principal.
- 5.2. The Committee will report to the Principal and FACE Forum as set out in the FACE Forum Guidelines.
- 5.3. The Committee and its Members are expected to understand and observe:
 - a) The School community code of conduct.
 - b) FACE Forum Guidelines.
 - c) The FACE Finance Guide.
 - d) Diocesan policies and procedures.
- 5.4. The responsibilities of the Committee are:
 - a) [insert responsibilities specific to purpose of the committee]

6. Conduct of the Members

- 6.1. Members are required to:
 - a) Declare any conflicts of interest.
 - b) Act ethically and with respect and integrity.
 - c) Apply sound judgement and undertake the Committee's responsibilities constructively and in the best interests of the School.

Committee Meetings

7. Meetings

- 7.1. The Committee will meet as agreed by the Principal and Members having consideration of the FACE Forum schedule.
- 7.2. Agenda will be circulated to all Members prior to each meeting and with sufficient reasonable time to allow Members to include agenda items.
- 7.3. Meetings may be held in person, by technology, or a combination of both, as agreed by the Principal and Members.
- 7.4. Written minutes will be taken at Committee meetings and a copy of the minutes will be provided to the Principal, FACE Forum and the Committee.
- 7.5. Quorum: no meeting shall be held unless 2 Members can attend.

Reporting

8. Reporting

- 8.1. The Committee will provide its Meeting minutes to the Principal and Committee within 7 days after the end of a meeting.
- 8.2. The Meeting minutes will be provided to the FACE Forum at the next gathering or via another means of communication determined by the Principal.
- 8.3. The Committees will provide an update at each FACE Forum. The update can be given by the Chairperson, a representative of the Committee or the Principal.
- 8.4. The Committee may, at any time, report to the Principal any matter it deems of sufficient importance to do so.

Fundraising

9. Fundraising

- 9.1. The Committee may fundraise with the approval of the Principal and as agreed by the FACE Forum and/or the School community.
- 9.2. Any fundraising undertaken must be for educational purposes related to the operation of the School in accordance with government funding requirements and the Education Act 1990 (NSW).
- 9.3. Fundraising must be conducted in accordance with the Diocesan fundraising policy, FACE Forum Guidelines and FACE Finance Guide.

Conflicts of Interest

10. Conflicts of Interest

- 10.1. A Committee Member must disclose, at the earliest possible time, the nature and extent of any conflict of interest in relation to the Committee, FACE Forum or School fundraising.
- 10.2. The disclosure of a conflict of interest along with the plan of management for the conflict must be recorded in the minutes of a Committee meeting.
- 10.3. The conflict of interest must be disclosed to the Principal so it can be recorded in School's conflict of interest register. The Principal may consult with the Diocesan Governance Team regarding the disclosed conflict of interest.

Amendment

11. Amended of the Terms of Reference

- 11.1. These Terms of Reference may be amended at the sole discretion of the Principal.

Dissolution

12. Dissolution of the Committee

- 12.1. The Committee may be dissolved at the sole discretion of the Principal.

Notes



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FACE Forum
PARTNERSHIPS IN OUR CATHOLIC SCHOOLS