



St. Andrew's Grammar

St. Andrew's Grammar is a co-educational school and is run under the
Auspices of the Hellenic Community of WA Inc.

Role and Responsibilities of the P&F

Responsibilities and activities

- Develop a community – inclusive with a Christian ethos
- Support and work in partnership with Principal and staff
- Promote interaction between home and school, parents and teachers
- Promote St. Andrew's Grammar in the wider community
- Create a forum for discussion
- Assist in providing resources to the school when necessary
- Planning and organising of functions

Meetings

Partnership & collaboration

- Means of collaboration and partnership with the principal and staff
- Democratic way of sharing ideas
- Taking action to provide resources that our students will benefit from
- Building support, group unity and commitment

What should be discussed

- Fund raising and providing resources for the benefit of students
- Items which have been listed on published agenda

What shouldn't be discussed

- Specific issues relating to particular staff or a particular student
- Personal grievances

Having a say in raising and spending the money

The following concepts should always be kept in mind:

- The Association is an **independent, autonomous body**, which should be in charge of its own affairs, whilst of course working as cooperatively as possible with the school administration and community.
- One of the original roles of P&F Associations working to raise money for the "little extras" needed **to make the children's school life better** is still a good guide when deciding which areas and projects to allocate P&F funds to;

parents will become tired of fundraising unless they can see their children deriving some **direct benefit from their efforts**.

- It is important to work with the Principal and ask for their guidance as to their funding priorities. Often the associations are **given a 'wish list' by the Principal** and the P&F members decide which projects they will assist that year.
- It is important that Association members decide and **approve any major purchases before they are made**. It is essential that the Treasurer keeps all the receipts and invoices for all purchases funded by the Association.

Remember **fundraising is just one of the roles of the P&F Association**. Its main role is to provide a vehicle for parental interaction and discussion.

Another key function is the area of building a positive school community through social, sporting, educational, religious and cultural activities. The very important work of fundraising and supporting the school staff will happen automatically and much more easily **when all parents are working together in a positive and rewarding manner**.

President

The President should Chair at all General and Executive Meetings of the Association. In addition to that responsibility, the President should undertake a number of other tasks such as:

Role

A President ensures an efficient and well-run organisation by:

- providing leadership for the Association,
- acting as the Associations representative,
- exercising some supervision of the functions of other office bearers,
- encouraging parents and others to participate in the activities of the Association and the school.
- conducting meetings in a fit and proper manner with respect for accepted meeting procedures,
- ruling on points of procedure,
- Establishing good relationships – respect rights & responsibilities
- Having a vision and direction and how it will succeed
- Developing a collaborative relationship with the school principal;
- Planning meetings in consultation with the Secretary & Principal;
- Acting with Impartiality, Firmness, Tact, Common-sense, Confidence, Respect, Inclusiveness

Duties and Responsibilities:

The duties of the President commence prior to the meeting.

- ensure that members have been advised of the meeting
- Prepare an agenda in conjunction with other members of the executive,
- the venue and time of the meeting have been advertised
- to ensure a quorum is present,
- to maintain order of the meeting,

- Following up on action from the previous meeting.
 - to ensure that members are aware of the minutes of the previous meeting and to obtain confirmation of these minutes,
 - to give all members the opportunity to speak but also to confine speakers to the matters under discussion.
 - to be impartial.
-
- Convene meetings
 - Ensure meetings run according to constitution
 - Liaise with principal
 - Ensure activities are sanctioned by principal
 - Ensure financial accountability
 - Ensure all community members are informed
 - As a parent leader, be visible within the school and accessible to parents and the school leadership team
 - Promote and model constructive parent involvement in the school
 - Develop a working relationship with the Secretary of the Committee
 - Prepare and distribute the agenda prior to committee meetings
 - Ensure the meeting is properly convened in accordance with the Constitution
 - Ensure meetings begin and end punctually and adhere to the agenda.
 - Point out major changes to the circulated agenda
 - Sign the minutes of the previous meeting once they have been accepted as a true and accurate record of that meeting
 - Attend to incoming and outgoing correspondence (ideally prior to the meeting)
 - Follow up on actions from the previous meeting
 - Try to ensure speakers keep to the point but don't suppress people's imagination
 - Summarise actions decided from the meeting, clarify person responsible for them and ensure this is noted in the minutes
 - Make sure, particularly on contentious matters, as many opinions as possible are expressed and call for a vote if required.
 - Make sure speakers are not interrupted and private discussion among members does not take place
 - Make clear the procedure of voting

Awareness:

- Tune in to parents' comments
- Respond to comments / correspondence
- Meet parents on arrival
- Note unusual attendance
- Attempts to dominate
- One on one issues
- Personal issues

Vice-President

Role

- Act as Chairman at meetings when President is absent.
- Become familiar with the operation of the Association
- A key member role of the Executive and not just understudy to president
- Understudy to the President but also a key member of the executive

Duties and responsibilities

- Acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedures.
- Act as convenor for any sub-committees established by the Executive
- Undertake other tasks to reduce the burden of the President.
- Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees.
- Being supportive and attending meetings.

Secretary

Role

The Secretary is very important to the efficient operation of any organisation. A secretary needs enthusiasm, initiative and an ability to work with the President. The key role of the Secretary is to maintain the records of the Association.

Duties and Responsibilities:

- The point of contact between meetings
- Conversant with all issues
- link with the school to ensure close communication and cooperation between the parent Association, office staff, school staff and parents;
- Able to work with the President
- Dealing with correspondence (both in and out)
- Write letters in accordance with the instructions of the meeting or the President;
- Writing the minutes of every meeting.
- Prepare items for school newsletter;
- Distributing the minutes as soon as possible after the meeting
- Record the attendance at the meetings
- Decide what correspondence should be brought to the attention of the meeting and what can be just 'tabled'.
- The minutes of all meetings, including the attendance register to be kept on file and archived when necessary.
- The point of contact between meetings
- Be alert to guide and advise the president;
- Prepare in advance of a meeting:-
 - Notifying date/time/venue of the meeting;
 - Preparing and publishing an agenda in cooperation with the President and Principal;
 - Obtaining reports from sub-committees;
 - Sorting correspondence;
 - Noting apologies at meetings;

- Checking minutes of previous meeting;
- Maintain a collaborative approach at all times

Tips:

- Minutes should indicate clearly what actions are to be taken by whom and by when.
- The minutes should be complete yet concise, expressing only facts

Treasurer

The Treasurer's role is to maintain the financial records of the Association.

Duties and Responsibilities

- Ensure all monies are banked to ensure accurate accounting
- Pay accounts due by the Association as authorised
- Present financial reports at other times as requested by the President
- Keep accurate financial records of all receipts and expenditure;
- Issue receipts for all money received;
- Arrange for the receipt and filing of the monthly Bank Statement
- Reconcile deposits and cheque books with the statements.

Tips:

- It is important that all books of account are kept right up to date and that all entries are legible.
- Cheques should require two signatures. Never sign blank cheques.
- Remember the Treasurer is the steward, and not the owner, of the funds.

PRINCIPAL

Role

Oversees the activities of the school community. They are an ex-officio member of the Parents and Friends Association and no decisions can be made without the participation of the Principal.

Duties and Responsibilities:

- Provide Guidance, support and leadership
- Has a collaborative and cooperative approach
- Works with President and executive (as well as all parents)
- Provides information to the community
- Accessible to parents
- Answers questions
- Develops the school profile - enrolment trends, demographics, mission statement, priorities, facilities, resources.
- Has the final decision making role and decisions made at meetings must have

the approval of the Principal as he/she has ultimate responsibility for the school.

- Activities of the P & F must be, under the constitution, carried out as agents of the school thereby needing approval of the Principal.

Parent Representative on the School Board

Role

The P&F Association Representative on the School Board is usually nominated and elected at the AGM of the Association and as a member of the School Board, that person is then bound by the School Board Constitution.

Duties and Responsibilities:

- Report on any matters discussed at the School Board meeting which are relevant to parents or the P&F, but are not of a confidential nature.
- Direct the Board's attention to any appropriate matters that the P&F Association seeks to have raised at Board level.
- Highlight wider educational issues
- Participate as member of the Executive committee

Event sub committee

The below can be split amongst 2-3 people for example Budget coordinator, contract coordinator, planner coordinator:

Event Planners

Event Coordinator(s)

- Maintains stock for P&F events (plates, cups, forks, etc)
- Produces notices, for events they organise, in the school calendar and inclusion in the newsletter
- Arranges volunteer roster for all events
- Creates and maintains action plans for events in consultation with volunteers
- Coordinates actual event on day
- Manages P&F lunches and morning teas
- Orders all items necessary for events (ie; sausages, buns, ice creams etc) prior to each event
- Coordinates transportation of P&F equipment as required

Fund raising Coordinator(s)

- Arranges raffles
- Produces notices for Fundraising Events organised for inclusion in the newsletter
- Considers all new fundraising events and coordinates (if successful and to be annual then responsibility moves to Events Coordinator thereafter)

- Works with Vice President and Treasurer in the preparation of grant applications
- Manages P&F second hand school uniform shop
- Assists Events Coordinator as see fit

Sub-Committee Members

Role

To ensure that the best possible outcome is achieved for sub-committee and the P&F

Duties and Responsibilities:

- Be prepared for meetings
- Attend meetings regularly;
- Send apologies if unable to attend;
- Attend to business of particular sub-committee to obtain outcome

Members

Role

Every parent/carer of a child who attends the school is a member of the P & F.

Duties and Responsibilities:

- Be Supportive and respectful of:
 - decisions
 - others
 - protocols
-
- Be Inclusive
- Be Prepared to
 - submit agenda items
 - Complete relevant reading

Class Representative

Role

A parent from each class working together with the Parent and Friends Association on various fund raising and school issues, to achieve the best outcome for students, teachers and parents alike. They represent a vital link between school and parents and assist with the communication of events associated with the school and the P&F.

Duties and Responsibilities:

- Compiling a class contact list
- Supporting the work of the P&F Committee
- Participate in events which support the school
- Encourage parents to participate in both school and social events

- Support the class teacher and extend parent participation

Most important goal:

Everything we do and achieve as a Parents and Friends Association is for the benefit of the students of St. Andrew's Grammar School.