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1. BACKGROUND

Under the School's Constitution, the School Board has powers to manage the School's property and affairs. This includes the power to establish, auspice and support a Parents and Friends (P&F) group. The Board has approved the formal establishment of the P&F under this Governing Charter as follows.

2. PURPOSE AND POWERS

The purpose of the P&F is to support the School in its mission and vision by:

encouraging friendship, support, and positive communication across the School community through a range of 'friend-raising' experiences to bring the community together;

ensuring the range of activities offered by the P&F are fully inclusive to promote a sense of belonging across the School community;

raising funds to contribute to the enhancement of the School environment that benefits students;

being highly approachable, reliable and inclusive, and having a strong direction, which is consistent, transparent, and relevant;

ensuring great communication within the group, with in the school and the community i great communication within the school.

complete a registration form and

Executive Members are present, the Members present must choose one of their number to chair the meeting.

In addition to any powers conferred by law, the President may

8. ELECTION OF P&F EXECUTIVE COMMITTEE

For all positions other than the P&F Liaison, Executive elections shall only be conducted during the AGM by an independent person, such as the Principal, Director of Advancement, or the School's P&F Liaison and may be conducted by private ballot if required. The results will then be communicated to all relevant parties once votes have been collated.

Election of Executive positions is by majority vote. Where a hung vote exists, the final appointment will be made at the Principal's discretion in consultation with the P&F President. Where the role in contention is that of the P&F President, the Principal shall make the final decision.

All Executive Committee positions are for a two-year period and Executive Committee members can re-nominate for roles at the end of their two-year tenure but may only hold a specific Executive Committee position for a maximum of six years. After this time, they may nominate for an alternative Executive Committee position if they wish.

The Principal or their delegate must approve the appointment of all Executive Committee positions.

A Member who nominates for Executive Committee office must be present at the AGM or have indicated their intention to nominate in writing to the P&F President prior to the meeting.

All relevant Executive Committee positions (i.e. those that have been occupied for a two-year period) shall be declared vacant at the AGM and shall be open to any Member of the P&F (including the current incumbent if applicable), subject to the term limits set out above.

A casual vacancy caused by the resignation, removal or death of an Executive Member can be filled at the next scheduled Executive Committee meeting of the P&F. A person appointed to fill a casual vacancy only holds office until the next AGM.

9. REMOVAL OF AN EXECUTIVE MEMBER

An Executive Committee Member of the P&F may be removed from office (but not from membership of the P&F) by a resolution carried by a majority vote of Members present at the AGM or a Special General Meeting.

The Principal may remove any Executive Committee Member by giving written notice to the P&F.

Notice of intention to move a resolution that an Executive Committee Member be removed from office shall be included in the notice of the meeting at which the resolution will be moved.

Such notice must be circulated to all registered Members and the Executive Committee Member, at least seven (7) days prior to the meeting at which the resolution will be considered.

The Executive Committee Member in question must have an opportunity to respond at the meeting to a written copy of the claim made against him/her, which must be provided to him/her at least seven (7) days prior to the meeting at which the resolution will be considered.

10. COMMITTEE MEETINGS

The P&F Executive Committee shall meet as frequently as required but not less than 6 times a year. Committee meetings are generally held once a month during term time (usually the third Monday of each month).

All P&F Members are invited to attend all Committee meetings held during the year and to actively participate in discussions.

The Secretary must give no less than seven (7) days' notice of a Committee meeting, sent to all P&F Members.

A quorum for P&F Committee Meetings shall be three (3) Executive Committee Members. If there are not

- b. communicating the P&F event calendar and P&F Committee meeting dates to the School's P&F Liaison within 4 weeks of the MG draft calendar being released for inclusion in the School calendar for the year ahead;
- c. managing the delivery of all events and activities which may include but not be limited to:
 - i. planning, logistics and event delivery;
 - ii. liaising with the School catering company, Chartwells for requirements where activities are held at the School;
 - iii. liaising with relevant Campus PA's where activities are Campus based and/or if student support is required;
 - iv. source and manage external suppliers in line with the School's risk and compliance requirements for contractors and suppliers; and
 - v. recruitment of Members and any other volunteers ~~required to ensure~~ ensure P&F activities are well represented.
- d. seeking approval via the School's P&F Liaison of planned events, fundraising, publicity or use of the School's logo;
- e. recruitment of P&F Class Representatives and supply the contact list to School's P&F Liaison for circulation annually;
- f. ensuring the P&F group, including all Members and volunteers comply with all relevant Occupational Health and Safety (OHS) laws and School policies in relation to Codes of Conduct and Child Safety; and

