



2020 PARENTS & FRIENDS COMMITTEE HANDBOOK

What is the P&F and why does it exist?

The P&F Committee is a voluntary organisation which supports Lakes Grammar – An Anglican School to fulfil its aims.

The P&F takes on the responsibility for building the school community through the Parents and Friends of children attending the school and endeavours to grow this community and support network. It also raises funds through various events held during the year which can be used to support the School.

The P&F meets monthly to provide a forum for parents and friends to bring ideas forward on ways to build the community, channel questions about the school, and discuss ways of improving the learning environment for both current and future students. It gives you the opportunity to find out what is going on at school and what the plans are for the future.

Being part of the P&F is not just about helping with fundraising, it also allows you to become part of the school community and to make new friends with other school parents. It also gives you the chance to get to know the teachers and staff at the school.

Our meetings are held on the **second Tuesday of the month in term time, beginning at 7.00pm in the Junior School library.**

The Annual General Meeting is generally held in November each year at 6:30pm in the Junior School Library. At the AGM, the election of the new Executive takes place as well as the reporting of the previous year's activities.

2020 Executive Committee:

President: Tracy McGarrity

Vice President: Ben Whitmore

Secretary: Lana Brown

Treasurer: Mel Jones

Deputy Vice President: Stephanie Rooke

Spring Fair Co-ordinator: Adele Flower

Roles of the Executive Committee:

President:

The role of the President is to ensure that the monthly meetings are run in accordance with the terms of reference, and to attend to matters that arise from time to time that concern the P&F, such as the canteen. The President is also expected to help set the agenda at the Executive Committee meetings. The role of President is also to ensure the progression of the P&F, the Executive Committee function in accordance with the terms of reference and to promote the P&F committee as best they can.

Vice-President:

The Vice-President's role is to assist, where necessary, the President and to help as part of the Executive Committee. The Vice-President is expected to attend the monthly meetings and also attend Executive Committee meetings to help put the agenda together.

Treasurer:

The Treasurer is responsible for overseeing all of the financial activity within the P&F committee as well as the Canteen. The canteen financial accounts are kept by the Canteen Manager in conjunction with the paid bookkeeper. The paid bookkeeper oversees both the canteen accounts and the P&F accounts. All payments made from the P&F or canteen accounts must be co-signed by the Director of Operations or the Principal. The Treasurer is expected to present a monthly set of financial figures, as prepared by a paid bookkeeper, to the P&F meeting each month in accordance with the P&F terms of reference.

Funds raised by the P&F or any sub-committee must be promptly banked into the P&F bank account and are recorded as income against the Schools ledger of accounts as income generated by the P&F. The P&F and canteen accounts are audited once a year as a part of the school's annual audit. As such, the Treasurer is expected to have the financial situation of the P&F and Canteen under control to facilitate this. *Reckon* is used for the keeping of accounts, the data entry and the reports. As part of the Executive Committee, the Treasurer is expected to attend P&F meetings as well as the Executive Committee meetings to put together the Agenda for the meetings.

Secretary:

The Secretary of the P&F has as their main role to take minutes of the monthly meetings, record attendance and publish the minutes. As a member of the Executive Committee, they are also expected to attend the executive committee meetings to assist in putting the agenda together.

Deputy Vice-President:

The Deputy Vice-President's role is to assist where necessary the other members of the Executive. The Deputy Vice-President is expected to attend the monthly meetings and also attend Executive Committee meetings to help put the agenda.

Spring Fair Co-ordinator:

The role of the Spring Fair Co-ordinator is to be the main contact person for the annual spring fair. They will liaise with the school and report to the P&F on the fair. They are able to set up sub-committees for the fair and delegate roles within it. The Spring Fair Co-ordinator is expected to attend the monthly meetings and also attend Executive Committee meetings to help put the agenda together.

Expectations of the Executive Committee

It is expected that P&F members who are on the P&F Executive team attend meetings as regularly as possible.

It is expected that the P&F executive members take an active role in P&F events and activities including attending the event as much as possible.

How does the P&F raise money?

The P&F raises monies through many events and the operation of the School's Canteens.

Payments for our fundraising events are made online through the Flexischools website and app.

A Second hand school uniform shop is also operated by the P&F and can be contacted by emailing: secondhanduniforms@lakes.nsw.edu.au

We are always looking for new ideas for fundraising and have established procedures that offer parents and friends a way to ensure that money is raised and correctly handled and accounted for. As an organisation we are audited each year as described in our terms of reference.

If you have an idea for fund-raising please bring it to a P&F meeting, or email the P&F at pfa@lakes.nsw.edu.au

Fund raising events may include:

- Spring Fair
- Easter Raffle
- Trivia Night
- Mothers' Day and Fathers' Day Breakfasts and Stalls
- Lamington Drive
- K-6 disco
- Mufti days

P&F activities include:

- Welcome BBQ
- Tea and tissues
- Grandparents' day

How does the P&F spend the money it raises?

The P&F committee does not directly spend the money it raises. Items that the school needs or would like to have, that are not budgeted for, are requested by the Principal. The Principal decides on where the funds should be directed following consultation with the P&F. The school purchases these items and the P&F committee donates money of the same amount (ex GST) towards the school.

Major donations made in the past by the P&F have included:

- 3D Printer and Makers Empire Software
- Portable PA System for the Junior School
- Outdoor Fitness Equipment in the Senior School
- Big Ceiling Fans in School Hall
- LCD Screen in Junior School COLA
- STEM equipment
- Classroom readers for Junior School
- Playground art in the Junior School

Annual Donations

The P&F also makes the following donations annually:

- Approved Elite Sport Representation Contribution requests
 - \$100 for State Representation (PSSA/All Schools Carnival)
 - \$250 for National representation through school pathways
 - Special circumstances may generate more funds
- \$250 Year 6 Dance
- \$500 Year 12 Formal
- \$1000/Stage Contribution for K-6 for 3 years commencing 2019 and ending 2021 unless re-motioned. This is a total of \$4000 to assist each stage leader with purchasing resources for their stage.

Service Recognition

The P&F recognises long standing P&F executive members and active P&F volunteers for their service to the P&F (10+ years) with a small gift of appreciation.

How do I add items to the agenda?

Anyone who wants to add an item to the agenda must email pfa@lakes.nsw.edu.au at least one week prior to the meeting.

Any item received after that date will not be added to the agenda until the next meeting.

The P&F Secretary will forward the draft agenda to the Principal for approval. If the Principal does not believe that an item is relevant for the P&F, the parent raising the item will be contacted by the Principal.

No item can be raised at the P&F meeting if it is not already on the agenda.

The person who raised the item must be in attendance at the P&F meeting or the item will not be discussed at that meeting.

How can you help?

As the P&F Committee is a volunteer organisation, any time or expertise you can offer will be warmly accepted. From regular and essential tasks such as volunteering at the Canteen, to small tasks such as assisting on the day of an event to large tasks such as organising of a fund-raising event, there is a place for each and every parent and friend to participate.

The Canteens

The school has canteens in both the Junior and Senior School that are operated by the P&F. The Senior canteen has a paid Manager overseeing junior and senior canteen operations and completes all accounts and bookwork for both Junior and Senior canteens. The Junior canteen has a paid supervisor. Both positions are employed by the school and paid for by the P&F Committee.

The canteens also rely on volunteers to assist in the effective operations each day. We are always looking for more volunteers.

If you can assist, please contact either:

Di Hattam, Senior Canteen Manager - 43934167

Leigh-An Kyle, Junior Canteen Supervisor - 43934109

Parents can conveniently order recess and lunch items online at www.flexischools.com.au

The Second Hand Uniform Shop

Lost a sports fleece and don't want to buy a brand new one?

Got good quality uniforms that are just too small, but you don't want to throw them away?

Looking for more ways to reduce/reuse/recycle?

Lakes Grammar has a Second Hand Uniform Shop that is run by the P&F volunteers. All stock is owned by the P&F and is continuously replenished throughout the year by parents donating or selling their good quality, pre-loved uniform items.

For parents who want to sell preloved uniforms ..

The P&F will buy the item of clothing **upfront**. This benefits parents as you will receive your funds before your item is sold. However, to ensure the highest possibility that the item will sell, *all uniforms purchased by the P&F will need to meet certain criteria*. All items left for the 2nd hand uniform shop must be accompanied with a form, filled out in full, with relevant details for payment.

Please note as at January 2020 until further notice our Second Hand Uniform Shop has run out of storage space as it has quite a large amount of stock. The shop will be able to accept uniform items until further notice.

For parents wishing to purchase 2nd hand uniforms

There is a set cost for each set of uniform items. Parents can find the prices for second hand uniform items in the Parent Lounge under Links or on the noticeboard in the Junior School breezeway.

Important note

Items that have holes, stains or are faded (however slight) are very difficult to sell at the 2nd hand uniform shop. If your item does not meet the criteria, you can try networking with other parents to sell to them directly.

Please keep in mind that the 2nd hand uniform shop is run purely by parent volunteers to give families a lower cost option to purchase their children's uniform. The stock available varies over the course of the year, so always leave time to visit Alinta, just in case!

The Second Hand Uniform Shop opens fortnightly throughout the term, and can be contacted at secondhanduniforms@lakes.nsw.edu.au

Cash Handling and Payment of invoices rules

Payments – applies to cheques and direct deposits

- Never sign blank cheques
- Ensure all cheques are marked 'Not Negotiable'
- Ensure that the P&F Committee has resolved to expend the monies before making a payment - No motion, no payment.
- Signatories should sight all supporting documents; ensure they are correctly drawn to the payee and there is agreement between the amount on the invoice and the amount on the payment before signing the payment.
- Monitor that payments are approved for appropriate purposes.
- Where possible, signatories should not counter-sign a payment made in their favour.

Cash Handling

- Ensure two independent people are responsible for collecting and counting money.
- Likewise, at the end of the collection period, counting should occur in the company of at least two members and the amount verified, in writing, by each member involved in the count.
- Issue receipts to people responsible for collecting and counting money.
- Banking Check that the amount banked corresponds with the receipt totals.
- Bank money daily or secure in a fireproof safe if you are not able to bank on the day.

Code of Conduct

All P&F members are expected to comply with the school's code of conduct for volunteers.

Please see the code of conduct for volunteers at the end of this document.

Guidelines for appropriate communication are:

Respect our School

Enthusiastically greet others

Speak like adults

Please and Thank you

Endeavour to Listen

Communicate with courtesy

Take responsibility to communicate in a respectful manner

There is no acceptance of misconduct by any P&F members towards other members, the school, its staff or students. Unacceptable behaviour should be addressed in a professional and respectful manner.

Misconduct can be in the form of:

- Verbal abuse
- Physical abuse
- Email and social media abuse

Dealing with misconduct can be challenging and threatening. At all times P&F Members are required to act and behave in a professional and respectful manner to other members and staff. P&F members also need to act in ways that enhance the safety and wellbeing of self and others.

These include:

- Act with courtesy and demonstrate respect for all persons
- Listen and be tolerant of views and opinions, even if opinions differ from your own
- Take responsibility for your own actions
- Conduct yourself in a professional manner
- Ensure all comments are positive and appropriate, without the use of bad language or finger pointing
- Be a good role model at all times

There is no excuse for poor behaviour from any members of the P&F, including children. Poor behaviour needs to be stopped as soon as possible and actions taken once everything has settled. If there was a need to cancel a meeting, the Principal would convene a special meeting at another time to progress urgent issues.

President Role and Responsibilities

According to the Terms of reference:

- The President [or his/her nominee] shall be responsible for chairing all meetings and for liaison with the Principal.
- The President shall be entitled to a casting vote at meetings of the Committee where a simple majority cannot be reached on matters before the meeting.

As the chair at meetings, the President should ensure that:

- new members and guests are welcomed and introduced to others;
- a quorum of members is present;
- the meeting starts on time;
- the Chair remains impartial and polite;
- the minutes of the previous meeting are signed;
- a report on executive actions between meetings is presented for ratification;
- motions and amendments are clearly put to the vote and the results announced;
- the meeting is declared open and closed and the time announced for each;
- action is taken in accordance with the direction of the meeting;
- an agenda is prepared for the meeting. The officers may meet prior to the meeting to discuss the agenda but decisions should be made only on matters of urgency;
- business is announced in accordance with the agenda.

It is the President's responsibility to:

- give firm rulings and guidance to the meeting and assist the discussion by guiding debate along relevant lines;
- give all members the opportunity to speak but also to confine speakers to the matters under discussion;
- put to the vote motions and amendments and to announce the result to determine points of order;
- provide explanations to those in doubt about procedure or the subject matter under discussion;
- introduce guest speakers and to arrange for movers of votes of thanks;
- ensure that priority items on the agenda are dealt with accordingly;
- establish the next meeting date and time and to close the meeting.

The President should:

- develop and maintain a close working relationship with the Principal and the school community;
- provide leadership;
- act as a representative of the P&F;
- ensure decisions are made and followed up;
- oversee accountability of the Committee;
- ensure everyone has a say.
- manage dominant personalities;
- foster good communication between the P&F, school and community;
- encourage participation;

- conduct meetings in an efficient and timely manner so that all members feel valued;
- be familiar with the rules, operations and meeting procedures of the P&F.

I, _____, understand that my position as _____ on

the Lakes Grammar P&F Executive requires me to regularly attend the P&F meetings and fulfil the responsibilities of the role as required.

Name: _____

Signature: _____

Date: _____

Vice-President Role and Responsibilities

The Role of the Vice-President is to:

- consider this position as the President's understudy;
- provide essential support and assistance to the president and possibly other members of the team, eg. assisting the secretary or the treasurer in some of their tasks;
- become familiar with P&F operations, rules and meeting procedures;
- chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. The Vice-President can also act as chair for any sub-committees established by the P&F
- assist the executive to take the P&F Committee into the school community and promote the successes of the school through fundraisers and welcome events
- attend the monthly meetings and also attend executive meetings to help put the agenda together.

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Name: _____

Signature: _____

Date: _____

Secretary Role and Responsibilities

According to the Terms of reference:

- The Secretary shall be responsible for the recording and distribution of the minutes from all meetings.

The Secretary should:

- maintain attendance records and a register of members including ex-officio and life members;
- attend monthly meetings and assist the president in preparing an agenda for each meeting;
- collate agenda papers for each meeting (including subcommittee reports);
- prepare, publish and present minutes of P&F and Executive's meetings at each general meeting;
- record and deal with correspondence in/out as directed by the P&F;
- generally organise, record and maintain information pertaining to the activities of the P&F;
- have custody of P&F Committee documents.

Secretary responsibilities:

Agenda

- Prepare in advance using the agreed upon Template.
- Consult with President, Treasurer and other report givers.
- Identify any business that needs to be addressed.
- Provide copies of the agenda to the meeting.

Minutes

- Email the minutes of the monthly meetings to P&F members within 1 week of the meeting. (Optional: 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.
- Identify items that require action from the correspondence list.

Correspondence

- Check the mailbox regularly.
- Have a summary list for the meeting.
- Sort out the junk mail from items needing action or which should be brought to the attention of the meeting.
- Send letters authorised by the last meeting.

Record keeping

- Maintain an up-to-date copy of the Terms of reference.
- Maintain up-to-date membership records.
- Keep a register of continuing motions that affect the way the P&F does business.
- Keep a register of all motions passed
- Record who moved and who seconded the motion and the outcome of the motion.
- Record discussion briefly if no decision was made (dot points).
- Maintain (or collated from sub-committees) other files e.g. Spring Fair, list of materials needed for functions.

Agenda Template:



LAKES GRAMMAR

AN ANGLICAN SCHOOL

Cnr. Sparks Road and Albert Warner Drive, Warnervale
W: www.lakes.nsw.edu.au
E: pfa@lakes.nsw.edu.au

P&F Committee Monthly Meeting Agenda

DATE:		MEETING TIME:	
ATTENDANCE:			
APOLOGIES:			
ACCEPTANCE OF PREVIOUS MINUTES:			

REPORTS:	NOTES
PRINCIPAL	
PRESIDENT	
TREASURER	
CANTEEN	
SPRING FAIR COMMITTEE	

CORRESPONDENCE:

BUSINESS ARISING:

UPCOMING EVENTS:

ITEMS RAISED BY PARENTS AND FRIENDS:

MEETING CLOSED:		NEXT MEETING:	
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FUTURE MEETING DATES:	Term 3: Tuesday, 11 August 2020
	Term 3: Tuesday, 8 September 2020
	Term 4: Tuesday, 13 October 2020
	Term 4: Tuesday, 10 November 2020

Detailed P&F Secretary Responsibilities

P&F Meetings

- 2 weeks prior to the meeting
 - Prepare draft agenda, adding any items from parents emailed in since the last meeting, and including all business arising from previous meeting.
 - Organise with executives a meeting date (usually the week before the meeting) to discuss agenda items, however, no decisions need to be made.
 - Email members/past meeting attendees notifying them of the date of the next meeting, and a reminder that any items they wish to add to the agenda need to be emailed in 1 week prior to the meeting.
- 1 week prior to the meeting
 - Send draft agenda to The Principal. CC all emails for the Principal to his secretary (pa@lakes.nsw.edu.au). Include any extra details of items raised by parents.
 - Email President, Treasurer and Canteen Supervisor for reports (these are kept in the secretary files and attached to the minutes sent out to members).
- Friday or Monday prior to the meeting
 - Email the Principal's secretary and ask for an email reminder to be sent out to the school community regarding the Tuesday meeting.
 - Email the Marketing and Community Relations Officer to request the P&F meeting be advertised on the electronic signboard.
 - Print up the agenda for The Principal and the President, as well as any motions for the meeting.
- At the meeting
 - Send around attendance sheet for people to sign.
 - Give copy of the agenda and motions to the Principal/President.
 - Record a summary of the main points of discussion as dot points. They do not need to be word for word. If you are unable to attend a meeting, arrange for the Vice-President or Deputy Vice-President to take the minutes.
 - If an item requires action, confirm before moving on who will do the actioning and record that the item will be carried over for discussion at the next meeting.
 - At the end of the night, you and the President will co-sign the minutes from the previous meeting (as long as they have been motioned and accepted as a true record of the meeting).
- Email the minutes of the monthly meetings to P&F members within 1 week of the meeting. (Optional: Provide copies of the minutes to those present at the meeting).
- In the event of proposed terms of reference changes (after consultation with the Principal), email all members the full details of the change at least 14 days prior to the meeting where the changes will be presented. In this case only, two thirds of the members present at the meeting must agree to the proposed changes.

Correspondence

- Check P&F emails at least twice a week
- Take care of actionable items
 - Elite sports applications – confirm email has passed through school by forwarding to The Principal to confirm. Once confirmed, email Treasurer to organise payment.
 - Agenda items – Add item to draft agenda. If agenda item emailed in is brief, reply to parent and ask for more detail. This is forwarded to The Principal when the draft agenda is sent to him for approval. Any items removed by The Principal from the agenda will be dealt with by either the Principal, The Head of Junior School or the Deputy Principal/Head of Senior School contacting the parent directly. **This is not the job of the secretary.** The reason for this is that the P&F does not want parents erroneously thinking we are censoring what can and cannot be brought up at the meetings.

Record Keeping

- Keep an electronic file of P&F records including
 - An up to date Terms of reference
 - Year to date financial members
 - Current and past members (any members from past years are included in the minutes correspondence unless they have requested to be removed)
 - Motions to date for the current year
 - Minutes and associated files (President's/Treasurer's/Canteen Report and special event reports)

Special Events

- Consult the Special Events folder and follow timeframe of actions
 - Assist to coordinate any events that do not have a specific person assigned to coordinate.
 - Communicate with Marketing and Community Relations Officer regarding advertising of events.
 - Communicate with Maintenance Officer regarding requirements (tables/chairs/BBQ).
 - Specifically for Trivia night, keep a record of babysitting requests on a spreadsheet.
- Send out request for volunteers any time a P&F or canteen event requires helpers.
- Send out thank you cards/letters after events.

I, _____, understand that my position as _____ on

the Lakes Grammar P&F Executive requires me to regularly attend the P&F meetings and fulfil the responsibilities of the role as required.

Name: _____

Signature: _____

Date: _____

Treasurers Role and Responsibilities

According to the Terms of reference:

- The Treasurer shall be responsible for overseeing that an accurate set of books for The Parents & Friends of Lakes Grammar - An Anglican School's financial transactions is prepared by a paid bookkeeper, with payment for the bookkeeper to be deducted from funds held in the ledger of account for The Parents & Friends of Lakes Grammar - An Anglican School.

The Role of Treasurer is to:

- obtain the records from the previous Treasurer
- oversee financial activity within the P&F by collection, counting and banking of funds (although this can be delegated to the coordinator of the fundraiser), and emailing the bookkeeper with the amount and category it is to be filed under
- approving invoices and reimbursements that have been authorised at the monthly meeting and promptly sending these to the bookkeeper for payment
- reporting the financial statement at the monthly meetings (to be provided by the bookkeeper)
- ensuring the secretary is given a copy of the financial reports prepared for each meeting, to be filed with the minutes folder
- organising with the Lakes Grammar Director of Operations to transfer excess funds in the P&F and canteen accounts to the P&F term deposit after authorisation at a monthly meeting
- organising floats for fundraisers by liaising with the Canteen Manager or bank
- gathering information required for the annual audit and delivering it to the Director of Operations by the end of January each year.
- liaise with the bookkeeper to maintain a good understanding of the P&F financial matters
- ensure accounting is open and transparent by welcoming questions
- attend monthly meetings and executive meetings
- assist the Executive to take the P&F Committee into the school community and promote the successes of the school through fundraisers and welcome events

I, _____, understand that my position as _____ on

the Lakes Grammar P&F Executive requires me to regularly attend the P&F meetings and fulfil the responsibilities of the role as required.

Name: _____

Signature: _____

Date: _____

Deputy Vice President Role and Responsibilities

The Role of the Deputy Vice President is to:

- provide essential support and assistance to other members of the Executive team, i.e. assisting the secretary or the treasurer in some of their tasks.
- become familiar with P&F operations, rules and meeting procedures.
- chair those meetings from which the President and Vice President are absent and carry out any duties that have been delegated by the president. The deputy vice president can also act as chair for any subcommittees established by the P&F.
- assist the executive to take the P&F Association into the school community and promote the successes of the school through fundraisers and welcome events
- attend the monthly meetings and also attend executive committee meetings.

I, _____, understand that my position as _____ on

the Lakes Grammar P&F Executive requires me to regularly attend the P&F meetings and fulfil the responsibilities of the role as required.

Name: _____

Signature: _____

Date: _____

Spring Fair Coordinator - Role and Responsibilities

The role of the Spring Fair Coordinator is to be the main contact person for the annual spring fair. They will liaise with the school and report to the P&F on fair developments. They may set up sub-committees for the fair and delegate roles within it. The Spring Fair Coordinator is responsible for overseeing the tasks on the Spring Fair Timeline (as agreed upon in the first Spring Fair meeting of the year) are completed on time.

Timeline

- **Term 1**
 - Appoint a fair committee, book rides
 - Set a goal, decide main elements of Fair
 - Book St Johns to provide 1st Aid at the event

- **Term 1&2**
 - Seek major donations or cash prizes for chocolate wheel/silent auctions and send letters to Sponsors
 - Seek volunteers for main Coordinator positions
 - Group Donations
 - Monster Cash Raffle sponsors and ticket covers
 - Sponsorship as per agreed package tiering (send to school families)
 - Volunteer Signup
 - Signage and Digital Advertising
 - School Stalls Coordinator. Stalls to be agreed upon at a committee meeting based on suggestions from the previous year, and may include, but are not limited to
 - Lolly Shop
 - Kids Artworks
 - Showbags
 - Nachos
 - Cake Stall
 - Lucky Dips
 - Body Art
 - BBQ
 - Ticket Booth and Rides
 - Devonshire Tea
 - Create flyer for a recognisable Fair identity
 - Host first Mufti Day – gold coin

- **Term 2&3**
 - Map the day
 - First gold coin donation muftiday for Chocolate Wheel prizes
 - Send home raffle tickets
 - Set up and release online rides passes, ensure wristbands are ordered and will arrive before the day
 - Advertise items required from each class, being as specific as possible
 - Advertise in key publications and websites such as Kids on the Coast & Playing in Puddles

- Begin Fair Newsletters
 - Distribute Raffle for Mega Cash Raffle
 - Book cleaners for the day
 - Organise MC and Entertainment
 - Order showbags
 - Organise photographer and equipment hire
 - Check stalls are organised for ideas and know what materials are required (Purchase or Mufti Day)
 - Plan food and seek as many food donations as possible (Plateau, Coles, NJC, seafood, wine)
 - Organise chocolate wheel and tickets
 - Release online signup along with notice at assembly
 - Host second Mufti Day and jersey day for Senior School
 - Tina to run Face Painting Workshop with Year 5 or 6 this will also happen in Term 2
 - Class donation items on separate day to Mufti Day
 - Collect raffle tickets and money, separate tickets and count/bag money
- **Term 4**
 - Collect raffle tickets and money, separate tickets and count/bag money
 - Distribute flyers
 - Organise Floats for treasury team and protocols
 - School to organise eft cash out for the day

2 /3 weeks prior

- Items collected and put in to stall specific boxes and tubs in senior school store room, ready to be distributed on the day, any cash counted and bagged in JS safe
- advertise cake stall and any competitions
- Release cake boxes to go home
- Collect raffle tickets and money, separate tickets and count/bag money
- Flag holes in online signup
- Book Helium Tank
- Send home flyer with times and schedules of the day to create excitement

1 week prior

- Working bees to prepare any items required for the day including signage/bunting
- Continue to collect donations and move to stall specific boxes in SS storage
- Collect raffle tickets and money, separate tickets and count/bag money
- Order perishable items (sausages), buy outstanding items not donated
- MC run sheet
- Send home flyer with times and schedules of the day to create excitement
- Pick up Helium tank/balloons

Day Before

- Print Volunteer roster for each stall
- Print Ride orders by class or alphabetically
- Raffle money counted and tickets separated into Raffle box ready for drawing on the day
- Double check stalls have all materials and paperwork to run on the day

After the Fair

- Organise Certificates of Thanks to all Sponsors and Donors
- Email thanks to school stall coordinators and request feedback
- Organise a thank you email to the school community for their participation
- Hold debrief meeting with major coordinators and other interested parties
- Inventory supplies and note requirements for following year

I, _____, understand that my position as _____ on

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Name: _____

Signature: _____

Date: _____



LAKES GRAMMAR

AN ANGLICAN SCHOOL

Parents and Friends Committee

Terms of Reference (as at 25/2/2020)

These Terms of Reference revoke the Constitution that was adopted at a meeting of the P&F on 14 March 2017.

- 1 The Parents & Friends Committee is established in accordance with these Terms of Reference as an advisory Committee to the Principal of Lakes Grammar – An Anglican School.
- 2 The aim of The Parents & Friends shall be to promote the interests of the School by:
 - fostering friendships amongst parents, friends, staff and students
 - being a vehicle for informing parents of topical educational, social and parenting issues
 - providing an avenue of communication between the parents and the Principal
 - raising funds through the Canteen and other activities, which will aid the implementation of the Aims and Objectives of the School.
- 3 Membership of The Parents & Friends of Lakes Grammar - An Anglican School is open to
 - all parents / guardians of current and past students
 - former students
 - supporters and well-wishers of the School
 - such other persons as the P&F Executive may invite to join.
- 4 Members of The Parents & Friends of Lakes Grammar - An Anglican School must agree to abide by the policies, procedures, regulations and guidelines governing Lakes Grammar – An Anglican School, and all fundraising activity must be approved by the Principal who will, as required, confirm the activity complies with the governing regulations, policies and procedures of the School and has appropriate insurance cover by the general insurers for the School.
- 5 An Annual General Meeting shall be held each calendar year as determined by the P&F Executive. In 2020 there will be an AGM in March to ensure a Committee is formed, and a second AGM will be held in November. From 2021 the AGM will be held in November each year unless determined otherwise by the Executive. Business at the AGM will include:
 - The presentation of annual reports by the retiring President and Treasurer
 - The election of a P&F Executive for the following year comprising:
 - President
 - Vice President
 - Secretary
 - Treasurer

- The P&F Executive may be expanded by the addition of the Spring Fair Co-ordinator and Deputy Vice-President. These additional two P&F Executive positions are desirable but not mandatory.
 - All retiring members will be eligible for re-election, with the proviso that after three consecutive years in the same role, a Committee member who seeks re-election must be voted in by a majority, even if there are no other nominations.
 - The subscription rate for the following year.
- 6 The Principal shall be an ex-officio member of the Committee and the P&F Executive.
 - 7 The P&F Executive shall have the power to establish sub-committees for any purpose, comprising at least two (2) members of the P&F, and shall set guidelines under which the sub-committees shall operate.
 - 8 The Chairperson (or their nominee) of each sub-committee shall present a report on the activities of the sub-committee to P&F general meetings.
 - 9 The President shall be entitled to a casting vote at meetings of the P&F where a simple majority cannot be reached on matters before the meeting.
 - 10 The P&F Executive may meet between General Meetings of The Parents & Friends of Lakes Grammar - An Anglican School.
 - 11 Casual vacancies on the P&F Executive will be filled by nominations from members.
 - 12 General Meetings shall be held once each month during school terms. Reports from the Principal (or his/her nominee), Secretary, Treasurer, and sub-committees shall be tabled at each meeting
 - 13 A quorum shall consist of five members including at least two from the P&F Executive.
 - 14 The President [or his/her nominee] shall be responsible for chairing all meetings and for liaison with the Principal.
 - 15 The Secretary shall be responsible for the recording and distribution of the minutes from all meetings.
 - 16 The Treasurer shall be responsible for overseeing that an accurate set of books for The Parents & Friends of Lakes Grammar - An Anglican School's financial transactions is prepared by a paid bookkeeper, with payment for the bookkeeper to be deducted from funds held in the ledger of account for The Parents & Friends of Lakes Grammar - An Anglican School.
 - 17 The P&F's financial year shall be 1 January to 31 December each year.
 - 18 Funds raised by the P&F or any sub-committee will be banked promptly into The Parents & Friends of Lakes Grammar - An Anglican School's bank account and recorded as income against the School ledger of accounts as income generated by The Parents & Friends of Lakes Grammar - An Anglican School, and it is noted such funds form funds of the School due to the nature of the Committee as falling under the operations of the School. The records of the Bookkeeper shall be available to any auditor for the School or other financial manager or person having financial responsibility on request.
 - 19 The funds of the Committee shall be allocated to projects by the Principal following consultation with the P&F.
 - 20 Any signature requirements relating to the funds raised by The Parents & Friends of Lakes Grammar - An Anglican School, including any requirement for P&F Executive members to

be signatories on an account or cheque, will need to be signed by two authorised persons, one of whom must be either the Principal or the School's Director of Operations or such other person as the Principal delegates from time to time.

- 21 The Chair of the School Council shall be invited to address at least one meeting of The Parents & Friends of Lakes Grammar - An Anglican School each year.
- 22 A special meeting will be held within one month of a request signed by ten or more financial members of The Parents & Friends of Lakes Grammar - An Anglican School. Notice of the special meeting shall be sent to all members at least 14 days prior to the date of the meeting.
- 23 At the discretion of the President, any person will be welcome to participate in discussions at a meeting.
- 24 Only financial members of The Parents & Friends of Lakes Grammar - An Anglican School will be entitled to vote on issues under discussion at a meeting.
- 25 Voting is for the purpose of making a recommendation to the Principal. The Principal will take into consideration and where possible support the views of The Parents & Friends of Lakes Grammar - An Anglican School.
- 26 The Parents & Friends of Lakes Grammar - An Anglican School may invite a suitable person to become the Patron of the Committee.
- 27 These Terms of Reference may be changed providing:
 - Consultation has taken place with the Principal and the Principal approves of the changes
 - Full details of any proposed change are circulated to all members at least 14 days prior to the Meeting at which such changes are presented
 - A minimum of two thirds of those members present at that Meeting agrees to the proposed change.



LAKES GRAMMAR

AN ANGLICAN SCHOOL

Parents and Friends Committee Confidentiality Agreement

The Lakes Grammar – An Anglican School Parents & Friends Committee adheres to the Australian Privacy Principles contained in the Privacy Act of 1988.

The Confidentiality Agreement applies to all Office-bearers, Executive Committee members and Subcommittee Convenors while acting in their official and/or voluntary capacity for the Lakes Grammar P&F.

The Confidentiality Agreement is based on the following fundamental ethical principles:

- Personal information about a member should not be disclosed without the consent of the member unless there is a lawful authority for its disclosure
- Confidential or privileged information must not be used to further personal interests
- All reasonable steps must be taken to ensure confidential data, documents and personal information of any individual is protected from misuse, loss, unauthorised access, and/or disclosure
- Confidential information belonging to the Lakes Grammar P&F must not be used, disclosed, copied, published or removed by any member of the P&F Committee

Non-adherence

A violation of the Confidentiality Agreement may result in disciplinary action and/or termination of holding that P&F position.

I, _____, understand that my position as _____ on

the Lakes Grammar P&F Executive requires me to regularly attend the P&F meetings and fulfil the responsibilities of the role as required.

Name: _____

Signature: _____

Date: _____