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## Parents, Carers and Friends Policy

Date: September 2022

Next Review: September 2025

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### 1. **Preamble**

- 1.1. It is Swan Hill Christian School's (SHCS) purpose to be an inspired and caring school community that serves and enriches the Swan Hill community as we equip and empower our students to flourish in their journeys of growth. Guided by our Christian faith, we strive to provide values-based education in a vibrant, engaging and inclusive learning environment, respecting and nurturing each student's unique qualities and potential.
- 1.2. Values of community participation, sharing and servant-hood underpin this policy.
- 1.3. Volunteer organisations such as the Parents, Carers & Friends (PCF) group serve the school community in a practical expression of the biblical value of 'being a servant'.
- 1.4. The School supports the effective functioning of the PCF within the school community.
- 1.5. The Association encourages the participation of volunteers in the PCF within the school community.

### 2. **Purpose**

- 2.1. The PCF have a key role in supporting the community of parents, carers, students and staff to:
  - 2.1.1. Promote and support the purpose of Swan Hill Christian School.
  - 2.1.2. Assist and support the Board of Directors, Principal and staff in practical areas of the School.
  - 2.1.3. Promote and provide community-building events and initiatives, which foster a spirit of cooperation and friendship.
  - 2.1.4. Communicate with all families and particularly welcome new families; with a vision or goal to integrate each family into the School community.
  - 2.1.5. Help and support families in need where practicable.
  - 2.1.6. Undertake fundraising activities for specific projects and initiatives as approved by the Principal for the benefit of the School.
  - 2.1.7. To assist the Board and Principal in promoting the School in the wider community.
  - 2.1.8. To provide and promote opportunities for training programs and information sessions for families and the wider community with approval by the Principal.

### 3. **Details**

#### 3.1. **Membership**

- 3.1.1. Membership shall be open to any parent, friend, relative or guardian of a child attending the School.
- 3.1.2. To become a member, a Volunteers Application form must be completed; this is found on the school website or can be requested from the school office.

#### 3.2. **Register of Members**

- 3.2.1. A register of PCF committee members will be maintained at the school office.

- 3.2.2. The Secretary/ Treasurer of the PCF Committee shall record the attendance of members and guests at each meeting.

### **3.3. Meetings**

- 3.3.1. The PCF shall conduct regular meetings at times to be fixed by the PCF, with the number of meetings being no less than one per term. A notice of the meetings will be announced through the School newsletter and/ or by electronic communication.

### **3.4. Management**

- 3.4.1. The PCF management will consist of two Office Bearers - a President and Secretary/Treasurer. They will be appointed by consensus. This process can be facilitated by the Principal if needed.
- 3.4.2. The PCF will have its affairs managed by PCF Office Bearers.
- 3.4.3. All Office Bearers must be Association Members. Any dual appointments of Office Bearers must have at least one Association Member.
- 3.4.4. The PCF will not endorse any activity that conflicts with the policies of the Board.
- 3.4.5. The PCF has no authority over school staff and all communication should be through the Principal.
- 3.4.6. The PCF will keep the Principal advised of its fundraising activities and seek the Principal's approval.

### **3.5. Responsibilities of Office Bearers**

- 3.5.1. President - The President is responsible for the leadership of the PCF. He/she will chair the meetings and liaise closely with the Principal.
- 3.5.2. Secretary/ Treasurer - The Secretary/ Treasurer will accurately record the minutes of the meeting, filing one copy and providing a copy to the school. The Secretary/ Treasurer, in collaboration with the President, will prepare a brief report of each meeting for the School newsletter. The Secretary/ Treasurer assists the President in the preparation of the agenda and ensures that agenda items are advertised prior to the meeting. The Secretary/ Treasurer will handle all correspondence as directed by the meeting.

### **3.6. Finance**

- 3.6.1. The Secretary/ Treasurer is the only person of the PCF to make financial arrangements with the Business Manager, including agreements on petty cash and purchasing.
- 3.6.2. All monies in and out will be managed by the Business Manager.
- 3.6.3. No commitment shall be entered into for the non-operational expenditure of PCF Funds, except by resolution of a meeting and with the knowledge of the Principal.

### **3.7. Disputes**

- 3.7.1. If for any reason the PCF does not function effectively the assistance of the Principal should be enlisted promptly.

### **3.8. Dissolution**

- 3.8.1. The PCF can be dissolved at the direction of the Board at any time.

- 3.8.2. If the PCF intends to voluntarily dissolve the PCF, this decision must be communicated to the Principal and Board prior to it being so.