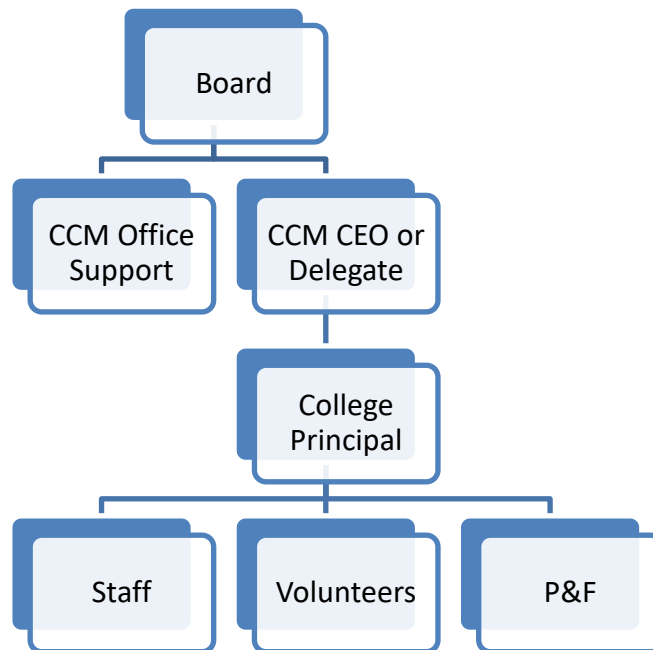


	<p style="text-align: center;"><b>Whitsunday Christian College</b></p>	<p>Last Updated: April 2020</p>
	<p style="text-align: center;"><b>Parents &amp; Friends Committee (P&amp;F)</b></p>	<p>Version: 2</p>

## Background

The Parents and Friends group (P&F) of Whitsunday Christian College comes together with the express purposes of supporting the Management of the school through volunteer and fund-raising efforts. Parents and friends have been meeting together regularly at Whitsunday Christian College for quite some time to raise money for the school and seeking to help and support the school, as well as being a forum to learn more of education in the College. The P&F commenced as a formalised committee of Whitsunday Christian College in 2017. All teachers and parents are welcome to attend P&F meetings throughout the year.

## Direct Reporting Structure



## Aims

Every school needs to have a strong and healthy committee of local people who share the role of prayerfully supporting the school and its ministry. The aim of the P&F Committee is to;

1. Support Whitsunday Christian College;
2. Regularly pray and encourage others to pray;
3. Offer parental / community perspectives
4. Provide practical assistance for the College;
5. Connect the College with other partners who can assist the mission to grow.

The Committee has an advisory role within the College Community. The role of the P&F is focused in four major areas. These are as follows:

- Provision of an educational forum for discussion amongst parents on a variety of educational issues;
- Provision of community building activities such as cultural and social events;

- Provision of community services such as the Tuckshop and the Uniform Shop;
- Coordination of fund-raising activities for purchasing valued additional resources.

## **Relationship with the Board and CCM**

The CCM Board has responsibility and accountability for matters which fall under their statutory obligations as the persons legally responsible for College operations. This includes financial accountability, staffing, payroll, line management of staff, site and safety matters, compliance with government agency requirements, accreditation requirements, etc. The Board is a group of Christian people who want to see the ministry of the College flourish for the benefit of God's Kingdom.

The P&F Committee bears no legal liability for the College, is not appointed by the board and therefore is not directly accountable to the Board. In the context of the parameters under which the board works, the P&F has a ministry support role and operates for the express purpose of supporting the Management of the College. The Committee is a group of people who wish to see the ministry of the College flourish for the benefit of God's Kingdom.

## **Financial Support**

College support groups sometimes engage in fund-raising exercises on behalf of the College. Money raised in this capacity is received under a specific internal account code so that it can be acquitted. The money is then spent on recommendation of the Committee and on the approval of the Principal.

## **Membership**

Membership of the Committee is open to those who are able to support CCM's and hence the College's statement of faith.

The School Principal has the right to disallow membership of any individual who does not appear to be acting in accordance with the policies or ethos of the College.

All members of the P&F are considered volunteers and fall under the Board's obligation to do their work in a way which maintains a safe work environment. The members of the Committee therefore need to engage in a volunteer induction as well as necessary updates regarding safe work practices whilst on site.

## **Blue Card Requirement**

The members of the Committee are considered volunteers. If their volunteering efforts cause a need for Blue Card Registration, the College needs to collect and maintain data on the volunteer's registration currency. See <http://www.bluecard.qld.gov.au/index.html>

## **Office Bearers**

The Chair of the P&F is a voluntary position and is appointed by the Principal each year.

If the Committee wishes to appoint Office Bearers, they shall be appointed at the discretion of the Principal. Office bearers are people of influence in the community and should therefore be able to demonstrate their commitment to both the College and the spiritual/educational aims of the College.

## **Minutes of Meetings**

Minutes of Committee meetings must be stored at the College for reference as required.

## **Affiliations with other Groups**

The Committee works in support of the College. Therefore, affiliation with other groups or formal representation of the College must be done only with the express permission of the College Principal.

## Not an Incorporated Body

The Committee is not an incorporated body. For this reason, the members are considered volunteers. They and their work fall under the insurances and policies of the Company, CCM. The way they work in any volunteer capacity also needs to be in accordance with policies of CCM including but not limited to the Workplace Health and Safety Policies.

## Procedures

The P&F is to operate within the Policies and Procedures framework of CCM and the College. Ordinarily, the committee would do the following:

1. P&F Chair liaises with the Principal to determine date of each term's meeting/s.
2. P&F Chair notifies school community, via the Principal, in school newsletter.
3. P&F Chair prepares agenda and ensures copies of previous minutes are available prior to the meeting.
4. Run regular meetings of members on the school premises. Meetings not held at the school premises will not automatically be deemed to be formal meetings of the committee and not fall under the protection of College insurances. Meetings would normally follow this format:
  - a. Welcome
  - b. Apologies
  - c. Correspondence
  - d. Adoption of previous minutes
  - e. Business Arising from Previous Meeting
  - f. General Business
  - g. Close
5. Maintain a current membership roll and keep attendance records of meetings;
6. Maintain minutes of meetings with a copy to be sent to the Principal;
7. Welcome the Principal and other relevant staff to all meetings;
8. Only act in support of the College and College Management;
9. Keep clear accounts of all financial dealings;
10. Decisions shall be reached by a vote of at least 50% of members plus 1;
11. If disputes arise, the College disputes process will be used, and the Principal will act as arbiter in disputed matters.