Structure, Role & Responsibility of P&F
At Snowy Mountains Christian School

STATUS: Approved 05/05/14

Prepared by: Effie Parakilas (SMCS Board)
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Version History

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1.0 PURPOSE
The intent of this policy is to describe the structure and clarify the role and responsibility of the Snowy Mountains Christian School (SMCS) P & F.

2.0 CONTEXT
The parents and friends of SMCS have always been willing and generous participants in the life of the school. The core purpose of the school includes the desire to work with parents in the education of their children. The school established a Parents & Friends Fellowship to enable parents' involvement in the life of the school be it in relation to fundraising, uniform, prayer support or communicating and receiving ideas and information pertinent to their children's education.

Over the course of the school's history this fellowship has developed two distinct streams, known as the P & F and the Fundraising Team.

This policy will highlight the structure, role and responsibility of the P & F.

Please refer to separate policy on structure, role and responsibility of Fundraising Team.

3.0 DEFINITIONS

P & F – Parents and Friends Fellowship of SMCS

4.0 POLICY

1. The P & F at SMCS is a community forum designed to create opportunities for parents, friends, staff and Board members to meet and hear about school events, ask questions and pray for the school.
2. The Chair of the P & F is the only executive position. It is a voluntary position and is appointed by the Board each year.
3. It is imperative that the Chair of the P & F is a committed Christian and adheres to the school's Statement of Beliefs.
4. The P & F Chair liaises closely with the Principal but is ultimately accountable to the SMCS Board as per the SMCS Organisational Flow Chart.
5. Minutes are required to be recorded at each P & F meeting and are tabled at a subsequent Board meeting.
6. One evening meeting is held each term with notice given in the school newsletter. Meetings are held in the evening to give all those who work an opportunity to attend.
7. The first meeting of the year is usually combined with the SMCS Information Evening and BBQ.

5.0 PROCEDURES
1. P & F Chair liaises with the Principal to determine date of each term’s evening meeting.
2. P & F Chair notifies school community in school newsletter or via email.
3. P & F Chair prepares agenda and ensures copies of previous minutes are available at meeting.
4. P & F Chair ensures minutes are kept of each meeting and these minutes are sent to Board Chair to be tabled at next available Board meeting.
5. P & F Chair invites reports from Principal, Chair Fundraising Team and Property Manager to be presented at P & F meeting.
6. P & F Chair determines, in consultation with Principal, if a guest speaker (e.g. from the staff) would be of interest or benefit to meeting.
7. Any ideas from staff, Board, parents or friends that may benefit the school are noted and taken to the Board as recommendations if appropriate.

6.0 CONGRUENCE WITH LEGISLATION AND RELATED POLICIES
Please read in conjunction with SMCS Organisational Flow Chart.

7.0 SOURCES

8.0. CONSULTATION
Gaylene Jennings (P & F Chair)

9.0. REVIEW
Review 12 months and then every 3 years.

10.0. ACCOUNTABILITIES

10.1 Responsibility
The Board is responsible for the focus, content and maintenance of the policy.

10.2 Implementation Plan
Board Chair will implement policy.

10.3 Training Plan
Board Chair will ensure P & Chair is familiar with and able to implement policy. Board Chair will ensure policy is available at school office for all interested parents and friends.
10.4 Compliance

The Principal is ultimately responsible for ensuring that policies produced for and on behalf of SMCS comply with this policy.

11.0 POLICY ADVISER

The Principal will act as Policy Adviser.

12.0. FORMS

Nil.