



**EMMAUS**

CHRISTIAN SCHOOL CANBERRA

General Policy 3-1

ECS P&F Committee

Terms of Reference

Updated

February 2017

# Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

## Values

### 1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

### 2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instill in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

### 3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

# General Policy GEN 3-1

## P&F Committee Terms of Reference

Prepared by	Principal
Date prepared	March 2016
Monitored by	Principal
Review by	ECS WH&S Committee
Date for review	Annually
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### Version History

Version	Date	Notes
1.0	Sept 2016	Prepared by WH&S Committee
1.1	Feb 2017	Update members & reformat – by L.Penton & W. Morris

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## **OVERVIEW**

### **PURPOSE:**

- Assists the Principal in the planning, coordination and implementation of all fundraising activities in support of the projects and activities of the school

### **OBJECTIVES:**

- Develops fundraising strategies for the school
- Implements, monitors and evaluates a fundraising strategy once adopted
- Identifies and maintains a list of existing and potential sponsors and donors (such as the ECS Alumni)
- Assumes the lead for certain fundraising activities, such as the annual Twilight Fair
- Manages interactions with sponsors/donors: obtaining funds or in-kind services, thanking sponsors/donors in writing and acknowledging sponsors/donors in newsletter

### **COMMITTEE:**

#### **CHAIR**

- Appointed by Principal annually

#### **MEMBERS**

- Volunteers called for through school newsletter
- Principal and P&F Chair appoints members
- Minimum of 8, maximum of 15 parents, preferably with experience in fundraising

#### **EXECUTIVE**

- P&F elects/appoints Secretary and treasurer to form P&F Executive with Chairman

### **MEETINGS:**

- The Committee will hold a minimum of eight meetings a year. Additional meetings may be held at the discretion of the Chair and as needed. Consultation with the principal in this matter is preferable.

### **REPORTING RELATIONSHIP:**

- The Committee reports to the Principal

### **PARENT INVOLVEMENT PROGRAM (PIP):**

- Parents who have been appointed to the Parents and Friends Committee are by virtue of their involvement granted their PIP hours

## OTHER

1. The ECS Parents and Friends will operate slightly differently than in many other schools.
2. The ECS P&F exists mainly to assist the school in building an engaging school community and raising funds for projects not generally covered by the schools budget and running cost.
3. The ECS P&F manages its own bank account and submits audited financial statements and/or reports to the Principal before the last school day of the year.
4. From time to time the Principal and Leadership Team will generate a (wish)list of items in need of funding.
5. This list is annually reviewed by the Principal and Leadership Team and re-submitted by special Memorandum to the ECS P&F as needed.
6. Only the Principal is able to request and receive funding from the ECS P&F.
7. Members of the ECS P&F and anyone in the school community may at any time submit suggestions for school projects **in writing** to the Principal.
8. Upon receiving a Memorandum from the Principal, The ECS P&F discusses which projects they are able to fund and a mapped timeframe for the funding of these projects.
9. The ECS P&F Chairman then meets with the Principal to negotiate the final order, cost and timeframe for projects.

## SET P&F FUNDRAISING (EVENTS):

- Twilight Fair
- Book Fair
- Secondhand Uniform Store
- Trivia Nights & Other Fundraising Events
- Alumni 20<sup>th</sup> Anniversary Events (2017)
- Other -

## 2016/2017

### CHAIRMAN:

The inaugural chairman will be Mr Cobus Wentzel

### MEMBERS:

- Leonie Penton (previously ECS Events Coordinator)
- David Almeida
- Siemie Steffens
- Mel Baird
- Mike Carton
- Wendy Kerma (Primary School Staff Representative)