



**Emmaus
Christian
School**

P & F Committee Term of Reference

General Policy 3-1

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P&F Committee Terms of Reference

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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 instil 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.



Policy

The following items set out the purpose, role, protocols and procedures for the Emmaus Parents and Friends Committee (Committee).

1. Purpose

The purpose of the Committee is to raise funds for the school not generally covered by school funds:

- Support and demonstrate the Emmaus vision/purpose and values
- Promote fellowship, friendship and community amongst Emmaus parents and friends.
- Plan, coordinate and implement fundraising activities, with a view to raising funds for school initiatives not funded by the school's existing operating budget.

2. Role

The Committee will:

- Via the Chair, advise the Principal on any fundraising matter.
- Identify and agree on suitable fundraising initiatives noting that the Emmaus School Executive may generate a list of items in need of funding.
- Develop and submit an annual fundraising strategy to Emmaus School Executive for endorsement.
- Implement, monitor and evaluate the fundraising strategy once adopted.
- Identify and maintain a list of existing and potential sponsors and donors.
- Taking the lead for fundraising activities.
- Approach, negotiate, manage relationships and correspond with sponsors/donors.
- Communicate events and recognise the support of sponsors/donors, including via the school Newsletter, Facebook, Skoolbag and other relevant media.

3. Operating rules

3.1 Accountability

- The Committee is accountable to the Principal.
- The Principal is accountable to Board.
- The Chair is responsible for providing regular reports on Committee activities to the Principal.



3.2 Meeting Schedule

The Committee will host a meeting in February each year, to elect Officers for the coming year.

- General meetings will occur monthly, with the exception of January and December. It will also meet fortnightly in August, September and October as part of preparations leading up to the Emmaus School annual fete.
- At the commencement of each school year, the Committee will agree to a set of scheduled dates for meetings in that year.
- Notice of the meeting(s) will be communicated to Committee members by the Secretary at least 5 business days prior to each meeting date, and will clearly specify the date, time and place of meeting as well as the previous minutes and agenda items for consideration at the meeting.
- The Principal may convene a 'special' meeting with 5 business days' notice or other notice period as agreed with the Committee.
- Meetings are open to all parents and friends of the Emmaus community.
- Meeting minutes will contain details of all attendees.
- Observers and subject matter experts may be invited to attend the meeting by the Chair.

3.3 Meeting Agenda

- The agenda for each meeting will be circulated by the Secretary with the 'Notice of the Meeting', 5 working days in advance of the meeting date.
- Committee members and anyone in the school community may at any time submit suggestions to the Principal and Chair for school projects in writing. All suggestions will be considered for inclusion on the meeting agenda or for urgent consideration due to sudden opportunities presenting itself. Both the Principal and the Chair have to achieve consensus, committee will be informed in retrospect.
- The Committee will quickly act on any exceptional requests and communicate outcomes accordingly.
- Meeting papers will be distributed by the Secretary both electronically, no less than 5 working days in advance of the meeting.
- Meeting minutes will be distributed by the Secretary electronically no more than 5 days following the conclusion of the meeting.
- Quarterly, the Treasurer or in their absence the Secretary, will present a finance update.
- Previous meeting minutes will be circulated and accepted by those in attendance at the commencement of each meeting.

3.4 Quorum

- The quorum for the General Meeting is 4 members.
- Election of Committee:
 - Other than the Committee Chairperson being appointed annually by the Principal, election of Committee positions for the following year will take place at Extraordinary General Meeting in November. Nominations should be submitted to the Principal 5 business days before the meeting. In the event that there is more than one nomination for a position, a secret ballot may be held to determine the selection of the position.
 - Nominations for members will be called for through Emmaus School social media.
 - The incoming Committee will be installed at the first meeting, which will be held in the month of February each year. This process is to be chaired by the Principal.



- Any vacancy occurring amongst the Committee may be filled by the Committee, but any such appointment will be subject to endorsement of the Principal.

3.5 Resignations during Term of Office

- Committee members may resign at any time by giving written notice to the Principal, Chair or Secretary. The resignation will take effect at the time written notice is received and acknowledged by the Principal. The Principal may terminate the membership of any P&F Committee member at any time.
- In the event the Treasurer resigns during their term of office, the Chair must arrange for an audit of the books and records before they are handed over to the new Treasurer.

3.6 Voting

- All members have a right to vote at a meeting.
- The Committee will discuss matters on the basis of sharing views and achieving consensus. In the event consensus cannot be achieved, the Principal has the casting vote.

3.7 P&F Committee Finances

- The Committee will manage accounts in accordance with good practice accounting standards and practices.
- A General Ledger account will be established by the Committee, with all income and expenditure processed in an account separate to the School's bank account.
- The Emmaus School Executive is able to request and receive funding from the Committee.
- All expenditure will be approved at a meeting with the Treasurer and/or with the Emmaus School Executive.

4. Key Committee Roles

4.1 Chair (and Vice Chair)

- The key role of the Chair is to impartially facilitate the meeting, call on agenda items, ensure adherence to subject at hand and to ensure all members have an opportunity to contribute and where relevant, seek agreement to the outcome of an item.
- If the Chair is unavailable to attend a meeting, the Chair may appoint a Vice Chair from among the Committee members.
- The Chair will meet with the Principal to negotiate the final order, cost and timeframe for projects listed on the fundraising strategy.

4.2 Secretary

- The Secretary will be responsible for the administration of the Committee including issuing Committee notices and agenda, attending the meeting and taking minutes, and overall logistical support.

4.3 Treasurer

- The Treasurer is responsible for overseeing all aspects of the financial management of the Committee's fundraising activities. This includes financial reporting, banking, bookkeeping and record keeping.



5. Membership

5.1 Confidentiality

- Committee members acknowledge and agree all matters of discussion are kept in strict confidence and trust, and are not to be shared with the wider Emmaus community unless agreed by the Committee. Failure to do so may require the resignation of the Committee member concerned.

5.2 Parent Involvement Program (PIP)

- Parents who have been appointed to the Parents and Friends Committee are exempt of PIP hours, with the exception of '**Compulsory Fete Hours**' whereby "All families (Preschool, Primary & Secondary), are asked to perform 2 hours of their annual PIP at the annual school fete' (refer page 5 General Policy 3-4 Parent Involvement Program).



