





Under the School's Constitution, the School Board has powers to manage the School's property and affairs. This includes the power to establish, auspice and support a Parents and Friends (P&F) group. The Board has approved the formal establishment of the P&F under this Governing Charter as follows.

The purpose of the P&F is to support the School in its mission and vision by:

- encouraging friendship, support, and positive communication across the School community through a range of 'friend-raising' experiences to bring the community together;
- ensuring the range of activities offered by the P&F are fully inclusive to promote a sense of belonging across the School community;
- raising funds to contribute to the enhancement of the School environment that benefits students;
- being highly approachable, reliable and inclusive, and having a strong direction, which is consistent, transparent, and relevant;
- ensuring great communication within the group, with the School leadership and staff, and the wider community; and
- providing support to members of the School community who are in need.

Solely to carry out the purpose, the P&F has all the powers granted by the School pursuant to this Gewef and

The P&F Executive Committee must consider membership applications as soon as reasonably practicable and once eligibility is confirmed, admit the individual as a Member. At this point, the individual becomes a Member of the P&F for two school years and is added to the register of Members maintained by the Executive Committee Secretary (Members can resign their membership at any time).

The P&F Executive Committee need not provide reasons for refusing to admit an individual as a Member.

Members have the right to receive notice of, participate in the requisition of, attend, speak at, vote at and join in the demand for a poll at Committee meetings.

The P&F Secretary shall maintain a register of all Members of the P&F and their contact details, Working with Children (Volunteer) Check and induction completion, and record all Member attendance at each Committee M

- All procedural decisions by the President are final.
- By default, resolutions at general meetings must be voted on by a show of hands.
- The President does not have a second or casting vote.
- The President must declare whether resolutions were carried, carried unanimously, carried by particular majority or lost. These voting results must be minuted.
- A poll may be demanded by the meeting chair or at least two Members present and entitled to vote.
- A demand for a poll must be made on or before the result being declared and may be withdrawn.
- The President must decide all voting disputes, and that decision is final.
- Special General

Election of Executive positions is by majority vote. Where a hung vote exists, the final appointment will be







The P&F may undertake fundraising activities as part of its annual calendar of events, with the prior approval of the Principal, having as their object the establishment or augmentation of school funds or funds for a particular school purpose for the benefit of students.

All members of the Executive Committee, Members and volunteers of the P&F are covered by the School's liability insurance whilst engaging in authorised activities for or on behalf of the School.

The Members may, with the prior approval of the Principal, change the P&F's name by Special Resolution.

Amendments to this Governing Charter may only be approved by the Principal or the School Board, or delegate member of the School Executive team.

The School will maintain proper accounting and other records on behalf of the P&F.

The School will arrange for any auditing of the P&F's accounts, as determined by the School.

A Member (other than an Executive Committee Member) is not entitled to inspect any document of the P&F except as provided by law or authorised by the Executive Committee.

All P&F files are to be stored on the School server in a secure location with access by the P&F Executive and relevant School staff.

Notices must be in writing and may be given by the P&F to any Member:

- a. in person;
- b. by sending it to the email address supplied for receiving notices, or
- c. where an email address cannot be supplied, to the Member's registered postal address.

A notice sent by post is deemed to have been given 6 business days after it was posted. A notice sent by other electronic means is deemed to have been given on the next business day after it was sent.

Any notice given to a member must also be given to the Principal and its delegate.

The Members may by Special Resolution, or the Principal, may wind up the P&F. The P&F's surplus assets, after satisfying all liabilities on wind up or dissolution:

- a. must not be paid or given to current or former Members; and
- b. must be paid to the School (or any successor charity chosen under the School's constitution).

means Annual General Meeting of the P&F

means the P&F committee of management

means a meeting of the Executive Committee plus all other general m