

# St Agnes Parents and Friends Association



## Executive Plan 2019 - 2023

Prepared by: P&F Executive  
Date: August 2019  
Status: Draft 2

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## 1. Overview - Strategic Planning Process

The P&F strategic planning process has been developed to assist the P&F meet its goals (see Section 2).

The process is based on a 5-year cycle, in which the Executive Plan is formed or amended to provide a broad overview and direction of P&F goals for the nominated five-year period. The P&F Planning meetings, P&F meetings and parent feedback provide the general direction and nomination for these projects.

Each August, the P&F Executive begins the strategic planning process (*see Strategic Planning Process Step Guide - Appendix A*). During this process, the Executive Plan is amended and renewed.

### The Executive Plan

The Executive Plan is a document developed through the strategic planning process, and assists the P&F to meet its goals (see Section 2).

The Executive Plan incorporates the goals of the P&F; role statements of P&F Executive and the P&F Sub-Committees; the P&F relationship and interaction with Other Bodies; and the P&F initiatives and projects.

The Executive Plan will be amended as required within the strategic planning process, including when changes or additions are made to short and medium to long term goals, and to the operational initiatives of the P&F.

The Executive Plan identifies key objectives of the P&F and projects to achieve the key objectives within estimated timeframes. Consideration is given to whether grants are available for each project.

Detailed information on financial estimates and projects are incorporated into the annual Operational Plan which is developed during the Planning process (March of each year) and ratified at the next P&F meeting (usually April of each year). The Operational Plan, whilst developed from the projects identified in the Executive Plan, does not form part of the Executive Plan documentation.

## 2. Goals of the P&F

The St Agnes Parents and Friends Association (the "P&F") identifies the following goals:

1. *Foster and develop a strong and positive sense of community within St Agnes School.*

The P&F aims to develop a strong and positive community based on the contributions of parents, teachers and students.

The P&F aims to work closely with the school principal, school authorities, our school parish, Catholic Education and relevant groups to support and contribute to the goals of the school.

The P&F aims to contribute to the sense of community within St Agnes School by providing a high level of social and educational interaction between school students, families, parents and friends, and community members.

2. *Identify and provide resources for the benefit of the students and immediate community of St Agnes School.*

The P&F, in association with parents, friends and students, aims to identify positive contributions to nominated structural, social, and participatory activities within the school environment, and in doing so, allocate resources to meet the funding of these contributions.

The P&F will seek input and strategically identify needs for one-off and recurrent funding, either as requested through P&F forums, or as determined through the strategic planning process.

The P&F aims to generate these additional funds for the benefit of the school, students, parents and friends, and will do so by seeking the immediate support of the St Agnes School community as elected.

The P&F aims to organise and plan functions associated with social, sporting, cultural and educational life of the school and school community, and by doing so, meet our resource commitments.

3. *Provide a consistent and effective forum for the exchange and development of school and community information.*

The P&F aims to provide a medium through which school, student, family and friends can contribute and share information, and to present a consistent and effective forum for doing so, namely through its monthly meetings.

The P&F aims to continue to foster positive relationships with authorities and industry bodies both internal and external to St Agnes school, and by doing so, remain an open forum through which to share and receive ideas and information.

4. *Represent and meet the welfare and interests of the whole parent body at St Agnes School.*

The P&F aim to represent the vested interests and welfare of the whole parent body, including students, parents and friends of St Agnes School, and to continuously identify mediums and avenues through which to do this.

The P&F aims to uphold the current values instilled within the St Agnes school community and Catholic Education, and by doing so, assist in the protection of the welfare of students by promoting Christian principals.

The P&F aims to incorporate these values within all P&F activities, decision-making, communication and interaction with each other, the school community and external bodies.

### **3. Purpose of the Executive Plan**

The Executive Plan has been developed to meet the objectives of the above goals. This Plan will be used to guide the decision making process of the P&F, and ensure alliance with goals at all times.

The Executive Plan incorporates a broad overview of the short and medium to long-term projects proposed to be undertaken by the P&F within the nominated 5-year period. These projects will be detailed within the scope of the yearly Operational Plan (budget) and will be ratified during the course of the planning period (March – April each year).

The Executive Plan further incorporates the role statements of the P&F Executive and the P&F Sub-Committees, which are identified as being instrumental in the development and execution of the Executive Plan and associated strategic planning processes.

In summary, the Executive Plan incorporates the following:

- Establishment of a 5-year planning cycle through the identification of short and medium to long-term projects, and prioritisation of these projects
- Incorporation of role statements for planning and operating purposes
- Identification of relationships between the P&F and other bodies associated with St Agnes School
- Identifying and planning for assets considered to be P&F responsibility

## 4. Role Statements and Duties

The P&F recognises the contributions and efforts of parents, friends and members of the community who elect to undertake volunteer roles within P&F Sub-Committees. The role statements incorporated in the Strategic Plan are relevant and necessary for the fulfilment of the initiative and projects contained within the plan

The role statements are attached (Appendix B). Role statements were agreed and endorsed at the P&F meeting held on 11<sup>th</sup> October, 2011.

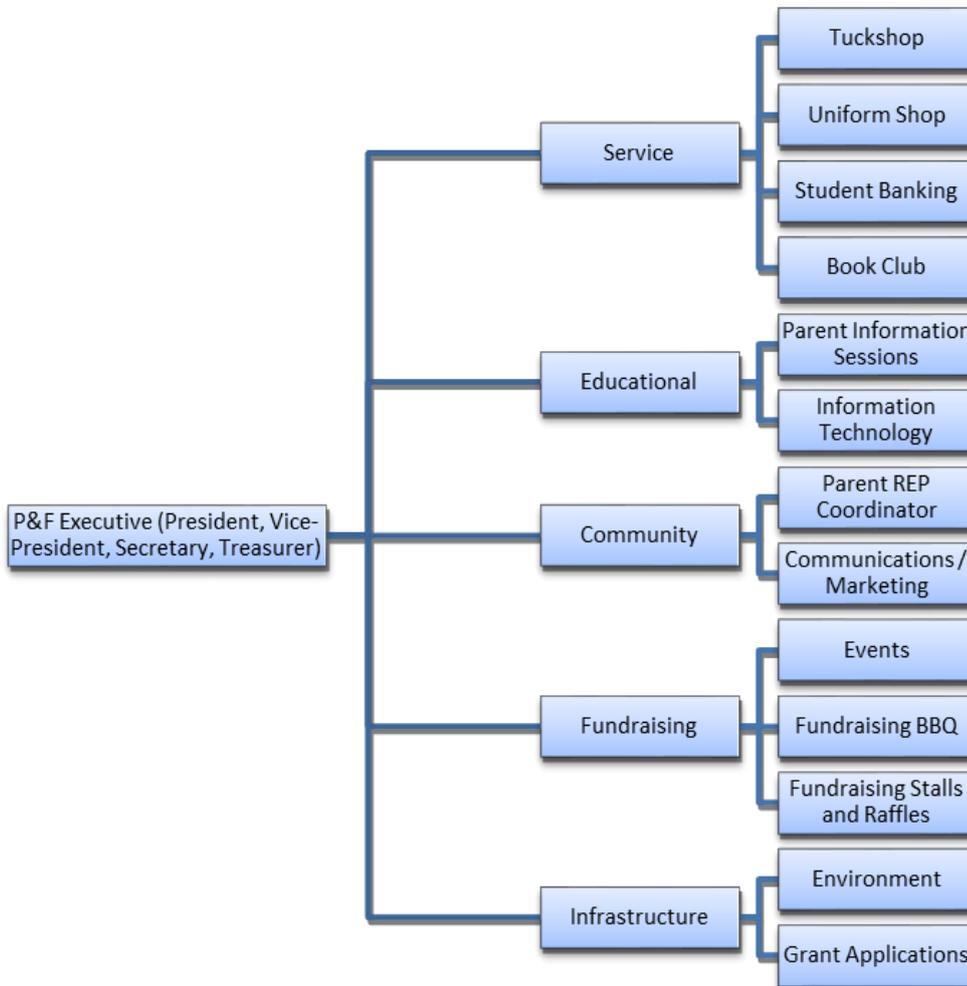
Role statements are classified into the following areas by way of teams. A team, several teams, or members from across teams can form Sub-Committees for the purpose of performing activities to meet the requirements of the Executive Plan. Teams are as follows:

- Executive consisting of –
  - President,
  - Vice-President,
  - Treasurer and
  - Secretary
- Service focus consisting of -
  - Tuckshop
  - Uniform Shop
  - Student Banking
  - Book Club
- Educational focus consisting of –
  - Parent Information Sessions
  - Sport support
  - Information Technology
- Fundraising
  - Events
  - Fundraising- Stalls and Raffles
  - BBQ – Fundraising
- Community focus consisting of –
  - Parent Representative Coordinator
  - Communications & Marketing
- Infrastructure focus consisting of –
  - Environment (including working bees)
  - Grant Applications

These classifications are not limited to the above, and if a need is identified for further re-classification or introduction of new roles and subsequent classifications, the P&F Executive will take due course to ratify these roles during P&F Planning or General meetings.

Diagram 2 displays an overview of the relationship between Teams, Coordinators and P&F Sub-Committees.

**Diagram 2**



## 5. Relationship to Other Bodies

The P&F is only one of a number of bodies which contribute to the overall success of St Agnes School. To plan effectively, the P&F requires a clear and agreed understanding of;

- The purpose of the bodies to which the P&F is related; and
- The nature of the relationship with these groups.

The following section separates the bodies within, and associated with, St Agnes School into several categories, and provides explanation:

### 1. P&F Sub-committees

P&F Sub-committees consist of volunteer parents, friends, families and community members set up for the purpose of specific duties, as identified either through the Executive Plan, the Operational Planning process, or on an as-needs basis.

P&F Sub-Committees generally have a Coordinator elected at the Annual General Meeting and are required to report monthly at P&F meetings regarding the operational and financial status of their activities, and to seek endorsement, approval or request for activities or funding as required.

P&F Sub-Committees can be formed to fulfil a specific requirement identified at P&F Meetings, Planning Meetings, or the Strategic Planning Process, and can elect to run working party groups for the purpose of nominating and completing specific projects and tasks under the Operational Plan.

Current P&F Sub-committee:

- Uniform Shop Sub-Committee
- St Agnes Bi Annual Fete.
- Year 6 Camp Fundraising

## *2. Service-orientated Groups*

The P&F undertakes the following activities as services to the St Agnes School Community:

- Uniform Shop
- Tuckshop
- Student Banking
- Book Club

The Uniform Shop and Tuckshop are designed to provide a service to the school community, and as such, they operate on a cost-recovery basis, as opposed to meeting fundraising objectives. Fund-raising activities are expected to generate surplus funds which can be fed back into the P&F for allocation to projects and activities.

Student banking is a service which facilitates a savings program for the St Agnes students with the Commonwealth Bank. A parent volunteer coordinates the service by collecting and processing deposits from the students and banking them on their behalf. The service does not generate any funds.

The Scholastic Book Club is a service run through the School by parent volunteers. All commissions from book club purchases are sent directly to the School for purchase of reading resources.

## *3. Related Bodies*

These are groups, activities or bodies that are associated with St Agnes School to which the P&F has a recognised affiliation. This includes Sub-Committees in which the P&F participates on a cross-representational basis.

The P&F recognises there is the need to consider the activities of the following groups during the planning process:

- St Agnes School Management and Staff
- St Agnes School Board
- St Agnes Outside School Hours Care
- Parish Council

The table below outlines the nature of the relationship between the P&F and these bodies.

Body	Relationship
St Agnes School Management and Staff	Responsible for day to day running of the School. Close relationship. Principal is represented on the P&F.
St Agnes School Board	Responsible for High Level Management of School. Reviews minutes of P&F Meetings. Feedback through Principal.
St Agnes Outside School Hours Care	Provides a service to the school community, use of School Assets and shared projects.
Parish Council	Management of Schools Assets. E.g. School Buildings, School Hall, Kitchen.

One of the major reasons for the need to consult closely with these groups is the shared nature of school assets. i.e, various assets within the School are under separate groups' control. However, many of these are shared resources and are critical to the success of P&F activities, e.g. Tuckshop relies on a well maintained kitchen facility. However, the kitchen is a Parish asset managed by the Parish Council.

By consulting with these groups and sharing with them the P&F future plans, the overall chance of success for the P&F activities is increased.

## 6. The Executive Plan

The following section outlines the various areas to which the P&F must give due consideration when making decisions through the 2018-2023 years. In addition to covering the 2018-2023 years, The Plan forms the basis of the approach to be taken in future years to ensure that the P&F can maximise the benefits to the school community.

The Plan itself is structured as follows:

- P&F initiatives
- P&F Projects
- Managed Assets
- Recurring Expenses

### 6.1. P&F Initiatives

P&F Initiatives for the 2018 - 2023 period are as follows:

- Annual revision of P&F roles, Sub-committees and role statements;
- Ratification of the amended P&F Constitution and ByLaws (if necessary);
- Review of the strategic planning process in its first year;
- Development of a Communications Strategy for the P&F and the school.

### 6.2. P&F Projects

This section identifies proposed activities or projects that the P&F plan to incorporate to continue to meet the abovementioned goals (see Table 1).

Suggestions for projects are received from the School Principal and the school community and prioritised by the P&F. Suggestions are collected in the form of, but not limited to parent surveys

and nominated discussion forums at P&F meetings and Planning meetings. Once prioritised, a timeframe for addressing the project is defined and agreed within the scope of the Operational Plans.

Projects are given a time-frame over the next five-year period based on expected project implementation. Each year, during the Planning Process, the Executive Plan will be used as a guide to the projects to be undertaken in that planning period to achieve the key objectives developed in the Executive Plan. Consideration is also given to whether a grant may be available to assist with the cost of the project.

The P&F have identified key objectives that each of these projects will meet. These objectives meet one of the P&F's key goals to *"Represent and meet the welfare and interests of the whole parent body at St Agnes School."*

These key objectives are:

- Parent Support & Engagement
- Student Wellbeing - Fitness and Fun
- Information Technology
- Education Support
- Community Interaction
- Environmental management
- Sports Facilities
- Sun safety & seating
- New/improved facilities and Aesthetics

Table 1 sets out the projects, the key objectives which the project's implementation will support, the estimated time-frame and whether a grant may be available to assist with the costs. The projects are not listed in any order of priority.

**Table 1** (Not Listed in any order of Priority)

Project	Tasks	Objectives	Team/Resources	When	Cost/Grant ?
<b>Educational Focus</b>					
Parent Information Sessions	Identify topics of parents' interest (cyber, resilience, self-esteem, Australian Curriculum, transition of grade 6 to high school, etc)	Parent Support & Engagement – to provide information to assist parents in educating their children and build up a library of online resources for parent access via the parent portal	Nominated a Coordinator responsible for organising information sessions for parents	2 per year On going	Possible
Information Technology	Provide additional devices and associated hardware to support the Schools 1: 1 ITC program for 2019	Information Technology – to allocate funds to support the schools ITC program rollout ongoing	In conjunction with School Information Technology Identify when upgrades are required	2018/2019	
Phonic ear system	Upgrade classroom systems	Education support	Grants	As required	Y – 1 system every 2 years
Teacher resources, Teacher aide time	Identify how the P&F can support the teachers with additional resources "Wish List"	Education support	Feedback from Principal & Staff	As required	
<b>Student Wellbeing Focus</b>					
Lunchtime sporting activities OR Lunchtime non sporting activities	Develop a "coaching" program for lunchtime sporting activities to help children develop appropriate behavioural skills for lunchtime sport  Develop Non Sporting activities with a community, educational cultural focus eg. Thi Chi, Craft Club or STEM	Health, fun and fitness - to help children develop appropriate skills for fun, fair and appropriate lunchtime play.  Educational Focus	Coordinator – parent volunteers  May be able to access Griffith or other Uni's as a service for their pre-service teachers.  Students to commit to a program timeframe (ie 8wks).  Parents, grandparents, or community groups may run programs (OPSO)	2021/2023	Service offered free by Uni's ?

Project	Tasks	Objectives	Team/Resources	When	Cost/Grant ?
<b>Student Wellbeing Focus</b>					
Musical Play Equipment	Consideration of an outdoor musical play area for children to partake in dramatic/imaginative play	New/improved facilities Health, fun and fitness	Option for sub –committee in conjunction with Environment	2020/2021	Possible
Shade sails	Installation of shade sails over the existing steps on the Blue tennis Courts	Sun safety Health, fun and fitness	Option for Sub Committee in conjunction with Environment	2020/2021	Yes Sun Safe 50/50 grant
Nature Playground	Development of Nature playground and digging pit. Design, cost, and construct.	Improved facilities Health, fun and fitness - to help children develop appropriate skills for fun, fair and appropriate lunchtime play.	Option for sub –committee in conjunction with Environment In conjunction with School	2020/2021	Y?
Additional play options	Look at providing additional play options for year 2 to access.	New /Improved facilities Health, fun and fitness – Allow all students to have playground access at lunchtime	Option for sub –committee in conjunction with Environment  In conjunction with School	2019/2021	N
Seating	Increase oval seating giving children more seating at lunchtime	Improved facilities Health, fun and fitness	Option for sub –committee in conjunction with Environment	2021/2022	
<b>Community Focus</b>					
Uniforms Shop Online	Identify how the P&F can create a more customer friendly purchasing experience for parents thru online ordering for uniforms.	Community Interaction Improved facilities	Review of current Tuckshop online systems to be undertaken	2019/2020	NO
Portable Stage	Purchase of a portable stage for events, fete and other school production	Improved facilities	Grants	2019	\$12 - \$20 K GCBF (pending)

Project	Tasks	Objectives	Team/Resources	When	Cost/Grant ?
Extracurricular Student Clubs or Programs	Development of programs or clubs for activities; EG; Garden Club Lego Club Maths Club School Newspaper	Health, fun and fitness - to provide a range activities for children with a non-sport focus  Community Interaction	Coordinator – setup/resources Parents, grandparents, or community groups may run programs (OPSO) P&F to supply resources Look at access to Uni's as a service for their pre-service teachers. May consider a leadership program for grade 6 children to run newspaper	2020	Possible
Container Recycling	Implement a container recycling programs with Enviorkbank	Environmental Management Education Support	P&F to work with the year 6 environment leaders to share management of this program	2019 – ongoing	No
P&F meetings, communication strategy	Hold “ Open parent forums” (separate to P&F meetings) where parents can have their say on a range of school/ P&F related issues  Open P&F meeting on Facebook to encourage higher attendance at meetings  Improve distribution of information such as minutes/ meeting agendas etc. Facebook – provide an opportunity to provide feedback, including links to surveys	Parent Support & Engagement - Improve attendance and involvement from parents in P&F meetings.  Use Parent Portal and Facebook as a means of communication and parent engagement	Parent Rep Coordinator  Communications and Marketing Coordinator  P&F Executive team	2020  Twice per year  2019  On Going	No

Project	Tasks	Objectives	Team/Resources	When	Cost/Grant ?
<b>Infrastructure Focus</b>					
Repair of Red Playground	Allocate P&F funds to assist in the repair of this equipment used by years 3 to 6	Improved facilities	Environment & P&F Executive team	2019/2020	
Courtyard area outside Block C	Explore the pedagogical opportunities for this area Design, cost and construct. Possible consideration of theme	Improved facilities and Aesthetics	In conjunction with School	TBA	
Garden behind Uniform Shop	Considerations as to the best use of this space – Possible outdoor classroom / Reading Garden	Improved facilities and Aesthetics	Environment In conjunction with School	TBA	
Rain water tanks	Consideration of rainwater tanks behind the hall, OSHC near tuckshop for water conservation	Environmental management	Environment In conjunction with School / Parish/ OSHC	TBA	Y

### 6.3. Managed Assets

Assets owned or managed by any organisation require maintenance and eventually replacement. Failure to understand the expected life of an asset can lead to peaks in costs within the P&F.

The following table shows the assets that have been acquired by, or are the responsibility of, the P&F. For each asset the maintenance cycle and expected life is shown.

Asset Name	Replacement Cycle	Replacement Due	Asset Acquired	Contact for Estimates	Expected Life Cycle
P&F BBQ	Replacement every 10 years	2021	2011	P&F President	10 years
Tuckshop Fridge (with Freezer)	Replacement every 10 years	2021	2011	Tuckshop Convenor	10 years
Tuckshop 2 small upright Freezers	Replacement every 10 years	2025	2015	Tuckshop Convenor	10 years
Streets Freezer x2	N/A – Return to Vendor on failure	N/A	N/A	Tuckshop Convenor	N/A
Golden Circle Drinks Fridge	On Loan – Return to Vendor on failure	?	?	Tuckshop Convenor	
Tuckshop Oven & Rangehood	Replacement every 10 years	2020 Oven 2029	2010 Oven 2019	Tuckshop Convenor	10 years
Tuckshop Pie Warmers (3)	Replacement every 10 years	1. Replacement 2009 2. Replacement 2009 3. Replacement 2018	Newest 2008	Tuckshop Convenor	10 years
Tuckshop Dishwasher	Replacement every 10 years	2018	2008	Tuckshop Convenor	10 years
Portable Stage	Replacement every 10 years	2029 –pending grant	2019	P&F executive team & events	10 years
Uniform Shop Air Conditioner	Is this a school asset?	2027	2017	P&F executive tea	10 years
<b>P&amp;F Technology Hardware</b>					
P&F IPAD 1	Review 3 yearly	2022	2019	Information Tech & Tuckshop	As required
Tuckshop desktop	On loan from school	2015	Na	Information Tech & Tuckshop	NA
Tuckshop HP inkjet printer	Replace are required	2015	NA	Information Tech & Tuckshop	As required
Tuckshop Dymo lable printer	Replace as required	2015	NA	Information Tech & tuckshop	As required

From the above, consideration needs be given to building up an asset replacement fund to cover the cost of the assets as they require replacement.

## 6.4. Recurring Expenses

The following table outlines the recurring expenses that require the regular dedication of funds within the P&F budget. The amount is current at March 2019.

Expense	Month	Amount \$
<b>Service Expenditure</b>		
P&F Catering (M/Teas, Welcome Prep BBQ, W Bees, Meetings)	As needed	500
Assistance to Family in Need	As needed	500
Parent Focus Evenings	2 per year	900
Catholic Parents Queensland Membership	February	2500
P&F Administrative Expenses (Incl. photocopying & accounts package)	As needed	1700
<b>School Donations</b>		
School Camp Yr 4 & 5	March	2680
School Camp Yr 6	March	2000
Rite of Passage – Yr 6	November	650 or price per student
<b>School Maintenance</b>		
Oval Annual Maintenance	March	1,200
Asset replacement fund	As needed	1500

The recurring costs listed above represent the best estimates of those costs; current at March 2019, however amounts may change as costs rise, or unknown issues arise. An updated list will be tabled at the first P&F of every year for approval. The P&F will keep a discretionary budget each year for unseen items that arise and require outlay.

## 7. Evaluation

The Executive Plan will be evaluated at the beginning of each Strategic Planning Process period (recommended in August), and P&F Executive retain the right to amend or revise the Plan and the overall strategic planning process as required.

## 8. Attachments

- Strategic Planning Process Guide
- Role Statements

## 9. Record of Issues

Issue No	Issue Date	Nature of Amendment
1	July 2019	Initial Draft
2	August 2019	Draft 2


## Attachment A:

# ST AGNES PARENTS AND FRIENDS ASSOCIATION (P&F)

## Strategic Planning Process Guide

At the start of each school year, the P&F begins its planning process which incorporates both the Operational Plan for the current year, and the 5-year Executive Plan.

The Operational Plan consists of the short-term projects that will be undertaken within the forthcoming school year. The Executive Plan is a 5 year plan which contains goals, objectives and projects that the P&F will undertake in a 5-year period. The Executive Plan is taken into consideration when developing the annual Operational Plan.

The following guide assists the P&F in executing its responsibilities in relation to strategic and operational planning.

### Documents Required:

- The current Executive Plan
- The current Operational Plan

### February

- Call a meeting for any P&F members interested in participating in the current year operational planning process.
- Set timeframes and dates for coming planning process (as per this guide).
  - Agree key fundraising activities for the year (which stalls, events etc will be held and the estimated timing of these).
  - Set fundraising target for the year
  - Review Annual Expense commitments with new committee
  - Review potential grants and key dates
- Re-issue Parent Participation form (originally issued in November of previous year (see November). Responses due in mid-February
- Brief Class Representatives to begin campaigning within classroom groups for assistance with projects. Parent Class Reps to compile email and contact lists of Parent Class Reps during this month.

### March

- Hold a meeting of P&F members and consider all input from parents and friends, the School Principal and staff, Outside School Hours Care Coordinator and the Parish on short and long term projects.
- Bring forward any on-going projects from previous Operational Plan and/or Executive Plan.
- Estimate the financial commitments of each project, if possible.
- Consider which projects may be subject to Grant funds.
- Identify all known recurring expenses.

- Formulate a plan based on the projects with the highest priority and the most support from parents & friends and Principal.
- Treasurer to develop the Operational Plan, including forecast Profit and Loss and Cash Balances and circulate to committee members for input.

### **April**

- Ratify the Operational Plan at the April P&F Meeting.

### **August**

- P&F to review the current Executive Plan and identify if any areas need to be amended/renewed such as the short and medium to long-term projects; P&F initiatives; recurrent funding; etc.
- Prepare an “amendment to the Executive Plan” if required, for discussion at the September P&F meeting.
- Circulate proposed change/amendment to the Executive Plan to parents and friends.
- If the Executive Plan is expiring in the current year, call a meeting for input from parents and friends as to the projects to be undertaken in the next 5-year period.
  - Meet and consider all input from parents and friends, the School Principal, Outside School Hours Care Coordinator and the Parish.
  - Consider any on-going projects from previous Operational Plan and/or Executive Plan.
  - Draft a new Executive Plan
  - Meet again with parents and friends to consider the draft Executive Plan and consider all input.
- Review role statements in conjunction with the proposed projects for the next 5-year planning period and make proposed amendments as necessary.
- Circulate the draft Executive Plan and proposed changes to roles and role statements to the parents & friends.

### **September**

- Ratify the new Executive Plan (if applicable) including changes to roles / role statements at the September meeting.
- Review role statements and consider whether any changes need to be made.

### **October**

- Advertise AGM and circulate nomination forms for P&F Executive and Role Statement Coordinators,

### **November**

- Hold P&F Annual General Meeting.
- Call for nominations of roles based on role statements (by nomination forms and/or from the floor at the meeting).
- Issue Parent Participation Form after AGM, identifying coordinators and requesting assistance based on roles.

## Attachment B:

### Role Statements

#### Executive

- President
- Vice President
- Secretary
- Treasurer

#### Service

- Tuckshop Convenor
- Uniform Shop Convenor
- Student Banking Coordinator
- Book Club Coordinator

#### Education Partnerships

- Parent Information Session Coordinator
- Sport Support Coordinator
- Information Technology Coordinator

#### Community

- Parent Class Representative Coordinator
- Events Coordinator
- Fete Coordinator
- Communications / Marketing Coordinator
- Fundraising – BBQ Coordinator
- Fundraising – Stalls and Raffles Coordinator
- Mini-Mudder Coordinator

#### Infrastructure

- Environment Coordinator
- Grant Applications Coordinator

**Role Title:**                    **President**

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**PRIMARY ROLE PURPOSE:**

Ensure the objectives of the association are met through the effective leadership of its executive and ordinary members.

**KEY RESPONSIBILITIES:**

- Establish a good working relationship with the principal of the school and achieve the goals of the school.
- Prepare agenda, arrange regular meetings in accordance with the constitution of the association and chair the meetings.
- Build a communication network within the school community as well as the wider community.
- Maintain good management and governance of P&F sponsored activities (services, fundraising and budget expenditure).
- Provide an escalation point for issues from the P&F members and executive.
- Plan with the principal and others for the future welfare of the school.
- Prepare an Annual Report.
- Initiate an annual review the P&F executive plan and roles.
- Initiate and Coordinate the Strategic Planning Process and develop/update the Strategic Plan (3-yearly basis)

**Role Title:** Vice President

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**PRIMARY ROLE PURPOSE**

Assist and support the president in leading the association.

**KEY RESPONSIBILITIES:**

- Chair meetings in the absence of the president.
- Represent the executive committees as required.
- Issue a parent participation form annually to invite parents to indicate which activities they would like to be involved in.
- Collate volunteers into groups/committees and distribute lists to group leader.
- Attend meetings of the Grant Committee and liaise with the Grant Coordinator.
- Participate in the annual P&F planning process and Strategic Planning Process (3-yearly basis)

**Role Title:** Secretary

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**PRIMARY ROLE PURPOSE:**

Ensure the efficient running of the association through close liaison with the president and school office staff.

**KEY RESPONSIBILITIES:**

- Prepare for meetings by notifying members and listing pertinent correspondence.
- Circulate the attendance book and take notes on all important discussions at meetings, particularly motions (names of movers and seconders) and amendments.
- Draft and circulate the minutes of meetings the week after the P&F meeting in the Newsletter and on the Parent Portal.
- Clear mail and keep the president informed on all issues.
- Attend to all correspondence, list inward and outward correspondence in a record book and file copies.
- Participate in the annual P&F planning process and Strategic Planning Process (3-yearly basis)

**Role Title:**                    **Treasurer**

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**PRIMARY ROLE PURPOSE:**

Manage the finances of the association.

**KEY RESPONSIBILITIES:**

- Keep a record of the income and expenditure of the association (P&F account, fundraising accounts, and uniform shop).
- Safeguard the association's accounts, bank all monies promptly and ensure all accounts are paid.
- Coordinate banking and the reconciliation of the accounts.
- Use the financial records to advise members and generate a monthly report for presentation at general meetings.
- Prepare the annual financial statements and audit file and present the accounting records for an annual financial audit.
- Monitor asset management and advise when items are approaching renewal or maintenance for action by the appropriate members.
- Participate in the annual P&F planning process and Strategic Planning Process (3-yearly basis).
- Support the Tuckshop and Uniform Shop Coordinators with their financial management.

**Role Title:** Tuckshop Convenor

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**PRIMARY ROLE PURPOSE:**

Coordinate the running of the tuckshop throughout the school year to provide a range of healthy, nutritious meals for students (focus is not for profit).

**KEY RESPONSIBILITIES:**

- Advertise for volunteers for the tuckshop and baking and devise a roster.
- Compile orders, purchase goods and regulate stock control.
- Balance the daily cash takings.
- Publish menu and review regularly for variety, suitability and special requests.
- Assist with event catering through access to suppliers.
- Ensure the cleanliness of the tuckshop.
- Encourage attendance at the Volunteers Thank You lunch at the end of the year by the school.
- Prepare a monthly report for presentation at the P&F general meetings.
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title:** Uniform Shop Convenor

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**PRIMARY ROLE PURPOSE:**

Operate the school uniform shop.

**KEY RESPONSIBILITIES:**

- Liaise with manufacturers/agents, compile orders and regulate stock control.
- Open the uniform shop one morning per week and one Saturday per term, and before the start of the school year (January holidays).
- Develop a roster for volunteers.
- Balance the week's takings.
- Check and approve all stock orders as they arrive and ensure timely delivery of invoices to Treasurer for payment.
- Head up uniform sub- committee
- Undertake yearly stock take
- Ensure the cleanliness of the uniform shop (not included in school cleaning).
- Ensure supplies of receipt books and EFTPOS rolls.
- Advise new parents of uniform requirements.
- Advise Prep parents of uniform requirements at the Prep orientation and open uniform shop for parents to order uniforms.
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title:**                    **Student Banking Coordinator**

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**PRIMARY ROLE PURPOSE:**

Provide a banking service for the students.

**KEY RESPONSIBILITIES:**

- Collate student banking each week.
  - Receive banking through the school office.
  - Stamp, date and initial deposit books.
  - Check money against deposit slip.
  - Return deposit books to the class pigeon holes.
- Bank student monies using Commonwealth Bank Student Banking computer program.
  - Enter deposits, transmit and print deposit totals.
  - Bank money at the Commonwealth Bank.
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title:** : **Book Club Coordinator**

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**PRIMARY ROLE PURPOSE:**

Provide a book club service for the students.

**KEY RESPONSIBILITIES:**

- Distribute Scholastic book flyers to all students.
- Collate book club orders and send to Scholastic Australia for processing.
- Distribute filled orders to students.

**Role Title: Parent Information Session Coordinator**

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**PRIMARY ROLE PURPOSE:**

Organise information evenings for parents.

**KEY RESPONSIBILITIES:**

- Invite guest speakers to speak to our parents across a broad number of subjects of interest such as cyber safety, literacy and numeracy skills, resilience, self-esteem, curriculum issues, flying start transition of grade 6 to high school, etc.
- Organise two information sessions per year.
- Prepare budget to include cost of speaker where necessary, small amount of catering, cost of resources for parents and library (build up a set of resources which parents can access).
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title:**                    **Sport Support Coordinator**

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**PRIMARY ROLE PURPOSE**

Assist with school sporting events and activities.

**KEY RESPONSIBILITIES:**

- Liaise with Principal and Physical Education teacher in the preparation/training/trials of events such as **Swimming Carnival, Athletics Carnival, Cross-Country and District/Zone sports.**
- Coordinate with the parent rep coordinator to seek volunteers for the events.
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title:** Information Technology Coordinator

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**PRIMARY ROLE PURPOSE:**

Provide input and assistance to the school in planning their technology needs.

**KEY RESPONSIBILITIES:**

- Liaise with the school principal and P&F executive to discuss Technology Planning at the school and how if appropriate the P&F can support the school in this regard.
- Attend, or have a representative attend, P&F meetings to report on activities.
- Support and assist with all P&F online ordering systems
- Assist and support with IT areas of events, school fete etc.
  - Websites
  - POS
- Assist with P& F hardware requirements and purchases

**Role Title:                      Communications / Marketing Coordinator**

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**PRIMARY ROLE PURPOSE:**

To ensure we are effective in how we communicate information to the school community and raise awareness and support of the P&F activities in the community.

**KEY RESPONSIBILITIES:**

- Liaise with the school principal and P&F executive prior to publishing information and/or updates on the website/ Facebook.
- Coordinate and maintain the P&F information on the Parent Portal
- Moderate the Facebook page to communicate information and raise awareness and support of the P&F activities in the community.
- Publish term and yearly calendar of events at the start of each term.
- Publish minutes for meetings via the school newsletter, on the school portal and Facebook.
- Publish ad hoc P&F activities, notes and flyers on the school portal/ Facebook.
- Participate in the annual P&F planning process.
- Assist the committee with marketing ideas or templates
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title: Fundraising – BBQ Coordinator****PRIMARY ROLE PURPOSE:**

Plan and coordinate the P&F BBQs throughout the year. The purpose is to generate funds to provide resources in accordance with the P&F goals. Help foster a sense of community with these key activities during the year.

*P&F events have a fundraising focus to achieve stated P&F goals. In addition to this, there are many not-for-profit social activities organised at the class or year level.*

**KEY RESPONSIBILITIES:**

- In consultation with interested parents, agree the key BBQ's required during the year, proposed dates and other baking additions. The annual ones are to include the Athletics Carnival and fundraising at Bunnings. ( book and confirm date)
- Liaise with the school principal and office staff at the beginning of the school year to confirm dates and minimise clashes between P&F events and school events.
- Regularly promote fundraising outcomes and goals achieved to the school community via the newsletter and school website.
- **Organise and run the BBQs including catering suppliers and volunteers.**
  - **Support & Assist Camp Xmas BBQ**
- Finalise the results of the BBQ's and let the President, Secretary and Treasurer know the over outcome, banking and any residual items not sold.
- Organise assistance and helpers as required through: the school newsletter, Parent Class Rep email list, word of mouth, past organisers, Parent participation Forms (Class Representative Coordinators can assist with this).
- After the event, liaise with the Event Organisers to improve the way the activity was run or to include other ideas in subsequent years.
- Participate in the annual P&F planning process
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title: Fundraising – Stalls and Raffle Coordinator**

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**PRIMARY ROLE PURPOSE:**

The purpose is to generate funds to provide resources in accordance with the P&F goals. Help foster a sense of community with these key activities during the year.

*P&F events have a fundraising focus to achieve stated P&F goals. In addition to this, there are many not-for-profit social activities organised at the class or year level.*

**KEY RESPONSIBILITIES:**

- Plan and coordinate the Mother and Father's Day Stall as well as a raffle at Easter and other fundraising initiatives as required to support the P& F
  - Chocolate drives, ect
- In consultation with interested parents, agree the dates for holding the activities and how you would like to do them.
- Liaise with the school principal and office staff at the beginning of the school year and each term to minimise clashes between P&F events and school events.
- Regularly promote fundraising outcomes and goals achieved to the school community via the newsletter and school website.
- Organise and run the raffle and or stall.
- Finalise the results of the stall and let the President, Secretary and Treasurer know the over outcome, banking and any residual items not sold.
- Organise assistance and helpers as required through: the school newsletter, Parent Class Rep email list, word of mouth, past organisers, Parent participation Forms (Class Representative Coordinators can assist with this).
- After the event, liaise with the Event Organisers to improve the way the activity was run or to include other ideas in subsequent years.
- Participate in the annual P&F planning process
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title:**                    **Class Representative Coordinator**

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**PRIMARY ROLE PURPOSE:**

Coordinate and provide support to the Parent Representatives for each class and/or grade within the St Agnes School.

**KEY RESPONSIBILITIES:**

- Encourage fuller participation by parents in the educational experience of their children and partnerships between parents and teachers.
- Request nominations for Class Representatives at the start of the school year.
- Seek to fill at least one Class Representatives position -
  - for each class from Prep to Grade 3
  - for each year level from Grade 4 - 6
- Coordinate a meeting of Class Representatives at the start of the school year.
- Coordinate an email list of Parent Reps for P&F to utilise to communicate to Parents.
- Communicate regularly with Class Representatives on P&F initiatives.
- Develop a strong communication network within the school.
- Attend, or have a representative attend, P&F meetings to present progress reports.

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**Role Title: Events Coordinator**

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**PRIMARY ROLE PURPOSE:**

Plan and coordinate the P&F events calendar of events with a aim to generate funds to provide resources in accordance with the P&F goals and help build a strong and positive community spirit. The roles will co-ordinate ideally one main event for the community (e.g. Bush Dance) and one for the parents (e.g. Trivia Night, Movie Night, and /or High Tea).

*P&F events have a fundraising focus to achieve stated P&F goals. In addition to this, there are many not-for-profit social activities organised at the class or year level.*

**KEY RESPONSIBILITIES:**

- In consultation with interested parents organise a calendar of events for the school year prior to the start of the school year, ensuring activities have broad appeal.
- Liaise with the school principal and office staff at the beginning of the school year and each term to minimise clashes between P&F events and school events.
- Identify a core team of parents to help organise each event (Event Organisers) or assist with events (e.g. word of mouth, newsletter, Parent Participation Form, Parent Class Reps email list).
- **Agree and approval from P&F for fundraising element to each event and align the fundraising activity towards a P&F goal**
  - **Pricing, dates, times & location and any outside sponsorships required**
- Co-ordinate the necessary team of volunteers for each event
- Co-ordinate with the Grants Officer any opportunity for funding of expenses
- Co-ordinate with the Communication/Marketing officer to gain support for the event and assist with key messaging. Include regular updates on fundraising outcomes and goals achieved to the school community via the newsletter and school portal.
- After the event, liaise with the Event Organisers to improve the way the activity was run or to include other ideas in subsequent years.
- Produce an email list of all Event Organisers and provide regular email updates to keep people informed and motivated.
- Provide guidance to Event Organisers on processes including: organising floats and other P&F banking requirements, obtaining keys, newsletter/flyer promotions; use of signage; and Parish requirements for Hall and Parish Room bookings etc.
- Evaluate incoming fundraising literature from the P&F Secretary.
- Participate in the annual P&F planning process
- Attend, or have a representative attend, P&F meetings to present progress reports.

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**Role Title:** Fete Coordinator

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**PRIMARY ROLE PURPOSE:**

Plan and implement a school Fete (bi-annually) to help foster a sense of community within the school. Chair a Fete Committee to plan Fete, co-ordinate Fete volunteers, and lead the Committee so that together they meet the key responsibilities below.

**KEY RESPONSIBILITIES:** Fete Committee

- Plan the stalls and activities for the Fete.
- Recruit stall convenors and assistants to organise the physical requirements for each stall – consumables, equipment, keys etc.
- Oversee the running of the event.
- Coordinate with the treasurer and stall convenors for floats for stalls.
- Access past records for details of sponsors, products/services provided and the events/activities these were used for.
- Determine the promotional opportunity for the sponsor, based on the value of the donation (eg. use the company's banner, flyers etc). Make sure there is some 'community benefit' for them.
- After the event produce Thankyou letters/certificates of Appreciation of the sponsor's workplace.
- Maintain a record of all the prizes gained, sponsor contacts, and the events these were used for as a reference point for the following year.
- Coordinate with the treasurer who is responsible for counting and recording all monies received at the event and completing financial results.
- Report to the P&F at the monthly meetings prior and post Fete.

**Role Title:** Environment Coordinator

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**PRIMARY ROLE PURPOSE:**

Assist in the maintenance and rehabilitation of the school grounds, in accordance with the school's master plan for landscaping.

**KEY RESPONSIBILITIES:**

- Liaise with the principal to organise working bees and determine the scope of the work to be undertaken (generally one per term).
- Manage the delivery of P&F sponsored grounds maintenance (oval, sand, and soft fall renewal) through liaison with the principal, OHSC coordinator and school grounds person.
- Plan, cost and manage special projects.
- Seek funding for special projects from the P&F.
- Develop long term environmental plans in collaboration with the principal.
- Participate in the annual P&F planning process
- Attend, or have a representative attend, P&F meetings to present progress reports.

**Role Title:** Grant Applications Coordinator

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**PRIMARY ROLE PURPOSE:**

Identify grants available to support the goals of the P&F outlined in the 3-year Strategic Plan and the annual Operating plan and prepare grant applications and associated reports.

**KEY RESPONSIBILITIES:**

- Research and identify grants available to assist funding for projects approved in the operational plan and the long term strategic plan.
- Liaise with the principal to identify potential projects that could be funded through a grant (shade, equipment, facilities upgrade, health and safety).
- Recruit volunteers to form a Committee to assist with the grant identification, preparation, submission, review and acquittal processes
- Coordinate with the group affected by the proposed grant to develop goals, objectives and costings for the project.
- Prepare grant applications and submit to P&F Executive for approval.
- Submit approved grant applications to appropriate funding body.
- Monitor the status of grant applications.
- Monitor progress of projects which have received grants
- Prepare appropriate and required reports for acquittal of the grant funds received.
- Participate in the annual P&F planning process
- Attend, or have a representative attend, P&F meetings to present progress reports.

## Mini Mudder Coordinator

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### **PRIMARY ROLE PURPOSE:**

To co-ordinate the running of the Mini Mudder with an aim generate funds to provide resources in accordance with the P&F goals and help build a strong and positive community spirit.

### **KEY RESPONSIBILITIES:**

- Plan and coordinate the **Mini Mudder** event (generally in Term 4) including:
  - Identify a core team of parents to help organise the event (Event Organisers) or assist with events (e.g. word of mouth, newsletter, Parent Participation Form, Parent Class Reps email list).
  - Develop course design and agree on any new obstacles requirements that will need to be built, funded and approved.
  - Liaise with the school principal to agree course layout, obstacles and dates.
  - Agree fundraising element and align the fundraising activity towards a P&F goal
  - Co-ordinate a team of volunteers for the working bees, setup/pack-up and on the day
  - Co-ordinate with the Grants Officer any opportunity for funding of resources
  - Co-ordinate with the office staff on communication to school and collection of funds and forms.
  - Co-ordinate with the Communication/Marketing officer to gain support for the event and assist with key messaging.
  - Organise and run the working bees, setup and on day event.
  - Communicate final event results to the community and recognise volunteer and donation support.
  - Attend or have a representative attend, P&F meetings to present progress reports.