



St Mary's Primary School P & F Committee

The P & F committee consists of representatives from the school (Principal, Deputy Principal and Community Leader), the P & F Management Committee, Class Representatives and parents/carers of St Mary's students who want to participate with the P & F fundraising initiatives, ideas and decisions.

The P & F Management Committee - the team consisting of Leader, Secretary and Treasurer and in consultation with the Principal and Deputy Principal manage:

- Yearly calendar of fundraising activities
- Review budgets for major P & F events
- In consultation with the Administration and Finance Officer authorise P & F expenditure
- Communicate with the community all P & F events using the newsletter and in consultation with the Marketing and Community Partnerships Leader who will post on our school instagram account to promote events
- Liaise with Deputy Principal when organising the ordering or payment of events
- Write an article for the fortnightly iNewsletter and share with the Principal, Deputy Principal and Administration Officer 12pm the day before the it goes out
- Co-ordinate the P & F Committee meetings (agenda, minute taking and ensuring actions are completed) in consultation with Principal and Deputy Principal
- Secretary to set agenda in consultation with committee & school, and take and distribute minutes for meetings
- The tenure of these positions is two years to ensure continuity and capacity building of the P & F Committee

The P & F Treasurer

An induction with the Finance Officer will be held prior to commencing. Whereby protocols regarding reimbursement and purchase orders In accordance with Melbourne Archdiocese Catholic Schools (MACS), will be outlined.

The role includes:

- Recording and sharing of the finances with the P & F Committee and wider community via the iNewsletter
- Enacts the purchasing and reimbursement for events in consultation with the Finance Officer
- All receipts and reimbursements must be submitted at the conclusion of the event.

Class Representatives:

The main role of a class representative is to act as a point of contact for the parents of the child's class and class teacher and communicate information from the P&F committee to their class lists. This may include coordinating a cake stall or asking for volunteers to help with fundraising events. All communication must be in accordance with the St Mary's Code of Conduct.

The school will seek permission from families to provide the class rep with contact information. Please be mindful of families with diverse language backgrounds and/or backgrounds

P & F Committee Year events

Each year level is responsible for running at least one P & F led event and a Cake Stall each year. The Year 6s will have two cake stalls to raise funds for Graduation.

The Year 6 Graduation Committee sits outside the P & F Committee

Social events for your child's year

Co-ordinate social events for guardians/parents for your class with the other class rep in your year level.

Eg: Parents drinks/dinner, Family Park gatherings, Mum's dinner, Dad's dinner

- Pls ensure that every effort is made not to publicly exclude students from invites such as birthdays

Fliers advertising an event need to be approved by the Principal or Deputy Principal and then emailed to Erica for Newsletter.

Commitment to Child Safety

The holder of this role must demonstrate an ongoing commitment to participating in all Child Safety Policies and Procedures in place to maintain a child safe school environment. This includes but is not limited to having read and signed St Mary's Child Safety Policy and signed the Code of Conduct.

Each member must sign the SMPS Parent/Guardian/Carer Code of Conduct, which is filed

[Parent-Guardian-Carer- Code of Conduct](#)