



Parents and Friends Group

Montmorency South Primary School

64 Buena Vista Drive, Montmorency 3094

Telephone: 9439 6201

Email: montmorency.south.ps@education.vic.gov.au

ABN 42 439 939 704

Parents' & Friends' Annual General Meeting

Wednesday 23rd of February 2022 at 7.30 pm in the board room*

(*Covid guidelines permitting or via Zoom - this will be confirmed closer to the date)

Dear Parents & Friends of MSPS,

The Parents & Friends (P&F) Group is an essential part of Montmorency South Primary School and is primarily responsible for fundraising to better improve the facilities at school for our children. It is fun, social and rewarding and includes every parent, family member and friend of the children of Monty South. The school depends on our fundraising to ensure we maintain and continue to provide the excellent education and facilities our children deserve. Along with the events we organise comes the smiles and memories for our children that they can cherish for a long time.

Our events cannot be successfully run without parents and carers volunteering their time and efforts. Over the past couple of years, the P&F Group has funded the playground outside the gym/Year 6 building including construction of the boat, steps and balustrades. Paving and garden beds, replacement of the goal posts on the oval, cubby houses and general landscaping areas have been funded by our events.

In March 2020, we held our very first Fete. It was such an amazing event with our community coming together for a fantastic day just before the pandemic changed our lives. This also was the last big event we were able to organise due to Covid-19. We have planned our next Fete for March 2023.

Whilst fundraising is a crucial part of the P&F Group's role within MSPS, our events are about providing a service to our school community and creating fun activities for our kids, such as the Mother's Day and Father's Day activities, indoor movie night, school disco, second hand uniform sales, colour fun run, and more. We also assist the school with events where required. Our events are always great fun for the children and we love to see our school community come together on such occasions.

This year we will continue our events whilst following the coronavirus guidelines. Please check on compass for more info regarding events and also the updates at the Montmorency South Primary School Facebook page - www.facebook.com/montysouthps/ and our P&F Page - www.facebook.com/MSPSParentsandFriends

The P&F Group is incredibly fortunate to have the support of the teaching staff and our principal Leanne Sheean. Leanne attends our meetings and provides valuable advice, support and insight into what is happening at MSPS. The P&F Group meets on a monthly basis and the meetings are informal yet productive!

ALL parents are welcome whether you have been at MSPS for a few years or are new to the school in 2022. The more people who attend the meetings the better the forum for discussion of fundraising ideas.

Being part of the P&F Group will enable you to meet a wide range of parents from all year levels, hear the monthly Principal's Report and have the opportunity to ask questions and offer ideas ahead of time, have your say on how best to raise money and what items the money being raised could be used for. However, most importantly, you will get the reward of lots of smiling faces of the children to thank you for your involvement within our exceptional school community.

We welcome anyone who would like to join this group; you decide the level of commitment suitable to your situation. Your commitment need not be arduous. If you would like to attend a meeting at any time you are warmly welcome to do so to see what we do.

All P&F Committee positions for 2022 will be open and we are taking nominations up until the AGM on Wednesday the 23rd of February at 7.30pm. You CAN self-nominate also. Descriptions of the roles are provided below.

Please complete the attached nomination form or email debiekebee@hotmail.com ASAP to register your interest.

We look forward to seeing you at the meeting and welcoming you to the P&F Group for 2022.

Kind regards
 Bianca Dhollander
 President – P&F Group 2021

P&F Group Roles & Responsibilities

The P&F Group Roles & Responsibilities are listed below. Whilst there are key tasks each Group member needs to undertake, please note that the tasks/duties required are flexible and may change over time. This is intended as a guide only.

President	<ul style="list-style-type: none"> • Main representative of the P&F Group • Liaise with Group and set meeting agendas • Chair monthly meetings and ensure meetings are held in a timely manner • Encourage involvement from all Group members • Work in a collaborative manner with other members of the school community 	
Vice President	<ul style="list-style-type: none"> • Replace and chair meetings in absence of the President 	
Secretary	<ul style="list-style-type: none"> • Takes meeting minutes and distributes them to the President for approval prior to sending to Group • Prepares meeting agendas in consultation with the President • Sends communication to Group and wider MSPS community as required in consultation with the President 	
Funds Coordinator	<ul style="list-style-type: none"> • Organising floats for P&F events as required • Taking charge of P&F monies and counting incoming money at P&F events with Funds Assistant • Keeping accurate records for all receipts and expenditure • Liaising with MSPS Business Manager • Reporting on financial position of P&F 	

Funds Assistant	<ul style="list-style-type: none"> • Take position of Funds Coordinator in their absence • Co-counter of P&F monies 	
Kinder Liaison Officer	<ul style="list-style-type: none"> • Provides an update on events/fundraising activities at Panorama Heights Preschool 	
School council representative	<ul style="list-style-type: none"> • Shares P&F updates with the school council and vice versa 	
Principal	<ul style="list-style-type: none"> • Provides monthly Principal report • Liaises with office and staff on our behalf 	Leanne Sheean
Resources Coordinator	<ul style="list-style-type: none"> • Communicates with businesses that might be able to help with fundraising • Sources vouchers, giftcards, products/services required for events 	
Social Member	<ul style="list-style-type: none"> • No formal tasks required. • Join sub-committees and general assistance as required and suitable to your availability 	

Parents & Friends Group AGM 2022 ATTENDANCE

I, _____ (please write name)
will/ will not (please circle) be attending the Parents & Friends Group Annual General Meeting on
Wednesday the 23rd of February 2022 at 7.30pm.

Please add my name to the P&F Group mailing list to enable me to stay up to date with P&F events. My email address is:

_____ @ _____

NOMINATION FORM 2022 P&F Group

I, _____ (please write name) wish to nominate myself for the position of
_____ with the 2022 Parents & Friends Group.

Signed (please sign name):	
Date:	

***Please print, complete and return form to your class teacher or the office.
Or alternatively, email debiekebee@hotmail.com ASAP***