

Williamstown Primary School Parents' Club Policy

Authorisation

The policy will be adopted at Williamstown Primary School Council meeting on 16.11.2004

Review date

This policy shall be reviewed in 2007 or updated before if required.

Rationale:

Parents have a vital role in supporting the education of students at Williamstown Primary School. Therefore, our school recognises that it is beneficial to have an active and representative Parents' Club, open to all interested parents. Its role is seen as being complementary to School Council and its sub committees.

Aims:

Parents' Club, constituted under DE&T guidelines [Education Regulations 2000, Part 8 and Part 9], has a variety of purposes and obligations. Its duties must be consistent with those of the School Council. The Parents' Club constitution outlines its operation and functions. These can include being a forum for parent opinion, to provide input to School Council, to operate selected fundraising activities and to organise activities that include parents in the life of the school.

Implementation:

Parents' Club operations are governed by its constitution, DE&T Regulations, School Council policy and the school administration. Specifically this policy relates to two issues

1. Finance and fundraising

The Education Regulations 2000 prescribe matters to do with financial arrangements of Parents' Clubs. A parent club must ensure that the raising of funds and the expenditure of funds raised is made with the approval of the School Council and complies with Part 9 [Regulation 40], which makes clear that the permission of School Council must first be obtained before members of the school community undertake money raising activities. The Treasurer of School Council will manage this approval process through the Finance sub-committee. Part 9 [Regulation 40] outlines a process, if in the unlikely event that approval is not given for the fundraising venture.

Funds held by the parent club must be, [under section 2.7.2.8 of the above DE&T regulations], expended in the manner determined by the School Council, after discussion with the club, as being the most desirable in the interests of the school. In practise, this means consensus will be reached between on the Parents' Club and the School Council on how best these funds will be dispersed to improve student learning and welfare.

Monies raised by the club are held in trust in a bank account [Education Regulations 44] in the name of the parent club and the club must supply a monthly bank statement (showing debits, credits and outstanding balance) to the School Council and presented at its Finance sub committee. All cheques are to be signed by the Secretary or Treasurer of the club and countersigned by the Principal. Immediately prior to its Annual General Meeting, the club must arrange an independent audit of its accounts and shall forward a copy of the audited statement to the school council and presented to its Finance sub committee.

2. Relationship with School Council

Parents' Club can nominate a member, other than a Department of Education and Training employee, for cooption to the community member category to School Council. While the club does not have authority to appoint a member to School Council, council supports the nomination a Parents' Club member on council.