

PARENTS & FRIENDS TERMS OF REFERENCE

The role of the Parents' and Friends' Committee (PFC) is a dual role:

1. Building community and providing opportunities for social interaction within the parent body of the school
2. Fundraising with a focus on identifying worthwhile projects that will benefit the school community

The PFC will support the values and Mission of Clyde Grammar, and operate as a cohesive single committee, without sub committees.

The terms of reference of the PFC may change from time to time but will generally include the following:

A. Composition of the PFC

- Parents of past and current students and any interested friends of the school
- Representation of the school: the Principal or delegate and a teacher representative
- Nominations for the offices of Chair and Treasurer will be put in writing to the Council for approval at the first meeting of each year
- A minute taker will be elected by the Committee at the start of each school year

B. Coordination of Fundraising

- One fundraising event or activity will be organised per term
- All events or activities will be approved by the Principal or other members of the Academic Management Team

C. Procedural Guidelines

(a) Financial

- The Treasurer will handle all monies
- The Treasurer will report to the PFC on financial outcomes after each fundraising event. All aspects of a fundraising event must be accounted for.
- Cheques to be signed by two (2) of Treasurer, Chair, Business Manager or Principal
- Reimbursement of goods purchased will be by cheque after completion and approval of authorisation form
- All financial reports of the PFC will be audited by the school's auditor at the end of each school year

(b) Committee Procedures

- Decisions will be made as a committee, at meetings, after voting. Individual members may not unilaterally make decisions
- All correspondence will be sent out to the school community through the Chair of the PFC
- Correspondence between members outside of meetings will be circulated to all committee members, and decisions will be carried over to meeting times
- If a decision is required before the next set meeting date, a special meeting should be called by the Chair and all committee members informed of this
- All requests from class teachers in the school eg for donations, should be made through the staff representative on the PFC, not directly to teachers by members of the Committee.

Policy History



This policy was created in December 2019. The policy will be formally reviewed in five (5) years or when required, to ensure that it is achieving its purpose in an effective manner.

Review

This policy is to be reviewed no later than December 2024.



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GRAMMAR