

DET Policy and Guidelines - Parent's Club

Policy: <https://www2.education.vic.gov.au/pal/parent-clubs/policy>

Resources & FAQs: <https://www2.education.vic.gov.au/pal/parent-clubs/resources>

Role of a parents' club

Parents' clubs (alternatively called parents' associations) promote the welfare of, and provide support to, the school and its community. Parents are key partners in their child's learning. By interacting with the school and other parents, parents' club members can use their skills and experience to work collaboratively with others in supporting the school and its students, and build a sense of community within the school.

The role of a parents' club is threefold:

- to provide support, in various forms, for the school, its students and community, including raising funds for the benefit of the school
- to work in cooperation with the principal, staff and school council in building effective partnerships between home and school
- to encourage diversity by getting to know the parents of other children at the school, and to support the operation of the school

A parents' club is not a subcommittee of the school council. Parents' clubs have no legal powers, functions or formally prescribed powers or duties and must ensure they operate in accordance with the Regulations and have a Ministerially approved Constitution. The Constitution must be consistent with the template Model Parents' Club Constitution published by the Secretary from time to time — refer to Model Parents' Club Constitution. Parents' clubs must operate in accordance with the rules and procedures set out in their Constitution.

Schools and parents interested in forming a parents' club must follow the Guidance for Parents' Clubs, on the Guidance tab, which provides information on:

- Forming a parents' club
- Operational requirements
- Financial management
- Dissolving a parents' club
- Resolving conflict
- Working with the principal and school council



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Parents' clubs are most effective when there is a close and cooperative working relationship with the principal and school council. This can be achieved by:

- providing opportunities for regular updates and discussion between the parents' club, principal and school council
- principals (and school council where required) providing feedback when the club is planning social, educational or fundraising activities
- encouraging discussion about, and an understanding of, a wide range of issues relating to broader general education and student welfare matters
- inviting parents' club members on sub-committees of the school council
- offering a position on school council in the community member category, where appropriate to do so, to a parents' club representative
- utilising the parents' club as a reliable mechanism for parent feedback on school policy and initiatives, to assist in school and school council decision-making

Typical activities of a parents' club

In performing their role, parents' clubs may undertake a variety of social, cultural, educational or fundraising activities. Parents' club members, working with the principal, provide invaluable support to the school in a number of ways with the primary motivation of building a sense of community. Such activities may include:

- participating in discussion, plans and activities for events such as:
- welcoming new students and parents at the school
- second-hand book and uniform schemes
- social opportunities such as Father's Day breakfast, Mother's Day high tea
- comedy or movie nights
- twilight markets
- bush dances
- barbeques
- parent information sessions
- promoting cultural and social diversity by encouraging membership and participation of all parents in parents' clubs
- channeling parents' views to the school leadership about school policies that have been identified by the school for review, such as anti-bullying, student engagement and wellbeing and codes of behaviour
- raising funds for the school with the prior approval of the school council (for example: installing shade sails, upgrading library books or computers).

Antonio Park Primary School's parent club

The parent club at Antonio Park Primary School is FACE@APPS (Fundraising And Community Engagement) represents the interests of the parents and families of our school community and is governed by a constitution set out by the Department of Education.

For more information about FACE@APPS visit our webpage <https://faceatapps.com/> or email us faceatapps@gmail.com.

Committee Members Roles and Responsibilities

President

The president is the figurehead of the club and provides leadership and direction to the committee. The president is responsible for ensuring that the committee fulfils its responsibilities for the governance and success of the club.

Specifically the president will:

- Call and chair all general meetings, including the annual general meeting and any extraordinary general meetings as required.
- Preparing with the Secretary, an agenda for monthly meetings
- With the approval of School Council, set the annual fundraising and events calendar
- Together with the Principal, communicate key messages and promoting the activities and achievements of FACE@APPS with and to the wider school community.
- Ensures all committee members are clear on the roles and responsibilities and that they have the appropriate means and support to achieve the club's aims.
- Liaise with relevant external parties.
- Manage the implementation and delivery of any policy and procedural needs of the club.
- Be a point of contact for people interested in the club.
- Assist in maintaining and checking the faceatapps@gmail.com inbox.
- Assist in maintaining the club's communication with the school community.

Vice President

The Vice President will support the club president in providing leadership to the club overall including organising the committee and overseeing the performance of the club. The Vice President will step into the Presidents role in their absence and can be considered a successor when the role becomes available within the term.

Specifically the vice president will:

- Chair Committee meetings in the Presidents absence.



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- Support in leading the committee and ensuring strong club governance
- Be a point of contact for people interested in the club.
- Assist in maintaining and checking the facetapps@gmail.com.

Secretary

The secretary is the public officer of the club and therefore the official point of contact for all parties. The secretary is the primary administration officer of the committee and along with the President and Vice President provides links with the committee members, financial members and outside agencies.

Specifically the secretary will:

- Coordinate the production of minutes of all meetings, including the annual general meeting and any extraordinary general meetings.
- Prepare, with the President, an agenda for monthly meetings
- Be the main point of contact for people interested in the club (including any mailing / contact list for the club).
- Arrange for the completion of FACE@APPS membership registration forms at the beginning of each year.
- Maintain a register of members that is regularly reviewed to ensure that the club has means to contact all members.
- Ensure regular contact is made with all members to advise of upcoming club events and activities; liaising with others to assist in the appropriate promotion of scheduled events.
- Assist other committee members with the production / content of any official club correspondence as required.
- Check and maintain the faceatapps@gmail.com email account and mailbox.

Treasurer

The treasurer is responsible for the financial supervision of the club, allowing the committee to meet governance requirements of the club. The treasurer is tasked to prepare annual budgets, plan for the club's financial future and monitor the club's revenue and expenditure.

Specifically the treasurer will:

- Ensure that all money due to the club is collected and received and that all payments authorised by the club are made.
- Ensure that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club. This includes all club bank accounts, including credit cards, transaction cards, internet banking facilities are maintained to ensure appropriate governance.
- Prepare a financial statement at the end of each year for presentation at the annual general meeting for ratification by club members.



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- Be a point of contact for people interested in the club.

School Council FACE@APPS Representative

- Represent FACE@APPS on School Council to raise any key issues and provide monthly updates on planned activities and budget.
- Liaising with Treasurer and President to prepare a monthly report for the School Council meeting and report back on Council feedback and follow-up actions as required.
- Act as a point of contact between FACE@APPS and School Council.

Roles of other committee members / sub-committee members

The club committee may elect from within its membership any number of 'sub-committee officers' to fulfil any additional roles that may be required. If these roles cannot be filled from within the existing committee membership then the roles will be advertised to the broader community and filled as per guidelines outlined in the club constitution. Sub-committee members attending committee meetings can vote on decisions as outlined in the constitution.