WHAT IS THE TORONTO CAMPUS P&F?

The Toronto Campus P&F is the Parents and Friends organisation at the Toronto Campus. It is an organisation of volunteers interested in nurturing the mission, growth and vision of the school learning community. This is achieved by creating and fostering connection, communication and community between the school and the Toronto Parents and Friends.

It is our vision to develop a stronger learning community through a connected and informed learning community.

We aim to:

1) Support the Principal, Campus Coordinator and staff in the development of a learning community that upholds and reflects the values and Christian ethos of the school.
2) Positively and transparently participate in decisions and development regarding matters and policies relevant to the wider school learning community.
3) Listen to, support and act on the school community’s aspirations for the future and its goals.
4) Identify topics of interest and need relevant to the school learning community and offer support where appropriate.
5) Value, support and empower all students and families in their learning journey, experience and involvement at the Campus.
6) Liaise with members of the school and wider community as required in promoting a positive image of the school learning community.

Membership to the Toronto Campus Parents & Friends is encouraged and open to all parents, staff, friends, relatives and guardians of students attending the school.

STRUCTURE

Currently the Toronto Campus P&F Leadership team is made up of 3 official committee positions (officers): President, Secretary and Treasurer who are all supported by school administration, teachers and volunteers.

It is the purpose of these volunteers to support the Christian values and ethos of the school, foster cooperation between parents and teachers, help provide support and assistance to teaching staff and educational programs, raise money to be used to benefit the students and staff and help provide additional facilities and equipment that will enhance educational and social opportunities at the school.

To facilitate the day-to-day management of the organisation, the Office (Leadership Team) will meet regularly.

Twice a term, the wider P&F community is invited to an open meeting where reports are heard and agenda items are dealt with. These open meetings will also be opportunity for invited guest presenters to address the parent body.

The school community has an opportunity for discussion and suggestions at open meetings. Policy change, project involvement and recommendations to the School Council will come from a vote taken at an open meeting.
OFFICERS
The following positions are the executive offers of the Toronto Campus Parents & Friends.

President - Is nominated and recommended by the parents and friends and appointed by the School (Administration). The President oversees the smooth running of the Toronto Campus P&F. This person will chair all meetings, liaise with the principal and school campus coordinator and report to the members of the Toronto Campus P&F on activities that they wish to undertake.

Secretary: Record people in attendance and apologies. Keeps accurate minutes of each Committee and Open meeting. Distributes minutes to School Administration so they can be delivered via e-mail to all parents, staff and friends.

Treasurer: Keeps accounts of all monies, provides cheque and/or payment and provides reports to the Officers and P&F community at Open meetings.

Ex-Officio: The Principal, Campus Coordinator, School Council representative and/or marketing/Development Officer represent the school at Open Meetings.

ELECTION OF OFFICERS
* During Term 3, parents will be made aware of the Toronto Campus Parents and Friends nomination process through the school newsletter.
* Parents will be invited to fill in a nomination form and return it via e-mail to the Toronto Campus P&F e-mail (torontocampuspf@gmail.com) or in hard copy to the school office.
* Persons being nominated must sign the form to show they are willing to take on the position if asked.
* All nominations will be discussed at a set Toronto Campus P&F Open Meeting. Nominations will be passed onto the School Administration / Principal.
* An individual can only hold the same office for three consecutive years. Every year the positions will come available except where a position may recently have been appointed due to a resignation.

RESIGNATION OF OFFICERS
* If a person resigns during the period of office, the position will be advertised in the school newsletter and a nomination process enacted.
* Nominations will be taken to the Toronto Campus P&F Committee
* A recommendation for replacement will be passed onto the school Administration/Principal.

REMOVAL OF OFFICERS
The Campus Coordinator in consultation with the Principal may remove an individual from a committee position at any time with cause and discussion. Cause includes, failure to show support of the school ethos or work amicably with leadership and administration after previous discussion, consultation and warning, malfeasance, theft of funds, or violation of any state/federal law.

TORONTO CAMPUS P&F AND THE SCHOOL COUNCIL
The President is an invitee to the school council.

TORONTOCAMPUSPF@GMAIL.COM
TORONTO CAMPUS P&F MEETINGS
The committee will aim to host 1 - 2 open meetings per term. The dates and times will be advertised and all parents and interested parties are encouraged to attend. Previous minutes will be read, marketing, administration and project reports presented, a treasurer report read and specific agenda items may be discussed.

The purpose of the meetings is to share activities, hear reports, vote on required elements and encourage the positive activities that occur around the school.

Agenda items can be given to the President up to a week prior to the meeting (via the P&F e-mail) to be considered.

The meeting will follow the protocol and will keep on track so that attendees feel the meeting is beneficial and has direction. Allowance for some discussion may occur at the discretion of the President. Agenda items requiring discussion and thought will not be voted on at the meeting they are first presented at. Voting will occur at the next meeting unless a matter of urgency.

TORONTO CAMPUS P&F MEETING PROTOCOL
All meetings will abide by the following protocol:

The President is to manage the agenda and discussion:
1) All present have allowance to vote in ‘Open’ Toronto Campus P&F meetings.
2) A quorum is reached when at least 5 people are in attendance.
3) Voting will be by show of hands for and against unless written ballot is requested and voted.
4) Motion is passed if vote is majority of those present.
5) Meeting is to be lead and focused on proposals/motions tabled.
6) Recommendations/proposals to be understood and discussed prior to voting.
7) Minutes recommended reflecting context, motions passed and conclusions of meeting are distributed by the end of the week the meeting is held in.
8) Meeting run time will be held to 1 hour (or as advertised in special circumstances or where there is a guest speaker)
Any matters arising or matters not dealt with within this time frame will be listed for the next meeting.
9) Officers may call an extra ordinary meeting if so required to cover agenda items or at the request of the meeting.
10) Summary of minutes will be e-mailed to all parents, friends, carers and staff.
11) A place exists within the agenda of open meetings for new business to be listed while the meeting is in progress. These items will not be voted on, but held over for the next meeting.
PROTOCOLS FOR P&F COMMITTEE MEMBERS REGARDING FINANCE
Cash floats: the Treasurer will maintain a float for small and urgent expenses. A report of expenditure including receipts is to be submitted on a claim form at each committee meeting (not open meeting) and based on these reports, floats will be reimbursed.

All purchases (equipment, clothing and similar) on behalf of the Parents and Friends Committee must be approved by the President.

Reimbursement: Payment will be issued for expenses that are above the cash float amounts. Transfer of funds will only occur once the event expenses form or receipted evidence is received.

GST: Where possible, any large order should be ordered through the school to allow the school to claim back the GST.

Projects: Suggestions and requests for project funding may be requested by teachers/staff to the P&F leadership team. Any requests for support from the school are to be taken firstly to the Campus Coordinator who will consider them for approval. Projects that meet approval criteria will then be passed to the Parents and Friends President for discussion at committee meetings and further voting at the next Open Meeting.

Parents / Friends / students may present projects for funding or P&F support to the President who will bring them to the other committee members. On discussion and further exploration the President will pass the suggestions through to the Campus Coordinator / Principal for approval, prior to voting at the next Open meeting.

VOLUNTEERS NEEDED
Volunteers are always needed to assist. Parents, friends and supportive community members can become a team member and help make the Toronto Campus the best it can be.

WORKING WITH CHILDREN CHECK
All Volunteers should have a Working With Children Check (WWCC) and have provided evidence of this to school Administration. Volunteers must also attend an induction / training with the School Administration.