

## **Christ the King School Parents and Friends Association**

### **OVERVIEW**

#### **What is a P&F Association?**

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Each Catholic school in Queensland has a Parents and Friends (P&F) Association. **All parents and carers whose children are enrolled at the school are automatically members of the P&F.** The P&F Association is an integral part of the school and provides a formal structure and support network for parents to participate in the activities and decision-making processes at the school and to work for the benefit of the school and their children. Its three key roles are:

- The P&F represents the interests of the whole parent body
- It helps parents engage with the school and the education of their children
- It works to support the school

The Association also provides a medium to inform and support parents in becoming better engaged with their children's education, develops collaboration between parents and teachers, and works to build a positive Christian community based on the school. It is the centre of co-operative parent involvement in the life of the school.

#### **What does a P&F Association do?**

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The key objectives of a P&F Association are to:

- Develop a community spirit which encompasses the Christian ethos of the school
- Promote interaction between home and school, parents and teachers
- Support and work in partnership with the Principal and staff
- Create a forum for parent discussion
- Participate in decision making
- Assist parents to appreciate teaching and learning programs
- Encourage parent participation in teaching and learning activities and school life
- Plan and organise functions
- Promote the school in the wider community
- Give attention to faith education activities
- Assist in providing resources when necessary

(Source: [Catholic School Parents Queensland](#))

#### **The CTK School P&F Association**

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At Christ the King School, our P&F Association is proud to be an active and inclusive parent representative body. In collaboration with the school's Principal, Mr Damien Sullivan, we work hard, often behind-the-scenes, to serve and enhance the broader environment of the CTK School community. The efforts of dedicated and giving families are the 'heart' of what makes our school special.

The legacy of those who have previously contributed to the Christ the King community has proudly earned the school the local reputation of a small school, with a very big heart. This reputation is both a shared legacy and a shared responsibility into the future.

## **How can parents and caregivers contribute?**

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At CTK School, there are various ways in which parents and caregivers can be involved and engaged in school life.

For example, the school coordinates ongoing opportunities for involvement in classroom-based activities such as parent reading, 'Mystery Reader' or 'Tasty Tuesdays'. In addition, parents are encouraged to volunteer in the Tuckshop, support off-site excursions and attend assemblies and class masses.

The P&F Association also has a calendar of events and initiatives that take place throughout the year, which in previous years has included a Welcome Event, Mother's and Father's Day Stalls, Trivia Night and a CTK School Fair. Parents and caregivers can participate in these events by volunteering in the planning or on the day/night, donating items and attending and supporting these events. Parents may also make meals to contribute to our 'Care and Concern' activities, to support families in times of need and attend class or year level social functions.

## **The CTK School P&F Committee**

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Becoming part of the CTK School P&F Committee is also a way of contributing to school life.

The Committee is responsible for leading and delivery of the activity of the P&F Association, with the vision of making CTK School the best place it can be for the primary education of our children.

Committee meetings are held approximately twice a term and are inclusive, informative, consultative and an opportunity for parents and friends of CTK School to connect and contribute with a shared dedication to our school.

## **Committee structure**

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The Committee comprises an Executive Committee, which includes the roles of President, Vice-President, Treasurer, Secretary and Diocesan Delegate (Parish Liaison).

At the AGM in November 2023, nominations are also being sought for the following Committee positions:

- Care and Concern Convenor
- Class Representatives Coordinator
- Communications and Engagement Officer
- Extracurricular Activities Officer
- Grants Officer
- Projects Officer (formerly Facilities Officer)
- Sustainability Officer
- Uniform Shop Convenor

Roles to be called for and appointed post-AGM include:

- Following the confirmation of the 2024 CTK School P&F Events Calendar, several 'Event Convenors'.
- Following the confirmation of classes for 2024, Class Representatives
- In 2024, the P&F Association would also like to invite any parents and caregivers who would like to give some of their time and expertise towards a certain event or initiative

but may not have the capacity to commit to a formal Committee role, to participate as 'Supporters'. The P&F will call for any 'Supporters' in early 2024.

## **Committee expectations**

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For those considering nominating for an Executive Committee or Committee role, expectations include:

- Commitment to a 1-year term (from the AGM in November 2023 to AGM in November 2024)
- Commitment to spend the time required to complete tasks relevant to the role. The time required varies for each role and will vary across the year.
- Tasks in each role will include:
  - o Attendance and contribution to P&F meetings;
  - o Attendance and contribution to P&F events and initiatives;
  - o Individual position tasks and responsibilities.
- Intention to work together as a team and in collaboration with the other Committee members, the CTK School staff and all members of the P&F Association (i.e. all parents and caregivers of CTK students).

Importantly, we are all required to remember that the driving force behind our involvement is our children and supporting the school to ensure their experience at CTK School is the best it can possibly be.

Parents and caregivers are also encouraged, for the Committee and Event Convenor roles, to consider taking on a position with a friend or friends. Many hands make light work.

## **Committee role overviews**

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An overview of the types of duties and responsibilities for each role is provide below as a guide.

### President

- Plan and chair meetings in consultation with the Secretary and Principal;
- Ensure meetings run according to the agenda and the Constitution
- Ensure fair discussion – give all an opportunity to speak
- Ensure activities are sanctioned by Principal
- Work with the Treasurer to ensure financial accountability
- Ensure decisions are carried out – follow up
- Encouraging parents to get involved
- Helping parents feel welcomed at the school

### Vice-President

The Vice President will support the President by:

- Chairing the meeting in his/her absence;
- Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of Committees.
- Playing a constructive role – not just an understudy.
- Overseeing the sponsorship and external community relationships portfolio of the P&F.

### Secretary

- Prepare the agenda in consultation with the President and Principal
- Notify members of meetings (date, time, venue)
- Keep good records
- Receive and manage the correspondence
- Obtain reports from Committee Members
- Write up the minutes

- Guide and advise the President.

#### Treasurer

- Must keep accurate financial records of all receipts and expenditure;
- Must issue receipts for all money received;
- Pay all accounts as authorised;
- Bank all money regularly;
- Present a monthly financial report – keep the P&F Association informed
- Arrange for an audited financial report for the Annual General Meeting;
- Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements.

#### Diocesan Council Delegate (Parish Liaison Officer)

- Attend your school P&F Association meetings
- Attend Diocesan cluster and/or diocesan council meetings
- Ensure correspondence from Diocesan council is read and dealt with appropriately
- Report to the P&F about Diocesan council meetings
- Take issues to Diocesan council meetings.

#### Care and Concern Convenor

- Coordinate volunteers to donate meals to have on hand for CTK families in need
- Liaise with the school to coordinate extra assistance for families as required
- Maintain a high level of discretion and respect confidentiality of CTK families.

#### Class Representatives Coordinator

- Establish relationships with all class representatives
- Act as an intermediary between the P&F Committee and Class Representatives, including communicating messages from the P&F Executive Committee and P&F Meetings to Class Representatives

#### Communications and Engagement Officer

- Remain abreast of events and activities both within the CTK School P&F Association and CTK School more broadly by liaising with the P&F Association Executive Committee, Sub-committee Members, the CTK School Principal, CTK School Administration, Class Representatives and members of the broader CTK School Community
- Coordinate the communication of relevant P&F Association news and activities to CTK School Community, this involves engaging with the CTK School Administration to send emails and announcements on the P&F Association's behalf, and/or Class Representatives and Class Groups
- Manage the P&F Association social media pages, including updating administrators and moderators for the CTK P&F Association FB page and Class Groups
- Maintain the brand of the CTK P&F Association, which includes design and creative
- Assist the CTK School community with their P&F Association enquiries.

#### Extracurricular Activities Officer

- Identify appropriate and attractive after-school options for extracurricular activities each term
- Liaise with suppliers and CTK School regarding logistics and ensure appropriate accreditation, insurance and induction is carried out with CTK School
- Liaise with Communications and Engagement Officer to ensure communication of activities is clear, accurate and timely.

#### Grants Officer

- Identify relevant grant opportunities for the CTK School/P&F Association
- Write grant applications, in collaboration with P&F Executive and CTK School Principal.

#### Projects Officer (formerly Facilities Officer)

- Investigate various projects as identified by the P&F Association through meetings and suggestions
- Source quotes and relevant research/information to support P&F Association decisions as they relate to identified projects
- Work with CTK School Principal and CTK School Administration to arrange for implementation of projects, including on-site inspections.

#### Sustainability Officer

- Work closely with the Principal, CTK School Staff and P&F Committee Members to develop, implement and refine sustainability practices at CTK School
- Promote a proud commitment to seeking to live Laudato Si' in a holistic way in how we 'live, love and learn' at CTK School
- Educate and communicate to the student, school and parent community on ways to minimise CTK School's ecological footprint
- Foster a culture of thinking, questioning and challenging existing behaviours, particular with regards to resource use and recycling
- Work with the CTK School's Sustainability Ambassador Team to deliver a range of day-to-day sustainability-focused responsibilities
- Lead annual sustainability-themed events and initiatives (e.g. National Recycling Week)

#### Uniform Shop Convenor

- Maintain an up-to-date stocktake of uniforms, including sourcing quotes and ordering new stock as required
- Be available to open the Uniform Shop twice a week
- Oversee the reconciliation of Uniform Shop stock and income

#### Nominations

Nominations for the above positions can be submitted via the Nomination Form accompanying this Overview.

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