



Parents & Friends Association Information Handbook 2015-16

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Executive Committee Members – 2014-15

President

Belinda McLeod
0431 272 232

Vice-President

Jane Bourke
0400 115 658

Treasurer

Brad Roberts
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Secretary

Nicola Smith
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Principal

David Sewell
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Jubilee Primary Parents & Friends Association (P&F)

Jubilee Primary's P&F is open to all parents with a child enrolled in the school. The P&F acts for the school community; it provides an open forum for discussion and information on matters of a local nature. The primary goal of the P&F is to build and foster the school's social fabric rather than fund raising. The P&F prides itself on the existing goodwill and community spirit that is already entrenched within Jubilee.

Every parent or carer of a child who attends Jubilee Primary School is already a member of the P&F Association and is guided by a constitution which has been developed to reflect the needs of our school community.

As a group, we aim to;

- ✓ Support and work in partnership with the Principal, administration and staff
- ✓ Create a forum for discussion
- ✓ Participate in decision making
- ✓ Provide financial assistance to the school via the P&F levy to purchase resources
- ✓ Work with the Local Covenant Churches and School Board in pursuit of common goals
- ✓ Build and foster goodwill and community spirit

Committee Members

The P&F committee consists of 4 executive positions and general committee members.

Nominations are called for and positions are voted on at the Annual General Meeting.

Executive Positions

President

A President ensures an efficient and well-run organisation by:

- ✓ Establishing good relationships with other members of the school community (staff & parents)
- ✓ Having a vision of where the P&F is heading and how it will succeed
- ✓ Developing a collaborative relationship with the School Principal
- ✓ Planning and chairing meetings in consultation with the P&F Secretary & the School Principal
- ✓ Following up on action from the previous meeting
- ✓ Ensuring financial accountability
- ✓ Communicating decisions to all committee members
- ✓ Responding to comments / correspondence
- ✓ Possessing initiative, tact, discretion, confidence, respect for the opinions of others and a desire to help the school community

Vice-President

The Vice President supports the President & the committee by:

- ✓ Chairing the meeting in the President's absence
- ✓ Sharing duties and responsibilities as agreed
- ✓ Being supportive and attending meetings

Secretary

The Secretary provides administrative support by:

- ✓ Preparing and publishing an agenda
- ✓ Noting apologies
- ✓ Checking minutes of previous meeting
- ✓ Compiling and keeping an accurate mail register for all incoming and outgoing mail
- ✓ Is responsible for taking, publishing and distributing minutes from all P&F meetings.

Treasurer

The treasurer is responsible for maintaining records of the P&F's finances. The 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
- ✓ 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.

General Committee Members

General committee members participate in all decision making at the P&F meetings. They attend meetings, vote on issues, and provide ongoing support to the committee.

Sub-Committees

Sub committees are created for larger projects that take a longer time to coordinate and will consist of an appointed Co-ordinator, Secretary and, if needed, a Treasurer. The purpose of the sub-committee is to meet, discuss and then return to the P&F Meetings (when appropriate) to update. These sub-committee/s will be under the direct responsibility of the P&F President.

Social Events

The P&F organises events throughout the year. These events allow families to interact and meet other parents. They provide the children with the opportunity to interact socially outside of school hours with their peers. The committee organises a range of events; hoping to cater for all interests, wherever possible.

During previous years, the P&F committee successfully held:

- ❖ Welcome BBQ's
- ❖ School Discos
- ❖ Mother's Day & Father's Day Stalls
- ❖ Mother's Day High Teas & Dad's Big Breakies
- ❖ Family Fun Days
- ❖ Trivia Nights
- ❖ Christmas Concert BBQs
- ❖ Parent Dinners
- ❖ Sausage Sizzles – Election Day; Sports and Swimming Carnivals; Community Events

The P&F also directly works with supporting the Year Level Parent Support People and their responsibilities which include organising social outings.

In addition, the P&F runs a P&F facebook page and coordinates a school community business directory.

P&F Levy

Currently, Jubilee Primary School has a P&F Levy in place paid per family during each calendar year.

The P&F levy was established to shift the focus of the role of the P&F from fundraising to building community and to spread the responsibility for fundraising across the whole school community. This money is used to fund priorities within the school as determined by the committee in conjunction with the Principal and relevant staff.

Over previous years, the P&F have funded a variety of items for the school, including:-

- ❖ New Adventure Playground \$75,000
- ❖ Ipads/Ipods Program \$30,000
- ❖ New Cameras for Every Classroom plus SD cards \$5524
- ❖ Connection of remaining toilets to rainwater tanks \$11,250
- ❖ Trestle Tables for P&F Events \$1,410
- ❖ Various donations to local charities including Lockyer Valley Flood Appeal \$4,000 and AWL \$500 each
- ❖ Graduation Pens for Year 7 students \$500
- ❖ Additional Chairs for MPC \$10,000
- ❖ MacBook Airs and Ipads \$50,000
- ❖ iCentre Robotics \$1700
- ❖ Diverse Learning Need resources \$450
- ❖ Window tinting of Blocks 1&2 \$1000
- ❖ Design Thinking Pilot Program \$7500

The Principal and staff prioritise school wants and needs, which are then discussed and funded, as determined by the P&F. The P&F also coordinate the application for and receiving of grants, which over the years has greatly assisted the purchase of valuable resources for our school and children.

P&F and Pastoral Care

The P&F has contingency plans for families suffering death and loss. The P&F Executives, in consultation with the School Principal, offers a monetary contribution to the families in times of grief, sickness and loss.

P&F Meetings

P&F Meetings are generally held every second Tuesday of the month (where applicable) at 7.00pm in the Foundation Pastor's Meeting Room at the Jubilee Centre (school hall). Please keep an eye on the "Jubilation" Newsletter for the next P&F Meeting.

All are welcome!

The meeting agenda is published in the "Jubilation" Newsletter one week before the meeting. Meetings are open to all parents and friends of the Jubilee community.

Whether you can attend every meeting or come occasionally, your contribution is always welcome and much appreciated.

If you are unable to participate as a member of the P&F, there are still many ways that you can make an important contribution to the school. Throughout the year there are many social events and special occasions.

If you have any queries or suggestions please contact any member of the P&F Executive Committee, we would love to hear from you.

Please complete and return to the school office or email jubileepandf@yahoo.com if you are interested in becoming involved in any of the activities of the P&F.

(One of our committee members will contact you shortly.)

Your Name: _____

Contact Number: _____

Email Address: _____

I am Interested in:

- _____ attending P &F meetings
- _____ being part of the social committee
- _____ being involved in sub-committees
- _____ assisting with the family fun day
- _____ being a classroom Parent Support Rep.

Child/ren's Name & Year Level
