INFORMATION FOR
PARENTS AND FRIENDS ASSOCIATIONS

Preamble

The following provides information and guidance to school Parents and Friends Associations and the formal Parent Committees on their role and purpose.

It can be used as a checklist for Associations and Committees when developing, promoting and reviewing their role as part of the broader school community.

For more information, refer to the “Parent Leadership Booklet” and other relevant resources on www.parentfederation.catholic.edu.au at the link “resources for parent groups”

Who is the P&F Association?

- All parents of children attending the school
- Supporters who belong to the parish who have a deep interest in the well being of the school
- School staff
What is the role and purpose of the P&F Association?

To participate in the spiritual, intellectual, social and physical growth of students in Catholic Schools by working in partnership to:

- Foster a distinctive Christian environment in their school
- Promote the school’s vision, policies and procedures in all ways possible
- Develop maximum co-operation between parents and school staff
- Encourage, affirm and co-operate with other groups working for the good of the school community
- Provide a medium for information and education of parents
- Afford parents the opportunity to contribute to the decisions made for the whole school

Working relationships

- Regular and transparent communication occurs between the P&F Association and school leadership and school staff
- Members of the P&F Association are responsible for working constructively with one another to achieve goals and priorities. In particular, the formal P&F Committee has a responsibility to ensure and encourage regular and transparent communication between the committee and the broader parent community
- P&F Associations affiliate with the Federation of Catholic School Parent Communities who represents all parents at state and national level. The P&F Committee is responsible for ensuring that the parent community is informed of and has access to all resources made available to it by the Federation.
The P&F Committee

The P&F Committee is the formal organising/management structure of the P&F Association that represents all the parents of the school. It will consist of members of the school community who have volunteered or have been nominated to take on this role. The Principal and/or staff representative are ex-officio members of the committee.

The committee:

- Consists of parents, teachers and supporters of the school
- Is open to input from students
- Is an integral part of the school community
- Shares responsibility for the school with the Principal teachers and school board
- Exists for the benefit of the school
- Does not limit its scope to fundraising, but is involved in the total life of the school and in building a sense of community within the school
- Provides opportunities for parents to meet

All members of the Association (ie broader parent community) are always eligible for nomination and election as Office Bearers of the Committee

Responsibilities and Activities

The P&F Committee should aim to:

- Develop a Christian community of parents
- Work closely with the principal, staff, board/governing body, parish, religious orders and the Federation to achieve the goals of the school in general and the Association in particular
- Achieve a high level of social and educational interaction between home, school, parents and teachers
- Provide opportunities for parents to contribute to the development of the schools policies and practises
- Encourage fuller participation by parents in the educational experience of their children
Responsibilities and Activities (cont.)

- Provide a healthy forum for exchange of ideas and discussion on relevant issues of benefit to education generally the students in particular and the parents or teachers of the school
- Plan with the principal and others (eg Parish Priest and School Board), the development of policies, policy change and generally the future welfare of the school
- Be a vehicle through which parents and teachers can build proper partnerships to benefit the students themselves
- Provide additional resources to improve facilities
- Assist the school in the whole Faith Formation program by participating in the planning and implementation of masses, liturgies and other spiritual activities to strengthen the faith life of the school
- Strengthen all aspects of family life in the school community
- Plan, promote and organise events and activities associated with the social, sporting, cultural and educational life of the school and school community and work to create and build a sense of community within the school. These activities may or may not raise funds to contribute to the school’s private income or to finance specific school priorities
- Represent parents and their concerns to the appropriate authorities modelling agreed grievance procedures at all times. (Refer to “Suggested Grievance Procedure for Parents” on website)