



CATHOLIC SCHOOL PARENTS
QUEENSLAND

P&F Charter

TRINITY COLLEGE, BEENLEIGH – COMMUNITY IN PARTNERSHIP (PFG)

**A Constitution for Parents & Friends Advisory Group
in Catholic Schools in Queensland**

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FOREWORD

The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.

(Article 5, U N Charter of the Rights of the Family)

The Catholic school participates in the evangelizing mission of the Church. It centers its vision on the life and teachings of Christ with the Gospels as the reference points of its philosophy. It is concerned with building a Christian community where parents, staff and students work together.

The Parents and Friends (P & F) Advisory Group is the formal structure, recognised by the Church and Catholic education authorities, which represents all the parents/carers in the school and acts in their interests and on their behalf.

The P & F Advisory Group exists to support the school community and is involved in the total life of the school. Parents/carers, as first educators of their children, have a vital collaborative role to play in the development and implementation of the educational philosophy and policy of the school.

The local P & F Advisory Group plays a significant role in the development of a collaborative and cooperative school community where parents/carers are recognised as authentic partners, with teachers and the administration, in the education of their children.

Parents and Friends Advisory Group Charter

Catholic School Parents Queensland has, over the years, provided a model constitution for use by the local school's Parents and Friends Advisory Group. In a new era with additional legal and governance requirements and risks, this group now exists within the governance structure of each school. Its purpose, roles and responsibilities are set out in a Charter.

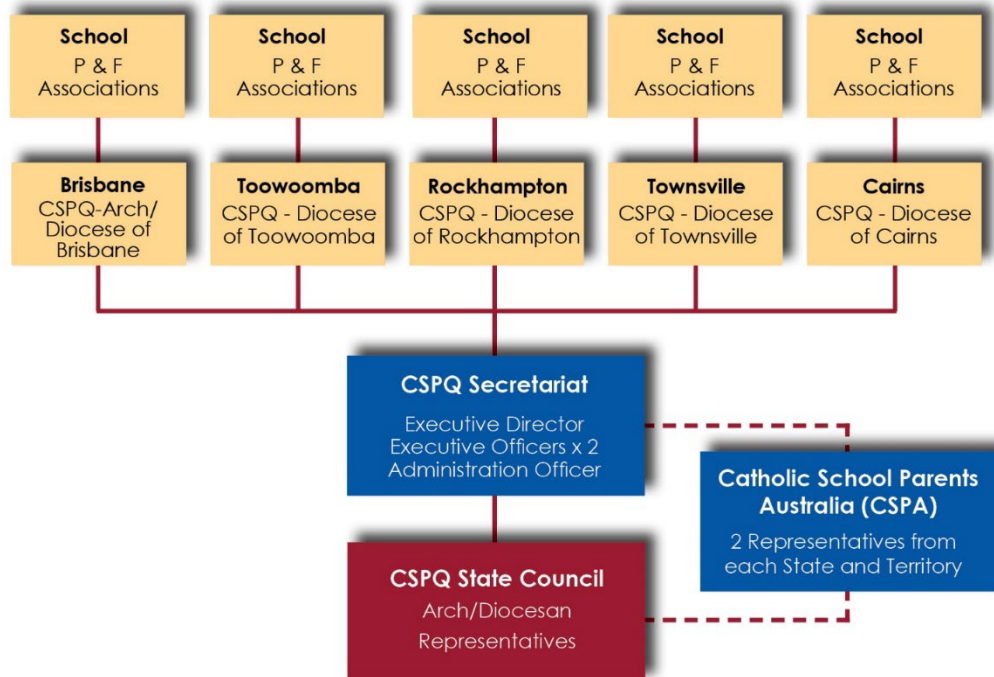
The Charter is the document which gives guidance to the local Advisory Group for its efficient and effective operation. Hence the document:

- sets common aims and objectives;
- establishes rules for membership, elections, voting etc.;
- arranges for proper management of the finances;
- allows for amendments and changes to be discussed, debated and resolved;
- sets standards for appropriate community involvement; and
- establishes other rules for the group's operation.

The following Charter of the Parents and Friends Advisory Groups of Catholic Schools in Queensland, which supersedes all other model constitutions, has been drafted with the assistance and endorsement of Church authorities, legal advisers, parents and CSPQ's State Council. It is a refinement of the Constitution that has been previously used by Parents and Friends Advisory Groups.

This document recognises that Parents and Friends Advisory Groups exist for the benefit of the school and its students. Each local Advisory Group must be properly established and approved by Church and school authorities to ensure that it is eligible for insurance cover provided by the school. Officer bearers of the local Advisory Group and the school Principal should ensure that copies of the charter are readily available for perusal. Copies of the charter are also available on CSPQ's website at cspq.catholic.edu.au.

CATHOLIC SCHOOL PARENTS QUEENSLAND (CSPQ) ORGANISATIONAL STRUCTURE



Trinity College, Beenleigh

**Community in Partnership
(P&F Advisory Group)
Charter**

Adopted at General Meeting:

Amended:

1. NAME

The name of the Advisory Group shall be called ***Trinity College Community in Partnership, Advisory Group.***

2. INTERPRETATION

In this Charter unless the context otherwise requires:-

- a. **"Annual Levy"** means the fee or levy applied by CSPQ to the parents/carers of each child attending a Catholic School in Queensland, which shall be paid through the Brisbane Catholic Education Office and invoiced to each school;
- b. **"Advisory Group"** means the P&F Advisory Group described in clause 1;
- c. **"BCE Executive Director"** means the person who from time to time holds that role, or similar role, within Brisbane Catholic Education;
- d. **"Catholic School Parents Queensland"** or **"CSPQ"** is the body representing the interests of all parents and friends in Catholic Schools in Queensland;
- e. **"Delegate"** means an "Ordinary Member" appointed to "The Executive" to act as a representative on the CPSQ Archdiocese of Brisbane Council;
- f. **"CSPQ Archdiocese of Brisbane"** means the body representing the interests of all parents and friends in the Roman Catholic Archdiocese of Brisbane;
- g. **"Executive"** means the members of the Executive of the Advisory Group, as determined from time to time in accordance with this Charter;
- h. **"Ex-officio Members"** are members of the Executive of the Advisory Group by virtue of the office they hold, who shall have full voting rights;
- i. **"Friends"** are School teachers, staff, and other members of the parish/School community interested in pursuing the objectives of the Advisory Group by their regular attendance at meetings, the names of whom are to be agreed at an annual general meeting or a regular meeting of the Advisory Group;
- j. **"Ordinary Member"** is a parent/carer of a child enrolled at the School;
- k. **"Parent/carer"** means the natural parents, legal custodians or people who are 'in loco parentis' i.e. someone who is legally acting in place of a parent on behalf of a minor;
- l. **"School"** means any institution of pre-school, preparatory year, primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law;

- m. **"Sub-Committees"** means those "Ordinary Members" elected or appointed to particular committees to fulfil specific roles and/or tasks that are agreed as required; and
- n. **"The Executive"** means those "Ordinary Members" appointed to fill the positions of Chair and Minute Taker will rotate each meeting among the school personnel present.

3. OBJECTIVES

- 3.1. The Objectives of the Advisory Group shall be those that accord with the content of the documents 'The Catholic School' (Sacred Congregation for Catholic Education, Rome 1977), the Code of 'Canon Law (1983)', and "The Catholic School on the Threshold of the Third Millennium" – Congregation for Catholic Education (For Seminaries and Educational Institutions).
- 3.2. In particular, the Advisory Group will participate in the optimum spiritual, intellectual, social and physical development of pupils in the School by:
 - (a) providing a medium of support, information and involvement of parents/carers in their children's education and the School community;
 - (b) developing collaboration between parents/carers and School staff;
 - (c) promoting the principles of Catholic education;
 - (d) fostering a distinctive Christian environment in the School; and
 - (e) providing a medium for parents/carers to participate at Diocesan, State and National levels.
- 3.3. The Advisory Group will:
 - (a) affiliate with Catholic School Parents Queensland, and thereby the CSPQ Archdiocese of Brisbane by payment of the Annual Levy;
 - (b) do all things necessary to cooperate with the administration of the School in supporting all aspects of the School's operation;
 - (c) not affiliate with any political body or party;
 - (d) not affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1;
 - (e) not be considered as a separate legal entity, and as such, shall not:

- (i) have the capacity to sue or be sued in its own name;
- (ii) have the capacity to hold property in its own name;
and
- (f) be established and operate as an advisory committee to the School.

4. ADVISORY GROUP MEMBERSHIP

4.1. The membership of the Advisory Group shall consist of:

- (a) the parents and carers of all children enrolled at the School who shall be called Ordinary Members;
- (b) the Assistant Principal – Identity and Engagement and Principal or their nominees who shall be called Ex-Officio Members;
- (c) the Friends of the School (see clause 4.2 (b)).

4.2. Register of Members

- (a) In the case of those qualifying for Ordinary Membership as parents or carers of children currently on the School roll, the School roll shall be considered as the register of Members.
- (b) The Executive shall cause a register to be kept in which shall include the names of all persons admitted to membership of the Advisory Group as "Friends". The minutes of a meeting may be used as the register. Membership of a 'friend' shall be reviewed each year.

5. EXECUTIVE MEMBERSHIP

5.1. Membership of the Executive shall consist of:

- (a) The Assistant Principal – Identity and Engagement and School Principal or their nominees as Ex-Officio Members;
- (b) other representatives made up of Ordinary Members, as agreed by the Advisory Group from time to time.

6. ORDINARY MEMBERS

- 6.1. Have the right to attend all meetings, participate in discussions, and contribute to the consensus-building process, provided they meet the attendance and participation requirements set forth by the advisory group.
- 6.2. Ordinary Members are expected to contribute to the group's objectives, respect the group's rules and guidelines, and collaborate with other members to achieve common goals.
- 6.3. The aim is to have a minimum of five families represented at each Community in Partnership Conversation (meeting). This representation ensures diverse perspectives and community involvement.

7. FUNCTIONS OF THE COMMUNITY IN PARTNERSHIP ADVISORY GROUP

- 7.1. The Advisory Group shall be responsible for working with the Principal to build community and family engagement with the School and support initiatives in respect to student learning and wellbeing.
- 7.2. The Executive shall only have the power to make recommendations concerning how funds collected by the School for the purposes of the Advisory Group are to be administered by the School in accordance with this Charter.

8. FUNCTIONS OF THE PRINCIPAL AND THE SCHOOL

- 8.1. The School shall be responsible for the general management and administration of the affairs of the Advisory Group.
- 8.2. Any expenditure of funds collected by the School for the purposes of the Advisory Group in accordance with this Charter, is subject to the recommendations made by the Advisory Group and must have the approval of the Principal.

9. ADVISORY GROUP MEETINGS

- 9.1. Meetings of the Advisory Group consist of:
 - (a) annual general meetings, which shall be held in the month of March in each year; and
 - (b) Community in Partnership Conversations, which shall be held at least six times per year exclusive of the annual general meeting, at such times that are determined by the Executive.

9.2. Consensus Requirement:

- (a) For any decision to be considered as having reached a consensus within the advisory group, a minimum of 5 ordinary members must be present and a consensus is reached among those present. This ensures that decisions are representative and reflect the collective input of the group.
- (b) The aim is to have a minimum of five families represented at each Community in Partnership Conversation (meeting). This representation ensures diverse perspectives and community involvement.
- (c) If the minimum representation of 5 ordinary members cannot be achieved, the meeting may still proceed. However, any financial decisions made by the Advisory Group during such meetings will not be considered as having reached a consensus.
- (d) For financial decisions to be valid and binding, the consensus requirement must be met as outlined in Clause 9.2(a). This includes the presence and agreement of the minimum number of members specified.

10. AGENDA OF ANNUAL GENERAL MEETING

- 10.1. The business to be transacted at every annual general meeting shall include:
- (a) the reading of the minutes of the previous annual general meeting;
 - (b) business arising from the minutes;
 - (c) the receiving of the Principal's Report
 - (d) review and distribution of applicable School policies and procedures, so far as they apply to the Advisory Group;
 - (e) the notification to CSPQ, in writing (email/contact form) within 30 days of the annual general meeting of the details for the Advisory Group.

11. QUORUM

- 11.1. At an annual general meeting and Community in Partnership Conversation (general meeting) 5 ordinary members and 2 executive members shall constitute a quorum.

12. CALLING OF MEETINGS

- 12.1. The Principal will convene all meetings under this Charter by giving not less than 14 days' notice of such meetings.
- 12.2. Meeting will be advised to all ordinary members via the College's calendar, parent broadcast and Principal's Blog in the Parent Portal.
- 12.3. Where possible mixed delivery options will be made available for ordinary members to be involved either in-person, using a digital meeting platform and the delivery of minutes and materials post-meeting.

13. CONDUCT OF MEETINGS

- 13.1. Unless otherwise provided by this Charter, at every meeting convened under this Charter:
 - (a) An Executive Member shall chair all meetings in accordance with agreed and accepted rules for the conduct of meetings;
 - (b) every question, resolution or decision shall be decided by consensus but should a deadlock occur, a vote of all members of the Advisory Group present (in person and online) will be taken and a majority decision shall apply;
 - (c) should a vote be required, every member present (in person and online) shall be entitled to one vote, and where a vote is tied, the motion lapses so that the status quo is maintained.
 - (d) voting shall be by show of hands or use of a digital voting application (e.g. Mentimeter), unless a simple majority of members present move that a secret ballot be conducted, in which case, the Chair shall appoint two Members to conduct the secret ballot in such manner as he/she shall determine, and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded;
 - (e) the Minute taker will be an Executive Member and shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting. These minutes will be available no later the 5 business days after the meeting via Parent Portal for all Ordinary Members to access.

14. ALTERATION OF CHARTER

- 14.1. Notice of any proposed amendment to this Charter shall be given in writing to the Principal. Subject to clause 14.2, this Charter may not be amended by the Advisory Group without the Principal's prior written consent.
- 14.2. The following clauses of this Charter may not be amended by the Advisory Group:
- (a) clause 7;
 - (b) clause 8;
 - (c) clause 0;
 - (d) clause 15;
 - (e) clause 0; and
 - (f) clause 17.
- 14.3. Upon receipt of the Principal's written consent in accordance with clause 14.1, notice of any proposed amendment shall be given in writing to the Advisory Group. Immediately following receipt of such notice, the Assistant Principal – Identity and Engagement shall notify the terms to all Ordinary Members of the amendment.

15. FUNDS

- 15.1. The income collected and any property acquired in connection with this Charter shall:
- (a) be managed solely by the School;
 - (b) only be used and applied solely in promotion of the objectives under this Charter.
- 15.2. The financial year of the Advisory Group shall be from 1st January to 31st December.
- 15.3. The funds of the Advisory Group shall be banked by the School in an account or sub-account including the name of PFG Advisory Group, so far as is reasonably practicable.
- 15.4. The School shall provide such reports evidencing the transactions and balance relevant to the Advisory Group at such times as are reasonably required at the written request of the Executive.

16. NO AGENCY OF THE SCHOOL

- 16.1. The Advisory Group will not hold itself out as agent of the School and has no authority to bind the School.
- 16.2. All legal dealings in connection to the Advisory Group and its operations shall be done in the School's name.

17. COMPLIANCE WITH SCHOOL POLICIES AND PROCEDURES

- 17.1. The Advisory Group must comply with the School's reasonable directions, policies and procedures notified to the Advisory Group from time to time in relation to:
 - (a) the safety, security and operational requirements for the School; and
 - (b) the conduct of the Advisory Group, including but not limited to the conduct of each individual member, in connection with this Charter.

18. DISSOLUTION

- 18.1. The Advisory Group shall be dissolved:
 - (a) if the Ordinary Membership is less than three persons; or
 - (b) if a resolution to that effect is carried by a vote of $\frac{3}{4}$ majority of the members present at a meeting convened to consider the question.
- 18.2. In such event, the property and other assets of the Advisory Group remaining after the payment of all expenses and other liabilities shall, be handed over to the School.

CERTIFICATION

We certify that this is a true and correct copy of the Charter of the Trinity College Beenleigh, Community in Partnership Advisory Group.

Member of Community in
Partnership Advisory Group

Member of Community in
Partnership Advisory Group

DATE: _____