



CONSTITUTION OF ST MONICA'S PARISH PRIMARY SCHOOL – MOONEE PONDS PARENTS ASSOCIATION

The organisation formed under this Constitution shall be known as St Monica's Parish Primary School Parents Association, hereinafter referred to as the "PA".

The PA supports St Monica's Parish Primary School, 20 Robinson Street Moonee Ponds, Victoria 3039, and acts at the discretion of the Principal.

1. Statement of Purpose

The PA seeks to promote community spirit at St Monica's Parish Primary School and to raise funds to support students and families at the school.

We plan and execute events and activities to support and benefit the academic, social and emotional wellbeing of students and their families.

The PA commits to:

- upholding respectful partnerships;
- clear and honest communication;
- transparent processes;
- democratic, informed decision making.

This commitment is in conjunction with the schools' Child Safety and Child Safety – Staff Code of Conduct Policies.

2. Aims and Objectives

Working in consultation with the Principal, the staff of St Monica's, the Parish and Parish Education Board, the PA aims to:

- contribute to the wellbeing of the school community;
- encourage the participation of parents and guardians in the life of the school;
- organise a range of activities to support fundraising efforts;

- coordinate pastoral support for members of the school community;
- provide opportunities for parents and guardians to get to know each other;
- communicate important information about the school;
- provide opportunities for parents and guardians to extend their understanding of school operations;
- support the teaching staff in their endeavours to educate children at the school by fundraising for additional resources.

3. Accountability Statement

The PA is accountable to the school community through a summary of minutes of the meeting in which it reports its activities and decisions. Minutes will also be made available by the secretary of the PA to the wider school community should a request be lodged. It should inform the school community of any major decisions or issues and include a point of contact should a member wish to provide feedback. All innovations and decisions should reflect the school's vision. The Principal has the power of veto over all major decisions.

4. Membership

General membership of the PA is open to any person who is a parent or guardian of a student at the school. All general members are welcome to attend any meeting and are encouraged to voice their views. General members of the PA do not have voting rights, except in an election to determine members of the Executive Committee.

The Principal, or their nominee, should attend the meetings of the PA. If unavailable, a member of the Executive Committee will meet with the Principal, or their nominee, following the meeting to advise on matters discussed and agreed at the meeting. This must occur prior to minutes and updates being circulated.

There is no fee for membership. No member shall be paid as participation and all positions are voluntary.

School employees are welcome to attend and speak at meetings but are precluded from general membership unless they are also a parent or guardian of a student at the school.

5. Meetings

All upcoming meetings of the PA will be announced in the newsletter or other available means of disseminating information to the school community. An agenda must be circulated at least one day before any meeting unless otherwise required under this Constitution.

Decisions will be made via a vote with a majority formed by at least 51% of members of the Executive Committee. In the event of no clear majority, the President or Acting President may cast the deciding vote. As with any decision, the outcome of any vote will be subject to the Principal's approval.

A) Annual General Meetings:

The Annual General Meeting (AGM) of the PA shall be held during the month of December unless the majority of the Executive Committee vote to change the date of a particular AGM. The election of members of the Executive Committee should ordinarily take place at the AGM but may, particularly in the case of newly created positions, take place at a General Meeting.

B) General Meetings:

General Meetings shall be held on the first Tuesday of the month, unless this conflicts with other events. This flexible approach aims to ensure maximum attendance, particularly by the Executive Committee and / or Principal. Additional General Meetings may be held at the discretion of the Executive Committee.

6. Election of the Executive Committee

The PA shall have an Executive Committee comprising of a President, Vice President, Secretary, and Treasurer, as a minimum. Other Executive Committee members may be elected as required and created and nominated for at the Annual General Meeting ("AGM") or at a general meeting with a majority vote.

A returning officer should be appointed by the Principal and President prior to the AGM. It is the returning officer's responsibility to oversee the election of the Executive Committee. The returning officer should be a general member of the PA. They should not be a current member of the Executive Committee. They should not be nominated for a position in the Executive Committee in the election they are overseeing.

All positions of the Executive Committee shall be declared vacant by the returning officer at the commencement of the AGM. Nomination intention for positions on the Executive Committee should be indicated either in writing prior to the commencement of the AGM or in person at the AGM. Election will be by a majority of general members of the PA in attendance at the AGM. In absentia votes provided in writing to the returning officer may be accepted at the discretion of the returning officer. The election may be conducted by secret ballot at the discretion of the returning officer.

7. Role of Executive Committee Members

The term of each position shall be one year. The Executive Committee may appoint subcommittees and nominate general members for specific duties and activities that may not form part of the Executive Committee.

All members of the Executive Committee have a responsibility to:

- attend meetings as regularly as possible and to send an apology if unable to attend;
- participate in the planning and execution of activities and projects;
- be respectful when sharing views and opinions;
- be collaborative to achieve best outcomes;
- facilitate and nurture positive relationships within the school community;
- adhere to and promote school policies;
- behave in a courteous manner as per the School's Child Safety – Staff Code of Conduct Policy.
- support the succession of new members of the Executive Committee.

A) President

The President's position is one of trust and responsibility that requires skill and time. The President should exercise authority with tact and be impartial and open to other points of view. The President must not be a current member of the Parish Education Board whilst holding their position.

The main role of the President is to:

- Be the main representative/spokesperson for the PA;
- Liaise with the Executive Committee and set the agenda for meetings;
- Be the main contact for agenda items;
- Open the meetings punctually and ensure the agenda is followed;
- Ensure members present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made;
- Ensure as many points of view as possible are expressed, particularly on contentious matters;
- Ensure every member is given an opportunity to speak and encourage members to speak by addressing questions to them;
- Use a collaborative approach in dealings with other members of the school and wider community;
- Be mindful of timelines, keep discussions on track and keep meetings moving;
- Liaise with the Principal or their nominee on items discussed at meetings.

B) Vice-President

The Vice President plays an important role in supporting the President with their PA responsibilities. This includes:

- Replace and chair meetings in the absence of President;
- In the event of an extended absence of the President, the Vice President is charged with taking up the other duties of the President until their return to duty.

C) Secretary

The Secretary is very important to the efficient operation of the PA. The Secretary will work closely with the President and Executive Committee.

Duties and responsibilities of the Secretary include:

- Preparing the agenda for each meeting;
- Taking clear and concise minutes at each meeting;
- Distributing the minutes and agenda at least one day but ideally, one week prior to the next meeting;
- Be responsible for incoming and outgoing correspondence;
- Liaise with school administrative staff to ensure details of meetings are published through the appropriate channels.

D) Treasurer

The Treasurer's position is one of great trust and responsibility.

Duties and responsibilities include:

- Taking charge of monies of the PA;
- Keeping accurate financial records of all receipts and expenditure;
- Banking all money regularly;
- Reporting regularly on the PAs' financial position at general meetings;
- Preparing a financial report for the AGM, if necessary;
- Work closely with the Assistant Treasurer and support the succession of the incoming Treasurer; and
- Provide a report of activities to be included in the Annual Financial Statements of the school.

E) Assistant Treasurer

The Assistant Treasurer plays an important role in supporting the Treasurer with their PA responsibilities. The Assistant Treasurer should work closely with the Treasurer to ensure duties are carried out correctly and appropriately.

8. Role of PA General Members

Positions for General members may be elected as required and may include an Assistant Secretary, Junior and Senior School Parent Representative Coordinators, Fete Coordinators as well as any other role that the Executive Committee sees fit.

General members are encouraged to:

- attend PA meetings as regularly as possible;
- participate in the planning and execution of activities and projects;
- be respectful when sharing views and opinions;
- be collaborative to achieve best outcomes;
- facilitate and nurture positive relationships within the school community;
- adhere to and promote school policies;
- behave in a courteous manner as per the School's Code of Conduct.

9. Finance and Fundraising

The PA must keep clear records of money spent and raised. The money collected at school events is banked by the Treasurer, after being counted by the St Monica's Parish Primary School administrative staff. The school has no powers to spend money raised by the PA during the year.

At the end of the school year, the PA will present the school with a cheque which represents the fundraising activities for the year. The Principal will decide how to spend monies raised, in line with the school needs and vision. The Principal will provide the PA with a list of school items or activities for which the PA funds have been allocated. Monies unspent at the close of the school year are held in the PA's bank account and rolled over to the opening balance of funds for next year.

For security purposes, the PA bank account requires two signatories before money can be paid from the account. The two signatories should be the Treasurer and the Assistant Treasurer as they are primarily responsible for the everyday transactions in the account. In their absence, another member of the PA can be nominated by the Treasurer.

The PA's role is to coordinate the fundraising and social activities and draw on the expertise and enthusiasm of the school community in carrying out those activities.

10. Conflicts of Interest

If a General Member, member of the Executive Committee, or a member of their immediate family has an actual or perceived conflict of interest (either a pecuniary or non-pecuniary interest) in a subject or matter under discussion at a meeting, the member must declare the conflict of interest.

If the person presiding at the meeting decides that the declared conflict is material, the member must not be present during the relevant discussion unless invited to do so by the person presiding at the meeting and must not be present when a vote is taken on the matter. The declaration of interest should be included in the minutes of the meeting.

11. Privacy

All members of the PA must comply with Victorian privacy law and the Schools' Privacy Policy. All 'personal information' collected, used or disclosed by this PA, is protected by the *Privacy and Data Protection Act 2014 (Vic)* and *Health Records Act 2001 (Vic)* (collectively, Victorian privacy law).

12. Disputes and Mediation

In the event of a dispute under this Constitution the President or the Principal should determine the best way to mediate and resolve the dispute. In mediating and resolving the dispute the Purpose, Aims and Objectives of the PA should be kept in mind. In mediating and resolving the dispute, regard must be had to current School policy and Victorian law.

13. Amendments to Constitution

This Constitution shall only be updated or amended at the AGM or at an extraordinary meeting, specifically convened for this purpose.

The Constitution may only be altered with a majority vote of at least 51% of the Executive Committee.

14. Voluntary Dissolution

The PA may not be voluntarily dissolved unless:

- all reasonable steps have been taken to circulate a notice of the proposed dissolution throughout the school community; and

- a meeting to discuss the notice of dissolution is held not less than 14 days after the circulation of that notice; and
- at least two-thirds of those present at that meeting agree to the dissolution.

If a decision is made at the meeting, to dissolve the PA, the following actions must be taken:

- a person present at the meeting must report the dissolution in writing to the Principal as soon as practicable; and
- the control of all property and other assets must be transferred to the school.

15. Automatic Dissolution upon Closure or Merger of School

In the event St Monica's Parish Primary School closes or merges with another school, the PA is dissolved. The PA must transfer control of all property and other assets held by it to the school before the school closes or is merged.

Christine Lo Giusto

Acting Principal
St Monica's Parish Primary School
Christine Lo Giusto

Carmel Rugolino

PA President 2020
Carmel Rugolino

Signed on Tuesday 27th October 2020