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Executive Committee Members – 2015

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General Committee Members:
  Carmel Farmer   Rebecca Cragg
  Raelee Holland  Pauline Martinac

Sub-committee Convenors:
Pastoral Care/Welcoming & Belonging: Stacey Sutton
Social: Tamara McDonald
Working Bee: Debbie Hewat
Grants: Carmel Williamson
St Stephen’s P & F

St Stephen’s P&F is open to all parents involved 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.

Every parent or carer of a child who attends St Stephen’s School is already a member of the P & F Community.

St Stephen’s P & F 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 and staff and participate in decision-making.
- create a forum for discussion.
- provide social networking opportunities to families.
- provide financial assistance to the school via the fund raising levy to purchase resources.
- work with the Parish and School Board in pursuit of common goals.
Committee Members
The P&F committee consists of 4 executive positions and several general committee positions. Nominations are called and positions are voted on at the March Annual General Meeting.

Committees have been set up to coordinate the management of various areas within the school. Committees are managed by a convenor and run by volunteers.

Executive Positions

PRESIDENT
The President ensures an efficient and well-run organisation by:

- establishing good relationships.
- planning and chairing meetings in consultation with the Secretary & Principal.
- following up on action from the previous meeting.
- ensuring financial accountability.
- communicating decisions to all community members.
- responding to comments / correspondence.
VICE-PRESIDENT
The Vice President supports the President and the committee by:

- chairing the meeting in the President’s absence.
- sharing duties and responsibilities, as agreed.
- taking responsibility for coordinating the activities of committees.
- being supportive and attending meetings.

SECRETARY
The Secretary provides administrative support by:

- preparing and publishing an agenda.
- obtaining reports from committees.
- collecting incoming mail from the school office.
- noting apologies.
- checking minutes of previous meeting.
- taking and promptly 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 monies received.
- pay all accounts as authorised.
- bank all monies 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.
**Tuckshop**

While the school funds a convenor to coordinate the Tuckshop, the Tuckshop would not be possible without the help of the many parents and friends who volunteer. Tuckshop is open on Mondays, Wednesdays and Fridays and all parents and friends are invited to volunteer either on a regular basis or as they are available.

**Uniform Shop**

The Uniform Shop is run by school staff. Any changes to uniforms are considered at P&F meetings. The Uniform Shop is open every Wednesday and Friday mornings between 8.00am—9.00am. The uniform shop also stocks second hand uniforms, girls hair accessories in our school colours, and raincoats.
**Social Committee**

The Social Committee organises events throughout the year. These events allow families to interact and meet others, and provide the children with the opportunity to interact socially outside of school with their peers. The committee organises a range of events; hoping to cater for all interests, wherever possible. During 2015, the social committee successfully held:

- School Disco
- Parent Dinners
- Prep Welcome BBQ

**Spring Fair Committee**

The St Stephen’s inaugural Spring Fair was held in 2011. The aim was to raise funds for the purchase of interactive white boards for the classrooms. The venture was so successful that the P&F has made it a bi-yearly event on the school calendar, alternating with our school musical. During 2015 we held another very successful Spring Fair. The proceeds of this fair combined with those from our 2013 fair, were used to purchase our Nature Playground for the children. We are all looking forward to our next Spring Fair in 2017.
Pastoral Care/Welcoming and Belonging Committee
The Pastoral Care Committee organises home-made meals and lunch box items (e.g. muffins or pikelets) for those families in our school community who are in need. They also set up morning teas for parents after assemblies and year level liturgies.

Working Bees
St Stephen’s holds working bees throughout the year. These are to target ongoing general maintenance around the school and other special projects that require extra resources. A calendar is prepared at the beginning of the year, outlining when each year level is required to work at the school. Parents are expected to participate in at least one working bee each year. The committee comes up with the working bee plan, outlining what jobs are required and ensuring that appropriate equipment is available. These working bee sessions are usually held on a Sunday morning from 8.00am for approximately 3 hours. The more parents who participate, the sooner the work is completed.
Year Level Parent Reps

Year Level Parent Reps enhance communication and support networks between teachers, parents and the P&F Executive Committee.

The tasks of the Parent Year Level Rep may include:-

- communicating regularly with the year level teachers.
- organising year level based social activities e.g. morning teas or weekend or holiday meet-ups at a park.
- coordinating year level support for activities such as working bees.
- liaising with other year level reps, P&F committee members and staff to ensure all year level families are supported in times of need.

This position does not entail any fundraising efforts. Parent Year Level Reps can create a strong parent support network in their year level.
P & F Levy

- We have a levy in place that is paid per family per year to the P&F.
- The P&F levy was originally set up to eliminate all the day-to-day fundraising that occurs at many schools that is both time consuming for parents, teachers and students.
- Around 85% of the P&F levy is given straight back to the school for the payments on the oval loan and supplies. The remaining 10-15% is used for the wish list devised by the staff, the school board and the P&F each year.
- It also is used for any incidentals to add to the social aspect of our school community (discos, barbecues, etc.)
- It would take many chocolate drives, pie drives, spell-a-thons, lap-a-thons and lamington drives to raise this much money. These are all extremely time-consuming and take children away from learning time.

Fundraising Policy

The fundraising policy for the school allows for additional funds to be raised on top of the P&F Levy:

1. If the event is aimed at the broader community, not just the school community; or
2. If the event’s primary aim is to engage the community, to build relationships and school spirit. Our Spring Fair fits into this scenario.
During 2015, the P&F purchased a variety of items for the school including the new Nature Playground, Lighting for The Green, Christmas books for the children, Netball uniforms, and a range of valuable teaching and learning resources.

We also made a donation to Orange Sky Laundry, a wonderful charity founded by two young men who provide a simple service of washing clothes for those who are homeless.

The Principal and staff prioritise school wants and needs, which are then discussed and funded, as determined by the P&F.

The amount of the P&F Levy is reviewed annually at the final P&F committee meeting for the calendar year. The committee must ratify any changes to the amount of the P&F Levy.

2015 also saw the P&F as the proud recipients of the “Leo Dunne Memorial Award”. This award aims to encourage new and innovative ideas to further develop parent engagement in our school community. We are looking forward to rolling out our new communication plans in the New Year!
Recommended Label Companies

If you need labels for your child’s school items, the St Stephen’s P&F has registered with the following three label companies. These companies offer a commission on all label sales.

Please order online and remember to nominate St Stephen’s P&F or the individual Fundraiser ID code as listed below:

1. Label Kingdom
   Fundraising ID Code 030019
   [Website URL] or
   1800 264 549

2. Bright Star Kids
   Fundraising ID Code FDR444
   [Website URL]

3. Stuck on You
   St Stephen’s P&F
   [Website URL]
How can I help?
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. You can help throughout the year by coming to the working bees, helping at the Tuckshop, serving at discos, helping in the classroom, or coming along to organised social events, special events or liturgies.

P&F Meetings are open to everyone and are generally held on the first Wednesday of the month from 7.00pm—8.30pm in the Meeting Room next to the Chapel (occasionally changes are required to accommodate the school holidays). All are welcome!

The agenda is published in “The Loop” the week before the meeting. A copy of all Minutes are kept in the P&F folder located in the office and can be viewed at any time or, by joining our P&F mailing list, you can receive a copy directly to your inbox.

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

If you have any queries or suggestions please contact any member of the committee.
Please complete and return to the school office if you are interested in becoming involved in any of the activities of the P&F. (One of our committee members will contact you.)

Your Name: _______________________________________

Contact Number: _______________________________________

I am Interested in:
☐ attending P &F meetings
☐ volunteering in the Tuckshop
☐ joining the Spring Fair Committee
☐ cooking a meal for Pastoral Care
☐ attending working bees
☐ being a Year Level Representative

Child’s Name & Year Level — 2016