



## Concordia Parents & Friends

*Welcome to the Concordia Parents & Friends!*

All parents and carers whose children are enrolled at Concordia College are members of the Parents and Friends (P&F). The P&F is an integral part of the school and provides a structure and support network for parents to participate in school activities, and to work for the benefit of the school and their children.

The relationships, interactions, and decision-making of the members of the Concordia P&F should be guided by the Vision, Mission and Values of the College.

### **Vision**

Inspiring and equipping hearts, hands and minds for a world of possibilities.

### **Mission**

We aim to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment, empowered by the love of Jesus Christ. We seek to inspire young people to actively **engage** in lifelong learning, **achieve** their best and become global citizens who **serve** with an open heart.

### **What we Value**

- Our compassionate and connected community.
- Serving others in response to the love of God.
- Nurturing high quality teaching and learning.
- Excellence in a spirit of humility and grace.
- Creativity and innovation.
- Caring for the environment as stewards of God's creation.
- A global perspective shaped by hope and courage.
- Resilience in embracing challenges.
- Our unique heritage.

**Name**

Concordia Parents & Friends (hereafter 'Concordia P&F')

**1) Objectives**

- a) To uphold the vision, mission, and values of Concordia College
- b) To develop a sense of community amongst parents and friends
- c) To provide two-way communication between parents, friends and the school through the discussion of issues that are of interest to the school community
- d) To coordinate a range of social and educative activities involving parents and friends throughout the year that serve the needs of students, school, parents and friends
- e) To enhance the school life of the student body by raising funds for equipment, and to provide opportunities otherwise unavailable through school budget allocations

**2) The Concordia P&F consist of:**

- a) All parents of children currently attending Concordia College
- b) Staff of Concordia College represented by the Principal, Director of Community Relations and/or any other nominated representative
- c) Friends (i.e. people who have an interest in supporting the objectives of the Concordia P&F)

**3) Voting**

All attendees at meetings will be entitled to vote.

**4) Annual General Meeting**

- a) The Annual General Meeting of the Concordia P&F shall be held in Term 1 of each school year
- b) Not less than two (2) weeks' notice of this meeting is to be given in the School newsletter.
- c) Business of the meeting shall be to elect officers and committee for the following year. The President and Treasurer shall give a report.

**5) Meetings**

Meetings will be held at least once per school term or as determined from time to time. At any meeting, attendees will have the power to fill any casual vacancy occurring until the next election. A minimum of five attendees (including two elected officers) will form a quorum at regular meetings. At the discretion of the Chair, items tabled for discussion may be postponed if it is deemed that there is insufficient representation from each campus to give matters the necessary consideration.

**6) Elected Officers**

- a) The elected officers of Concordia P&F will be:
  - i. President
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer
- b) For duties of elected officers, see Appendix 2.
- c) While the President and Vice-President may be elected from either campus, to try and ensure fair representation, the President and Vice-President may not be elected from the same campus. By way of example, if the President is a parent elected from the St John's Campus, only parents or friends from the Concordia Campus may nominate for the position of Vice-President. If no parents

or friends from the Concordia Campus nominate for the role, the position will remain vacant until such time as an appropriate nomination is received.

- d) Parents with children at both campuses may nominate as a representative of either campus.
- e) Nominations can either be presented in writing with the signed consent of the nominee prior to the election meeting or if proposed at the meeting the nominee should be present to affirm the nomination.
- f) If there are a greater number of nominations than required for a particular office, a secret ballot shall be conducted at this meeting by the presiding Principal or representative.
- g) All officers duly elected will hold office from the time of election until the next election meeting at which all offices shall be declared vacant.
- h) All Elected Offices shall be declared vacant at the Annual General Meeting; the outgoing Elected Officers shall be eligible for re-election.
- i) The length of Term of Office shall be for a maximum of five (5) years.
- j) The Officers will encompass 4 members and have at least one Representative from each campus:
  - St Peters Campus
  - St John's Campus
  - Concordia Campus

#### **7) Not-For-Profit**

The assets and income of Concordia P&F shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of Concordia P&F except as genuine compensation for services rendered or expenses incurred on behalf of Concordia P&F.

#### **8) Auditor**

The auditor shall be appointed at a meeting of the Concordia P&F.

#### **9) Banking, Accounts and other Finance Procedures**

- a) Funds are held in a consolidated fund and administered by the Concordia College Finance Office.
- b) All monies received will be directed to the Concordia College Finance Office.
- c) The drawing of cheques will require any two authorised signatories.
- d) The financial year will be 1 January to 31 December.
- e) Funds will be dispersed according to the guidelines of Appendix 1.

#### **10) Disbursement of Funds**

See Appendix 1.

#### **11) Concordia P & F Subscription**

The Concordia P&F subscription will be reviewed each year and recommendations made to the Principal for approval by the School Board.

#### **12) Dissolution**

The Concordia P&F shall be dissolved:

- a) if a resolution to that effect is carried by a simple majority of attendees at a Special General Meeting convened to consider that question.
- b) by the School Board after consultation with the Executive Committee. The assets shall be vested in the School Council and used for the benefit of the College.



**CONCORDIA PARENTS & FRIENDS  
TERMS OF REFERENCE**

## APPENDIX 1

### Guidelines for Disbursement of Funds

#### Overview

In line with its objectives, the Concordia P&F aims to support projects and activities that further the wellbeing of the student and/or parent body. Applications for funding will be considered as part of an annual submission process. The Concordia P&F will look to support projects that best align with the assessment criteria. A maximum of 80% of P&F funds can be allocated to any single project.

#### Eligibility Criteria

Applications:

- May be made by current College Staff, Students, Parents or Friends of the College.

Applications should not:

- Cover budgetary shortfalls of academic departments

#### Application Process

The funding process operates per calendar year, with outcomes determined at the Annual General Meeting. Applicants seeking P&F funding must submit their application within the designated timeframe.

Invitations to submit applications for funding will be issued at least one month before submissions close:

- Students will be notified via Forum and the daily bulletin
- Parents & Staff will be notified via email and the school newsletter

Applicants may request an opportunity to address the P&F Committee on funding requests.

Once submitted, applications will be assessed according to eligibility criteria, assessment criteria and available funding. All applicants will be notified in writing of the outcome of their application.

The Concordia P&F reserves the right to consider submissions at other times when it is important because of the nature, size or urgency of the submission.

#### Important Dates

Term 4 Week 1	Funding applications open
Term 4, Week 3	Funding applications close 12 noon
Term 4, Week 3	Applications assessed
Term 4 P&F Meeting	Funding recommendations presented at a scheduled Term 4 P&F Meeting
Before end school year	Applicants notified of funding request outcome

#### Additional Funding

In addition to the formal, annual funding process, there is an allocation of funds which can be used to support projects and activities that arise on an 'ad hoc' basis through the course of the year. Successful

applicants will need to meet the same criteria set out in these guidelines. Applications will need to be approved at a P&F Committee meeting.

### Assessment Criteria

Applications will be scored and assessed according to the following criteria.

Criteria			Weighting
<b>Strategic Priorities</b>	1	Does the request align with the overall needs and strategic plans of the College?	15%
<b>Alignment with P&amp;F Objectives</b>	2	Does the project or activity help develop a sense of community amongst students, parents and friends?	20%
	3	Does the project or activity provide social and educative benefits that serve the needs of students, school, parents and friends?	15%
	4	Does the project or activity enhance the school life of the student body by providing opportunities that would otherwise be unavailable through school budget allocations?	15%
<b>Reach</b>	5	Will the project or activity benefit the majority of students, parents and/or friends of Concordia?	15%
<b>Financial Viability</b>	6	Is the amount of money requested justified, and does the application include a feasible, realistic and appropriate plan of how to use the money requested? Is the project or activity solely reliant on P&F funding or are there other funding sources being explored? Could the project or activity become financially sustainable over time?	10%
<b>P&amp;F Profile</b>	7	Will the project or activity raise the profile of the P&F and provide promotional opportunities?	5%
<b>Quality of Submission</b>	8	Has appropriate supporting documentation been provided (where applicable?)	5%

### Conditions

- P&F funds must be spent within the agreed timeframe unless an extension is granted. In the case that an extension is not sought, any unspent funds will be returned to the P&F's general funds
- Any changes to the original funding request must be submitted to the P&F in writing for approval
- Late applications for the formal round will not be accepted
- The P&F Committee's decision is final.

### Reporting

Successful applicants are requested to provide to the Director of Community Relations, within six weeks of the completion of the project or activity, a short report outlining how funds were expended. The report should include photos/video (where relevant) for inclusion in the school newsletter and/or College social pages.

### How to Apply

Applications for funding should be made online. Instructions of how to make funding applications will be communicated at the commencement of each funding round.

For all enquiries, please contact the Director of Community Relations on 8272 0444.

## APPENDIX 2

### Governance Structure

The Concordia Parents & Friends (hereafter 'Concordia P&F') has four (4) Elected Officers whose role is one of stewardship and trusteeship on behalf of members, ensuring that the Concordia P&F remains viable and effective both now and in the future. The Elected Officers are responsible for all association matters, including liaising with the College to plan and help set goals for the year. Their responsibilities also include: understanding the constitution and applying it, ensuring fairness and transparency in decision making, and an ensuring accountability in financial matters.

The Elected Members are as follows:

- President
  - Vice-president
  - Secretary
  - Treasurer
- \* *Executive members will not be a current staff member of Concordia College to ensure transparency.*

The Elected Officers are supported by two (2) ex-officio members:

- Principal
- Director of Community Relations

The roles and responsibilities of these positions are outlined below.

### Elected Members

President	
<b>Purpose of the Role</b>	The President sets a positive example, is impartial in meetings, facilitates a forum for all parent opinions to be expressed, and is supportive of the Principal and the aims of the College. The key task of the President is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the Principal, school delegates and teachers. The President is a guide for, and example to, all parents.
<b>Tasks and Responsibilities</b>	<p>The President leads the P&amp;F by:</p> <ul style="list-style-type: none"> <li>• Planning and chairing meetings in consultation with the Director of Community Relations</li> <li>• Liaising with the Director of Community Relations to set the Agenda for each meeting</li> <li>• Ensuring meetings run according to the agenda and the constitution</li> <li>• Ensuring fair discussion - give all an opportunity to speak</li> <li>• Ensuring activities are sanctioned by the Principal</li> <li>• Representing the association at P&amp;F functions</li> <li>• Working with the Treasurer to ensure financial accountability</li> <li>• Following up to ensure decisions are carried out</li> <li>• Encouraging parents to get involved</li> <li>• Helping parents feel welcomed at the school</li> </ul>
<b>Appointment</b>	One-year term
<b>Prerequisite</b>	Executive members will not be a current staff member of Concordia College to ensure transparency.

<b>Vice-President</b>	
<b>Purpose of the Role</b>	The Vice-President supports the President in ensuring that the needs and wishes of the parent body are given a voice and that good relationships are established with the Principal, school delegates and teachers.
<b>Tasks and Responsibilities</b>	The Vice President will support the President by: <ul style="list-style-type: none"> <li>• Chairing the meeting in his/her absence</li> <li>• Attending P&amp;F functions and deputising at functions when the President is unavailable</li> <li>• Sharing duties and responsibilities as agreed</li> <li>• Being supportive and attending meetings</li> <li>• Playing a constructive role in working with the College and achieving goals</li> </ul>
<b>Appointment</b>	One-year term
<b>Prerequisite</b>	Executive members will not be a current staff member of Concordia College to ensure transparency.

<b>Secretary</b>	
<b>Purpose of the Role</b>	The Secretary's main functions are communication and correspondence, maintaining effective records, and ensuring meetings are effectively organised and accurate minutes are taken.
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• After the meeting, prepare the Minutes and list actions taken on any decisions</li> <li>• Ensure previous Minutes are signed by the President at each meeting</li> <li>• Liaise with the Director of Community Relations to ensure Agendas and Minutes are circulated prior to each meeting</li> <li>• Keep records of all meetings and associated documentation</li> <li>• Receive and manage the correspondence</li> <li>• Ensure reports are obtained from sub-committees when relevant</li> <li>• Understand the Terms of Reference</li> <li>• Guide and advise the President when necessary</li> <li>• Ensure close communication and cooperation between the P&amp;F, office staff, school staff and parents.</li> </ul>
<b>Appointment</b>	One-year term
<b>Prerequisite</b>	Executive members will not be a current staff member of Concordia College to ensure transparency.

<b>Treasurer</b>	
<b>Purpose of the Role</b>	The Treasurer accounts for, and reports on, the finances of the P&F.
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Liaise with Director of Community Relations or Concordia Finance office to ensure accurate financial records of all receipts and expenditure are kept</li> <li>• Present a financial report at meetings to keep the P&amp;F informed</li> <li>• Liaise with the Director of Community Relations or Concordia Finance office to facilitate an audited financial report for the Annual General Meeting</li> <li>• Advise the P&amp;F Committee on the funds available for distribution at the Annual AGM in accordance with the P&amp;F financial statements and the Terms of Reference</li> <li>• Ensure that decisions of funding allocations are accurately recorded and report on the expenditure the following year.</li> </ul>
<b>Appointment</b>	One-year term
<b>Prerequisite</b>	Executive members will not be a current staff member of Concordia College to ensure transparency.



### P&F Representatives on other Committees

P&F Representatives will be elected at the AGM to sit on other committees as required from time to time.

The responsibilities of the elected member are as follows:

- Represent the P&F on the other committee
- Attend all meetings of the other committee
- Ensure that the needs and wishes of the P&F are given a voice at the committee
- Report information from the other committee to the P&F meeting and reporting back if needed.

### Sub-Committees

Sub-committees may be set up from time to time by the decision of a P&F meeting and their task should be clearly defined in writing as part of the Minutes of that meeting. The responsibilities of sub-committee members are as follows:

- Meet with the sub-committee colleagues and focus on the task
- Be prepared to report to P&F meetings
- Attend meetings regularly and send apologies if unable to attend
- Responsibility for what has been agreed should be shared with P&F committee
- Attend to business of the sub-committee to obtain outcome
- Ensure compliance with P&F Terms of Reference for committee.

### Ex-Officio Members

Principal	
<b>Purpose of the Role</b>	<p>The Principal is an <i>ex-officio</i> member of the Concordia P&amp;F to help promote strong connections between the school and parents / caregivers. While the Principal is ultimately responsible for the daily operation and ongoing wellbeing of the school, and therefore has the final decision-making role for all decisions made at P&amp;F meetings, parents can expect that the Principal will engage in genuine consultation and will take parent voice into account as part of the decision-making process.</p> <p>The Principal is welcome to attend any and all meetings, although the Principal is not expected nor required to stay for the whole meeting unless specifically requested for a particular purpose.</p> <p>The P&amp;F is a valued component of the Concordia community and exists to support the school. For legal and insurance purposes, the P&amp;F operates under the banner of Concordia College. With this in mind, activities of the P&amp;F are to be carried out on behalf of the school, always with the support of the Principal.</p>
<b>Key Aspects of the Relationship</b>	<ul style="list-style-type: none"> <li>• Provides leadership, guidance and support</li> <li>• Collaborative and cooperative approach</li> <li>• Works with President and executive (as well as all parents) either directly or through a Delegate</li> <li>• Provides information to the community</li> <li>• Accessible to parents</li> <li>• Develops the school profile - enrolment trends, demographics, mission statement, priorities, facilities, resources, links with the Lutheran system</li> </ul>

<b>Director of Community Relations</b>	
<b>Purpose of the Role</b>	The Director of Community Relations is an <i>ex-officio</i> member of the Concordia P&F. The Director of Community Relations will work closely with the Principal, the President and other elected officers to maintain a collaborative and cooperative approach to all P&F business.
<b>Key Aspects of the Relationship</b>	<ul style="list-style-type: none"> <li>• Playing a constructive role in working with the College and achieving goals</li> <li>• Act as the point of contact between the College and the P&amp;F.</li> <li>• Ensure that all elected officers are aware of their responsibilities.</li> <li>• Provide the support needed to hold community engagement functions, fundraising activities, parent information evenings and other activities as agreed by the P&amp;F and the College.</li> <li>• Facilitate communication to the community including invitations to events and P&amp;F meetings.</li> <li>• Communicate the College and Community Calendars of Dates to the P&amp;F to ensure that functions are held at times that are convenient for the College and the overall community calendar.</li> <li>• Liaise with the President to prepare the Agenda for meetings.</li> <li>• Circulate the Agenda to all committee members prior to meetings.</li> <li>• Liaise with the Secretary to format and distribute Minutes of meetings to all committee members.</li> <li>• Liaise with the Treasurer and Finance to ensure that financial statements are prepared and available.</li> <li>• Liaise with the Treasurer and Concordia Finance office to ensure that funding allocation decisions are communicated and that finances are available for approved projects.</li> <li>• Distribute the call for P&amp;F Funding allocations to staff, student leaders and parents.</li> <li>• Maintain a register of all funding requests and decisions made at the AGM.</li> <li>• Ensure that P&amp;F committee members and volunteers are inducted in line with the College's policies.</li> <li>• Support the President to ensure that the P&amp;F complies with all WHS requirements of the College.</li> </ul>