



# RIVERTON PRIMARY SCHOOL

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## STANDING ORDERS FOR PARENTS AND FRIENDS

### Relationship with the Governing Council

- The Riverton Primary School Parents and Friends is affiliated with the Riverton Primary School Governing Council, in accordance with section 86 of the Act
- The affiliated P&F committee **will** nominate a member to the Governing Council, **to ensure accurate reporting of Parents and Friends activities.**

### How P&F Add Value to the School

- Encourage parents to become involved in the school in various ways
- Raise funds for the school
- Advise and assist Governing Council in effective consultation with the school community.

### Outside of Scope of P&F

- P&F is **not** a link between the school and parents with concerns regarding an issue at school; there is **a DECD approved school Grievance Procedure** which should be followed.

### Eligibility

A person is eligible for membership if that person:

- is a parent of a student at Riverton Primary School
- is a member of the school community with an interest in the wellbeing and education of students **of the school.**

### Levels of Membership and Communication

- There is a group who attend formal P&F committee meetings
- A wider network of people help with events as **they are able to**
- All of the above maybe included in a P&F email contact list (with permission) to receive meeting notes and other documentation
- P&F have a Facebook page available to all with access and a Facebook group for informal communication
- The Principal and P&F president engage in meaningful ongoing communication at least twice per term
- The Principal endeavours to read P&F agendas and minutes
- The Principal attends P&F meetings (or parts of) as possible.

## Meetings

- Notice of AGM is communicated via RPS P&F Facebook page and through the school newsletter
- Agendas for AGM and general meetings are distributed in the seven days preceding the meeting via the email distribution list, onto RPS P&F Facebook page and/or through the school newsletter
- The quorum for a meeting will be president or nominee, secretary or nominee and at least one other person able to attend (minimum of three people)
- The president must facilitate full and balanced participation by members present at a meeting and decide upon the manner in which meetings are conducted and matters of order
- Minutes of meetings are to be distributed within two weeks of the meeting
- Minutes are kept in a folder in the school front office and on the administration server.

## Finances

- P&F finances are managed through the school as per DECD expectations
- The Treasurer liaises with the school Finance Officer in preparation of finance reports for each meeting and AGM
- P&F finances are audited within the annual Riverton Primary School financial audit.

These Standing Orders are to be read in conjunction with the Riverton Primary School Parents and Friends Constitution of 25/11/2001.

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| Developed:                    | April 2017   |
| Ratified by P&F:              | 12.5.17      |
| Ratified by Governing Council | 17.5.17      |
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