



**Scots All Saints College  
Parents and Friends  
Association Handbook**

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## **The purpose of the handbook is to provide:**

An overview of the Association

Clear role descriptions of the:

- Executive committee
- President
- Vice President
- Secretary
- Treasurer
- Committee Members
- Sub-Committees

Guidelines for:

- General Meetings
- Annual General Meetings
- Executive Meetings
- Special General Meetings
- Financial Management
- Other Guidelines

Association Communication

## Overview of the Parents and Friends Association

The Association is a formal structure in the College community which facilitates the involvement of parents and friends. As stated in the Constitution it exists to:

- to associate together for the purposes of assisting the College to advance its objective in providing an educational environment of the highest standard and to give time, effort and raise funds for this purpose;
- to strengthen the relationship between parents and the College, its supporters and the wider community;
- to act as a liaison between parents and the College in matters to do with the broad College policy and the advancement of the College;
- to provide a forum where parents can pose questions, express concerns and seek clarification regarding College policy and management.

The Association has no authority over:

- College staffing

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- educational matters
- the College's financial decisions

Membership of the Association is open to:

- all parents/carers of students attending the College
- friends of the College who are interested in furthering the aims and objectives of the Association. (refer to Constitution for eligibility process); and
- the Headmaster who is an ex-officio member (a member who is part of it by holding another position in the College) of the Association.

Liability and risk management

- The Association is listed on the College's insurance policy

## Considerations for Executive positions of the Association

Before taking a position consider:

- do you have time to take an executive role - home and work responsibilities
- do you have the support of your family
- if you have worked on this or other committees before

## Roles within the Parents and Friends Association

### Executive

The Association is managed by an Executive.

The Executive:

- plan, manage and organise the smooth running of the Association
- ensure the Association works collaboratively and cooperatively with the Headmaster and other executive College staff
- ensure the Association's financial accountability is in accordance with its Constitution
- organise regular General Meetings of the Association
- conduct Executive Meetings for issues and decisions that require discussion before General Meetings
- set up and supervise any Committees of the Association as necessary and
- represent the Association at College events as required

The Executive consists of the:

- President
- Vice President
- Secretary; and

- Treasurer

## **President**

The President:

- provides leadership and direction to the Association
- works collaboratively and cooperatively with the Headmaster
- promotes the aims and objectives of the Association
- supports other members of the Executive Committee
- schedules, plan and preside over meetings of the Association as Chairperson
- schedules, plans and presides over meetings of the Executive Committee; and
- attends to incoming and outgoing correspondence as presented by the Secretary between meetings and follow up an action arising from previous meetings. These tasks can be allocated to another member of the Executive where appropriate
- Represent the Association, and on occasion speak at College and community events

## **The Chairperson**

The President is usually the Chairperson of Association Meetings. If the President is unable to attend a meeting, the Vice President or another person as nominated by the President will chair the meeting.

The Chairperson:

- convenes each General Meeting in accordance with the Constitution
- ensures an agenda is prepared and circulated with the help of other executive members
- ensures a quorum is present at each meeting
- provides a punctual start and finish of meetings
- ensures all motions and amendments are put in clear terms and relate to the business of the meeting
- ensures that control is maintained, and after impartially hearing all views on a matter declares that discussion is closed and puts a question/motion to vote. This can be done via a show of hands or via a secret ballot as required.

The Chairperson must remain impartial in a discussion. They must ensure that all points on both sides are raised and thoroughly discussed. If the President when acting as Chairperson has strong views on the matter being discussed, then they should step down from the Chair for that particular discussion to enable him to speak from the floor. The Vice President or another Executive member can take the Chair for the duration of the discussion.

The Chairperson can exercise a casting vote if voting is tied. In the case of a tied vote, the President is generally advised to vote to maintain the status quo.

## **Vice President**

The primary role of the Vice President is to fulfil the role of President in his or her absence or when required.

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The Vice President:

- chairs Association meetings when the President is absent; and
- assists the President in attending official College and parent functions.

## Secretary

The Secretary:

- Maintains a register of active Association members
- organises meetings (including agenda, venue, meeting notifications, etc.)
- records the minutes of Executive and General Meetings
- attends to inward and outward correspondence
- distributes minutes, information and correspondence to Association members as required; and
- maintains a record of Association minutes, the Association Constitution and correspondence.

In preparing for a meeting the Secretary:

- ensures members are notified of the date, time and venue of the meeting
- receives agenda items in accordance with the Constitution;
- develops the agenda
- lists pertinent correspondence that require the meeting's attention; and
- advises the Chairperson of any visitors and list of apologies.

At the meeting the Secretary:

- Records the minutes and circulates as soon as possible after the meeting
- attends to all correspondence required by the meeting of Chairperson
- Tables correspondence

## Treasurer

The role of the Treasurer is to ensure all financial dealings of the Association are carried out and recorded in an efficient and transparent way. To protect the Association and its members complete financial records must be kept.

The Treasurer:

- keeps accurate records of receipts and expenditure of the Association
- issues receipts for all money received
- banks money promptly and maintains proper financial records
- pays all accounts authorised by the meeting as soon as possible
- manages cash floats for Association functions

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- presents a financial report at each General Meeting showing current receipts, expenditure and the outstanding balance;
- organises an annual review of all accounts and presents an annual financial report at each Annual General Meeting.

### **Committee Members**

The Association Executive requires the participation the college community in the running of the Association. To this end Association meetings require a quorum for all meetings as specified in the constitution. For this the there are 5-7 committee members elected at the Annual General Meeting.

The role of these committee members is to attend meetings and assist in discussions and decision at these meetings. They also play an important part in supporting the Executive in the running of the Association and bringing varying perspectives to the running of the Association.

Though the elected committee members are expected to attend Association meetings this does not exclude other community members from attending Association meetings and participating in discussions and decision making.

### **Sub Committees**

The Association may choose to have sub committees that carry out particular functions on its behalf. This is a useful way to include as many parents as possible in the work of the Association.

The sub committees:

- always work collaboratively with the main Association to promote the objectives of the Association.
- have a structure like that of the main Association. At a minimum a President, Secretary and Treasurer is required.
- have well-defined areas of responsibility as listed in the executive roles of the Association.
- will report/attend their progress and financial position at the regular Association General Meetings and Annual General Meeting (AGM)

## General Meetings

### Meeting Purpose

General Meetings are the regular meetings that deal with the ongoing business of the Association. They provide a regular opportunity for the involvement of the wider College community in the business of the Association. General meetings are open to all financial members of the Association.

There are 2 General Meetings held each term:

#### First Meeting of the Term - Week 2

Record members present and Chairperson:  
Meeting opened:  
Apologies noted:  
Business arising from previous minutes:  
Correspondence:  
    Incoming  
    Outgoing  
Reports:  
    Treasurer  
    Headmaster  
General Business:  
    Items of business with prior notice to meeting  
    Notice of items for discussion at next meeting  
    Matters for future consideration  
Next Meeting:  
Meeting Closed:

#### Second Meeting of the Term - Week 7

Record members present and Chairperson:  
Meeting opened:  
Apologies noted:  
Business arising from previous minutes:  
Correspondence:  
    Incoming  
    Outgoing  
Sub-Committee Reports:  
    Friends of Rugby  
    Boarders Association  
    Friends of Pipes and Drums  
    Friends of Music  
    Junior and Middle Schools Association  
    Friends of Lithgow  
    Friends of Equestrian  
    Friends of Netball  
    Spring Fair Committee  
    Highland Gathering Committee  
    any other Sub-Committee established  
    Uniform shop  
    Special Purpose Committees  
General Business:  
    Items of business with prior notice to meeting  
    Notice of items for discussion at next meeting  
    Matters for future consideration  
Next Meeting:  
Meeting Closed:

### Notification

Notification of each General Meeting must be provided to all members. Notification is provided via the college newsletter and College calendar.

### General Meeting Procedure

#### Opening

The Chairperson declares the meeting open. Those in attendance and the starting time are minuted. Commencing the meeting at the advertised starting time is important.



## Apologies

The Chairperson calls for any apologies, and these are noted.

## Minutes of the previous meeting

The previous meeting minutes are formally accepted by the meeting. The last minutes need to be circulated before the meeting. The Chairperson will then ask if the minutes have been read and correct?

If an error exists in the minutes, it must now be brought to the attention of the meeting. Any change can only be suggested by a person who was present at the meeting to which the minutes refer. The Chairperson approves the correction, it is recorded in the current Meeting Minutes and the and the Secretary makes an addition/amendment to the previous Minutes.

After it is agreed that the minutes are true and correct the Chairperson will ask "**Would someone move that these minutes be accepted as an accurate record of the last meeting?**" When someone moves this, the Chairperson then asks, "**Would someone second this?**" The Chairperson then asks "**Those in favour? Those against? Motion carried. Thank you**" Note: The mover and seconder must have been present at the last meeting.

## Business arising from the previous meeting's minutes

After the minutes have been accepted, the Chairperson then allows for any 'business arising from the minutes to be discussed. Any minor matters are dealt with here, but those requiring further discussion are held over to General Business. The decision to hold over a matter until General Business is at the discretion of the Chairperson giving his or her reason for this ruling.

## Correspondence

Correspondence is divided into incoming and outgoing correspondence.

- Incoming: The Secretary may read aloud all letters or emails received since the last meeting or to save time list the correspondence and give a summary of the content. Those letters which require discussion are best listed in General Business.
- Outgoing: The Secretary may read aloud all letters or emails sent since the last meeting or to save time list who the letters have been sent to and give a summary of the content.

Once all incoming and outgoing correspondence has been tabled the Chairperson will ask "**will someone move that all correspondence be endorsed?**" When someone moves this, the Chairperson then asks, "**Will someone second this?**" The Chairperson will then ask "**Those in favour? Those against? Motion carried. Thank you.**"

## Reports

During this section of the Meeting, the Chairperson calls for the relevant reports. These reports will include:

### Treasurer's Report

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The Treasurer will present the financial statement and any accounts for payment. He or she ends the report by saying **"I move that this financial report is accepted"**. The Chairperson then asks for a seconder and then conducts the vote;

## Headmaster's Report

The Headmaster will give a brief account of relevant activities within the College since the last meeting. If the Headmaster has any issues he wishes to raise for discussion, these are to be listed in General Business and ideally brought to the notice of the President before the meeting.

## Sub-Committee Reports

Sub-Committees are to table a written report at the general meeting, providing a summary of their activities, a financial report and bring before the meeting any recommendations for motion.

Sub-Committee reports need to be received and passed by the meeting. The Chairperson will ask **"will someone move that all Sub-Committee reports be accepted?"** When someone moves this, the Chairperson then asks, **"Will someone second this?"** The Chairperson will then ask **"Those in favour? Those against? Motion carried. Thank you"**

## General Business

This section of the meeting is reserved for the business that:

- is carried over from the previous sections of the meeting to enable adequate discussion to take place.
- Has been listed for discussion on notice (i.e. provided to the Executive before the meeting for listing), and
- new ideas/motions provided by members present at the meeting (which may be deferred to another meeting).

It is important that adjourned business from previous meetings and notices of motion are dealt with first. After all matters listed on the agenda have been attended to, the Chairperson asks the meeting if there are any further issues which members wish to discuss or to give notice of for the next meeting. If an item requires significant discussion, or for which further exploration or investigation is required, then it should be listed as a matter for future consideration (i.e. matter to be listed on agenda of next meeting).

It is reasonable that the Headmaster is given notice of questions requiring detailed answers or relating to controversial issues. It is also reasonable that all members of the Association be given due notice when significant issues are to be discussed. The Chairperson has the discretion to determine whether an item is discussed or held over for future consideration.

## Closing the Meeting

After all business has been dealt with the Chairperson states the date of the next meeting and declares the meeting closed.

## Annual General Meeting (AGM)

### Meeting Purpose

Annual General Meetings are open to all financial members of the Association.

This annual meeting is held in Term 4 of the College year and includes:

- reporting of the Association's activities during the past year
- election of office-bearers; and
- decisions such as changes to policy affecting the Association's constitution or rules

### Notification

The College community must be advised of an upcoming AGM as per the Association Constitution. Notification will be provided via The Highlander and College calendar. The notification needs to include a statement saying all positions will be made vacant and an election will be held for new office-bearers.

### AGM Agenda

The agenda will include:

- Record of attendances and apologies
- Confirmation and acceptance of previous AGM minutes
- Correspondence in and out
- Headmaster's reflection
- President's annual report
- Treasurer's annual report
- Sub-Committees annual reports (reported from their last AGM)
- Election of the office-bearers
- Election/call for year group representatives
- Special business (where notices of motion have been presented, including proposed Constitution changes)

A nomination form is to be distributed with the Agenda.

### AGM Procedure

The outgoing President welcomes all members and special guests (e.g. scrutineers)

### Apologies are called for

### Minutes from previous AGM are circulated and accepted.

**"Will someone move that the previous AGM minutes be accepted as a true record of the last meeting?"**

When someone moves this, the Chairperson then asks, **"Will someone second this?"** The Chairperson will then ask **"Those in favour? Those against? Motion carried. Thank you."**

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Note: The mover and seconder must have been present at the last meeting.

## **Business rising from minutes**

(if any) arising from these minutes is actioned

## **Correspondence**

only communication relevant to the AGM e.g. letters of apology

## **Presidents Report**

The outgoing President presents the annual report. This report includes activities of the Association during the year and makes recommendations for future direction and acknowledges those who have assisted in the work of the Association.

## **Financial Report**

The outgoing Treasurer presents the annual financial report and moves that it be accepted.

**"I move that this financial report is accepted"**. The Chairperson will then ask for a seconder and then conducts the vote.

## **Sub-Committees Report**

Sub-Committees present their annual report. The President asks that all reports be accepted

- "will someone move that all Sub-Committee reports be accepted?" When someone moves this, the Chairperson then asks, "Will someone second this?" The Chairperson will then ask "Those in favour? Those against? Motion carried. Thank you."

## **Election of Office-bearers**

The Headmaster (returning officer and ex-officio member) declares all positions vacant.

- "In accordance with the Constitution of Scots All Saints College Parents and Friends Association, I would now like to declare all positions of the Association Executive vacant."

The Headmaster advises attendees that:

- Each role will be filled for 12 months;
- Members of the Executive must be members of the Association
- Each position will be elected separately;

The Headmaster calls for nominations for the position of President.

- "I call for nominations for the position of President."
- If any written nominations have been received, the Headmaster will advise who they are and who nominated them. Nominations from the floor are then sought.
- Ask nominee(s) if he/she are prepared to accept the nomination

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- If only one person is nominated, the Headmaster declares the position filled.
- If there is more than one nomination, a secret ballot is held. The scrutineers count the votes and report the result to the Headmaster who announces the successful candidate.

Once this vote is completed the Headmaster asks the elected President to take the Chair

After thanking the Headmaster, the President repeats the above process for all other key office bearers.

- Vice President
- Secretary
- Treasurer
- Committee Members
- Volunteers for year representatives are sought.

If there are no nominations for a position, declare the position open and advise that the incoming executive will seek other nominations for the role and announce at some future time. The outgoing office bearer for that particular position may be asked to fill the vacancy in an interim capacity.

The President thanks the Headmaster and scrutineers and meeting members for their vote

The President seeks nomination for the Committee.

Any special business is called for

**AGM is closed**

## Executive Meetings

### Meeting Purpose

On occasion the Executive Committee may need to meet and discuss matters of the Association. This may be because:

- a decision is required of the Association before the next general meeting; or
- The executive needs to discuss a sensitive or controversial issue before it is included as an item of business at a General Meeting.

### Agenda

Generally, these meetings are informal, and it is not necessary to follow a strict agenda. However, in the interests of transparency, a record of the meeting, discussions and outcomes is minuted by the Secretary.

## Meeting Guidelines

### Meeting Rules

The meeting rules should be followed to maintain an orderly and timely meeting

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- Every person at the meeting has an equal right to be heard and to have his/her point of view considered;
- All qualifying people at the meeting has an equal right to vote on any issue
- To ensure the privacy of College community members, discussion of individuals should not be raised at an Association meeting either directly or by implication.
- Particular incidents should not be discussed unless it is spoken of in a general nature affecting all students
- If personal matters are raised, they should be referred to the Headmaster, so a private discussion can be organised.
- Act openly and frankly - the meeting is the place for discussion, not the carpark afterwards
- Listen to other viewpoints. Seek first an understanding of the view rather than looking for 'holes' in an argument
- Ensure one person speaks at a time - side conversations show disrespect to the person talking

## Common Meeting Procedures

### Motions

A motion is any proposal put to members for gaining a decision. It is an affirmative statement and begins with the words "I move..."

Any person of the Association can put a motion forward.

Once the motion has been put to the meeting, it needs to have someone to 'second' it i.e. to state they support the motion. If the motion is not seconded by anyone the motion lapses and no further discussion follows.

Once the motion has a mover and seconder, the Chairperson repeats the motion and states that it is now 'open for discussion'. The person who moved the motion can speak first, and then all other view-points are heard. No member may speak more than once for or against the motion or repeat any point of view already stated. The member who moved the motion has the right to reply at the end of the discussion.

When all points of view have been heard the Chairperson repeats the motion and calls for 'all those in favour? All those against? And then announces if the motion has been carried. Votes may be made by a show of hands or by 'aye' or 'nay'.

### Amendments

An amendment slightly alters the wording of the motion. It may be used to modify a motion in such a way as to increase its acceptability or to present an alternative of an original motion.

If the amendment seeks to change the motion radically, it is another motion being foreshadowed and should not be accepted by the Chairperson.

## Notice of Motion

A notice of motion is advice given at one meeting of a motion to be discussed at the next. It will form part of the agenda for the next meeting.

If the motion involves the alteration of policy or Constitution, then all members should be given notice for the Motion that is to be tabled at the next meeting.

At the subsequent meeting, a seconder is called for and if one is found the matter will be discussed. If a seconder is not found the motion lapses.

## Point of Order

This is a term used to point out (to the Chairperson) any incorrect procedures at a meeting. If at any stage during the meeting the Chairperson misses a point that ought to have been picked up or queried, a member may simply say 'point of order' and then explain what has been missed.

For example, one member has spoken twice to the same motion, and the Chairperson failed to notice this.

## Rescission of Motion

This is when a motion is moved to overturn a resolution that has been accepted by the members. It cannot be moved at the same meeting which passed the original motion because adequate notice must be given to all members.

## Guidelines for Financial Management

### General Principles

The Association Treasurer coordinates all funds held in the Association's Bank Account and allocates them in consultation with and at the instruction of the appointed representative of each Sub-Committee.

The funds held in the Association Bank Account are assigned to the following Sub-Committees, and to any Sub-Committees formed by minuted approval of a General Meeting of the Association:

- General Association Funds
- Boarders Funds
- Friends of Equestrian (FOE)
- Friends of Pipes and Drums (FOPD)
- Friends of Rugby (FOR)
- Friends of Lithgow Junior College
- Junior and Middle Schools Association (FOJAM)
- Friends of Netball
- Highland Gathering
- Special Purpose Committees

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The balance of General Funds includes the net proceeds of the Uniform Pool, the Highland Gathering, the Spring Fair, and any fund-raising organised by the general Association and not allocated to a Sub-Committee unless alternative allocation is minuted at a General Meeting of the Association.

All references to Sub-Committees include the groups listed above. General Association funds are administered by the Association Executive consisting of the President, Vice-President, Secretary and Treasurer, who may devolve responsibility to committees formed annually for the organisation of the Uniform Pool, the Highland Gathering, the Spring Fair Committee and other fund-raising ventures.

Each Sub-Committee will appoint a representative to liaise with the Association Treasurer, who must be advised of the appointment in writing or by email from the Sub-Committee president or secretary with meeting minutes attached detailing the appointment.

The Association Treasurer will accept instruction solely from the appointed representative with respect to all disbursement transactions related to Sub-Committee funds.

The security of Association funds is always the responsibility of adult members of the College community, and students of the College should never be expected to accept the responsibility of holding or transporting funds collected by or destined for the Association.

The Association accepts responsibility for funds allocated for non-functioning Sub-Committees.

## **Expenditure**

All funds allocated to a Sub-Committee are held for the discretionary disbursement of the Sub-Committee and may not be transferred or disbursed without the express approval of the Sub-Committee, approval being recorded in meeting minutes and supplied with the request for expenditure.

The Association does not hold cash on hand or signed cash cheques, Requests for cash floats must be made with at least 5 working days' notice to allow for co-signing and collection from the branch.

## **Deposits**

All incoming funds are to be deposited in the Association operating account held at <TBC> in Bathurst:

Holder: Scots All Saints College Parents and Friends Association

- BSB: TBC
- Acc #: TBC

It is the responsibility of the Sub-Committee to arrange deposit of funds to be allocated to their sub-account. Arrangements should be made to deposit funds as soon as possible after their receipt. Deposit may be by physical deposit at a branch, or by electronic transfer into the account. The Association Treasurer must be notified of all deposits with relevant details of their origin and allocation. Notification must be by email, preferably from the nominated representative of the relevant Sub-Committee.

If the deposit contains cash, it should be verified by at least two signatories on the cash management form (SASCCashManagementForm.pdf)



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All disbursements will be in the form of a cheque signed and counter-signed by the nominated signatories for the Association Bank Account.

Comprehensive documentation must be held to verify all transactions, and each Sub-Committee is responsible for holding all documentation relating to each transaction in their sub-account. Recognising that it is impossible to obtain prior meeting approval for all expenditure, a summary of all transactions should be presented to the next Sub-Committee meeting after the expenditure takes place for approval. The dollar value of limits on post-expenditure approvals is set in the Association Constitution and may be ascertained by enquiry to the Association Treasurer. A complete set of documentations relating to Sub-Committee financial transactions shall be provided to the Association Treasurer at the end of each term.

All donations and sponsorship accepted in the name of the Association must be receipted either in a sequentially numbered receipt book stamped with the Association stamp (request from the Treasurer), or by electronic invoices or receipts issued by the Treasurer. All donations must be deposited in full in the Association account. Donations and sponsorship are subject to the same allocation guidelines as all other income.

The practice of using cash income to pay cash expenses should be the exception rather than the rule and is unacceptable against donated funds. In cases where cash expenditure is necessary, all receipts detailing cash expenditure must be held by the Sub-Committee to verify net deposits to the bank account. Details of gross income and cash disbursements (including copies of relevant documentation) verified by another Sub-Committee member and reported to the Sub-Committee as part of the fundraising/finance report at a general committee meeting.

Where an individual personally pays expenses on behalf of the Association, all verifying receipts must be presented to the appropriate Sub-Committee before approval of reimbursement.

The Association Treasurer will be responsible for collecting all documentation relating to all funds deposited to and disbursed from General Funds.

The Association Treasurer will provide a summary of Sub-Committee transactions and the balance of funds in the Sub-Committee account on request, with at least 7 days' notice. Notice of a meeting in the College calendar constitutes prior notice. Regardless of the timing of Sub-Committee meetings, reports will be available at the first general Association meeting held each term.

In the event that it is considered appropriate to establish a term deposit or high interest account to hold Association funds, Sub-Committees must notify the Treasurer of any amount they wish to be held in the term deposit on their behalf. Notification must be accompanied by minutes specifying the amount.

Interest from the operating account will be accrued to general funds. Interest from the high interest account will be allocated to the Sub-Committee according to the amount deposited and the length of time it is held in the account.

The Sub-Committees and the College will be informed of any funds unallocated at the end of each term. Any funds remaining unallocated 12 months after deposit will be allocated to General Funds.

## **Cash Handling**

All cash should be double-counted and verified by two individuals, recorded on the cash Management form (SASCCashManagementForm.pdf) and countersigned by both. A copy of this completed and signed form should be provided to the relevant Sub-Committee general meeting.

In situations where funds cannot be deposited immediately, it is possible to store them on College premises by prior arrangement with the Headmaster. It is not permissible to store Association funds personally unless the Association Treasurer or a member of the executive is informed at the time and permission given.

## **Annual Review**

The financial records of the Association will be reviewed annually by an independent reviewer appointed at the AGM. The financial year will be 01 July to 30 June in the next year, and records will be reviewed in time for presentation and adoption at the AGM in Term 4 of the same year. Copies of records related to all financial transactions of each Sub-Committee are to be held and made available on request.

Any follow-up consequent to the review of financial records will be coordinated through the Association executive, reported at a general Association meeting and to the Sub-Committees as appropriate.

## **Other Guidelines**

### **Support to members of the College community in financial hardship**

Due to extraordinary circumstances members of the College community may experience financial hardship.

On a case by case basis the Association may choose to assist those in financial hardship. This could be by assisting with fundraising events or other contributions as agreed by the Association at the time.

### **Association Grievance procedure**

The Scots All Saints College Parents and Friends Association is committed to providing an environment where all Association members have their concerns dealt with in a timely and appropriate manner.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

A grievance or complaint may be received by an executive committee member if it is about a fellow Association member and related to the Association's business. Where a complaint relates to a member of the College staff or a student, the complaint should be lodged directly to the Headmaster.

### **Grievance Principles**

Complainants should not instigate grievances that are frivolous, vexatious or malicious.

Grievances and information arising from the handling of the grievance must be treated confidentially.

Concerns should be raised as early as possible after the incident.

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The principles of natural justice will be observed throughout. This means that the person who has been implicated has the right to be informed about the nature and content of the grievance, has the right to be heard by an unbiased arbitrator and has the right to have a witness present at any discussions.

## **Procedures**

Complainants should endeavour to resolve the issue themselves with the relevant parties, face to face.

If the grievance cannot be resolved informally the complainant should provide written details of their concerns and the grounds for the grievance to the Association President or the Vice President if the complaint is about the President.

Where the complaint is about the Association Executive it may be raised with the Headmaster

The person receiving the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.

The subject of the complaint will be informed, in writing, within seven days of the grievance being lodged. The person will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.

Grievances are to be resolved no later than six weeks after the complaint is lodged.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with the Headmaster.

## **Association Communication**

Effective communication is supported by clear and simple pathways.

## **Association Constitution**

The Constitution is tabled annually at the annual general meeting. All members the executive committees are provided with a copy of the Constitution.

## **Association Handbook**

Copies of the Association Handbook will be available at the annual general meeting. All members of the Association are encouraged to familiarise themselves with the handbook and use it throughout the year. This will promote consistency and good risk management in the Association.

## **Teleconference for boarder parents**

Teleconferencing is available for parents and friends living outside of Bathurst or physically unable to attend meetings.

## Association email accounts

The Association has established email addresses for each executive position and Sub-Committees. These are:

### Executive Committee

- president.sascpfa@outlook.com
- vicepresident.sascpfa@outlook.com
- secretary.sascpfa@outlook.com
- treasurer.sascpfa@outlook.com

### Sub-Committees

- springfair.sascpfa@outlook.com
- highlandgathering.sascpfa@outlook.com
- fojam.sascpfa@outlook.com
- fopd.sascpfa@outlook.com
- [fon.sascpfa@outlook.com](mailto:fon.sascpfa@outlook.com)
- for.sascpfa@outlook.com
- and others as required

### Association account and document store

- sascpfa@outlook.com

The Association President is responsible for the setup and maintenance of email accounts.

## Association Contact list

The Members Register provides a summary of Association members and is updated each annual general meeting and the first meeting of terms 1,2 and 3. The Secretary will circulate this information to all active members.

## Access to parent contacts

The College has an opt-out policy for parents choosing to not provide their contact details to the Association.

At the beginning of each year the College will provide the Association Secretary a list parent contacts who have not opted out.

## Distribution of Minutes

Meeting minutes are the official record of the actions and decisions taken in a meeting. It is not a transcript of the meeting and the decisions and actions are generated by meeting attendees having a genuine desire to ensure the best interests of all stakeholders.

# Scots All Saints College Parents and Friends Association Handbook

The minutes will be distributed to all members listed in the Member Register.