



"A Caring Place!"

Dodges Ferry Primary School Association

Simplifying SA/P&F structure and accounts DRAFT for discussion 17 November 2010

Aim: Simpler working arrangements for Parents & Friends activities within our School Association to remove duplication/red tape and encourage greater parent participation at school.

Approach/options:

1. Confirm and promote our School Association as the decision making forum that brings parents, teachers and community representatives together to oversee the running of our school.
 - a. All P&F type activities are part of the School Association's charter.
 - b. Take a more deliberate focus on how parents and community are involved in the school overall
 - c. Confirm that all policy issues that have recently come through from P&F will continue to come to SA.
 - d. Confirm that SA is the only formal committee with meetings, reporting and accounting responsibilities. All other activities report through SA. No P&F office bearers, no P&F AGM or general meetings but informal event planning as needed with simple reports back to SA exec.
 - e. Continue current P&F cheque account with two of three signatories who are elected SA committee members; P&F activity funds co-ordinators handle event/activity monies; includes typical P&F activities as well as uniform shop. SA treasurer handles banking formalities, reports on account transactions and arranges annual audit before SA AGM.
2. Prepare a 12 month forward plan for P&F type activities and other SA activities.
 - a. Decided at the SA so that all open and agreed in advance
 - b. Parent volunteers put their hands up for specific activities. Each group/team/committee organise themselves with an event leader and funds co-ordinator, do it and report back to the SA in writing and at meetings.
3. Improve communication about SA and P&F activities:
 - a. One page SA purpose/vision, annual plan and contact details
 - b. Step by step event guides or running sheets for typical P&F activities
 - c. Record a brief history of P&F up to this point
 - d. Introduce an annual volunteer award presented at EOY assembly
 - e. Set up a SA website/blog with role, plans, history, who's who etc

In summary:

Simplify, plan ahead and improve communication for all School Association responsibilities including the traditional P&F activities.

Dodges Ferry Primary School

Principal:- David Newlands