

# **PARENTS AND FRIENDS COMMITTEE TERMS OF REFERENCE**

Effective: 3 June 2025

## Table of Contents

<b>1. Terms of Reference Introduction.....</b>	<b>3</b>
<b>2. Overview &amp; Purpose .....</b>	<b>3</b>
<b>3. Values of the Parents and Friends Committee .....</b>	<b>3</b>
<b>4. Glossary of Definitions .....</b>	<b>4</b>
<b>5. Objectives of the Parents and Friends Committee .....</b>	<b>4</b>
<b>6. Management and Structure of the Parents and Friends Committee .....</b>	<b>5</b>
<b>7. Parents and Friends Committee, and Sub-Committee Structure .....</b>	<b>6</b>
<b>8. Roles and Duties of the Parents and Friends Committee Executive .....</b>	<b>8</b>
<b>9. Roles and Duties of the Sub-Committee .....</b>	<b>9</b>
<b>10. Communication Protocol .....</b>	<b>11</b>
<b>11. Consultation.....</b>	<b>11</b>
<b>12. Decision Making .....</b>	<b>11</b>
<b>13. Parents and Friends Committee General Meetings .....</b>	<b>11</b>
<b>14. Annual General Meeting .....</b>	<b>12</b>
<b>15. Out-of-session Business (Flying Minute).....</b>	<b>13</b>
<b>16. Fundraising Activities .....</b>	<b>14</b>
<b>17. Sponsorship Activities.....</b>	<b>14</b>
<b>18. Separated Accounting Requirements.....</b>	<b>15</b>
<b>19. Financial Approvals .....</b>	<b>15</b>
<b>20. Volunteer Requirements .....</b>	<b>16</b>
<b>21. Annual Review of the Terms of Reference.....</b>	<b>16</b>

## 1. Terms of Reference Introduction

This document sets out the operating Terms of Reference (TOR), powers and structure of the St Paul's School Parents and Friends Committee (P&FC). This TOR replaces the previous St Paul's School Supporter's Association (SPSSA), which was an incorporated Association and as such a separate entity to the School.

## 2. Overview & Purpose

The Parents and Friends Committee / Sub-Committee is comprised of current parents (as defined in Section 4 of this TOR) and overseen by an Executive Committee, consisting of a President, Vice President, and Secretary.

The Parents and Friends Committee (P&FC) will be supported by the Director of Business & Operations, Director of Community, Marketing Manager, Events Coordinator, Finance Manager, Head of Sport, Heads of Individual Sports and other relevant St Paul's School staff.

The Parents and Friends Committee will serve to provide a valuable link to the community, building a welcoming and engaging environment by fostering relationships and a sense of community within St Paul's School for the benefit of our students.

The Parents and Friends Committee may also from time to time, contribute resources towards the School to fund initiatives or activities that cannot be generated purely from fees through School wide fundraising events. This will only be with the approval of the Parents and Friends Executive Committee.

## 3. Values of the Parents and Friends Committee

An essential component of the St Paul's School (SPS) community is parental involvement. By volunteering your time or resources, you are helping to create a community which fosters the growth and development of all students at St Paul's. One essential part of this is upholding the values of the School, these being Growth, Belonging, Community & Faith.

Further to these School based values, the Parents and Friends Committee will uphold the following values specific to its own operations and undertakings:

- Valuing all families and fostering a culture in which all families feel that they belong to SPS.
- Working as a team, respecting all parents of SPS and valuing the diversity of opinions, experiences, and ideas.
- Respect for our children, their education and their educational environment and support.
- Respect for SPS leaders, teachers, and support staff.
- Respect for the teaching and learning programs that are offered at SPS.

It is expected that parents participating in these Committees abide by all SPS Policies and Procedures. The following SPS policies are listed for ease of reference.

- [Parent Code of Conduct](#)
- [Social Media Policy](#)
- [Responsible Use of Information Technology](#)
- [Complaints Policies and Procedures](#)
- Sponsorship, Fundraising and Donations Policy and Matrix.
- Volunteer Management Policy and Procedures.

Failure to abide by these policies will result in a review of the appropriateness of identified volunteers' participation within the Committee and potentially our community.

#### 4. Glossary of Definitions

The following terms are contained and used in this document:

**'Friends'** refers to individuals who are connected to the School but are not current parents.

**'Principal'** refers to the person occupying the position of Principal of the School.

**'School'** or **'SPS'** refers to St Paul's School, whose legal name is The Corporation of the Synod of the Diocese of Brisbane trading as St Paul's School.

**'Parent'** refers to a natural parent, legal custodian or decision maker of a minor, but excludes home stay or host parents and delegates of parents.

**'P&FC'** refers to the Parents and Friends Committee of St Paul's School.

**'Executive'** refers to the elected executive members of St Paul's School Parents and Friends Committee.

**'TOR'** refers to this document, being the Terms of Reference for the St Paul's School Parents and Friends Committee.

**'Office Holder'** refers to any Executive Member (President, Vice President, Secretary) of the Parents and Friends Committee.

**'School Executive'** refers to the Senior Leadership Team of St Paul's School, including but not limited to the Principal, Director of Business & Operations, Deputy Principal, and other Senior Leaders as designated by the Principal.

**'Sponsorship Matrix'** refers to a document developed in conjunction with the P&FC and approved by the School that outlines available sponsorship opportunities, levels, and associated benefits. This document governs all sponsorship arrangements entered into in conjunction with the Parents and Friends Committee, and Sponsors.

**'Flying Minute'** refers to a process used by the Parents and Friends Committee to make decisions out-of-session by email when timing does not permit discussion at a formal meeting.

**'Sub-Committee'** refers to a Sub-supports group formed by the Parents and Friends Committee to coordinate specific initiatives, activities or events. These groups operate under the authority of the Parents and Friends Committee and do not hold independent decision-making powers outside their specific initiatives, activities, events or funding for that Sub-Committee.

#### 5. Objectives of the Parents and Friends Committee

The main objective is to pursue and develop an effective partnership between St Paul's School and parent body to enhance educational and co-curricular opportunities for students.

As such, the Parents and Friends Committee has four main objectives:

- Encouraging and assisting parents' involvement with co-curricular sporting and cultural activities that enrich the educational experiences of current students and provide a welcoming family environment.
- Providing support, such as Canteen/BBQ volunteers at on-campus events for both sporting and School run activities as well as social activities to encourage engagement.
- Encouraging, enabling, and administering fundraising projects for the benefit of our students.

- Fostering within the community interest in and understanding of the values, purpose and philosophies of St Paul's School.

## **6. Management and Structure of the Parents and Friends Committee**

- The business and affairs of the Parents and Friends Committee shall be under the management of the School Executive, who will exercise all powers outlined within the TOR.
- Volunteer members of the Parents and Friends Committee Executive office bearers comprises a President, Vice President and Secretary, and a maximum number of four General Members.
- If a Parents and Friends Committee Executive office bearer is unable to fulfil a term of office (two years with maximum three years), they must indicate this in writing to the President and Secretary. In the case where the President and/or Secretary resigns, written notification must also be given to the Vice President and School Executive.
- The term of roles of the Parents and Friends Committee Executive will be held for the two years with maximum three years of nomination.

### **6.1. Parents and Friends Committee Executive Eligibility**

- Any person who is a Parent of SPS (as defined) may be elected to the Parents and Friends Committee Executive at the Annual General Meeting (AGM).
- Each member of the Parents and Friends Committee will hold office, subject to following the Code of Conduct and values of the School, until the conclusion of the Annual General Meeting (AGM) following the date of the members' election but is eligible for re-election subject to the number of terms they have held.
- Executive roles will have a maximum term of three years in one role.
- If a parent is found in breach of the Code of Conduct or any other School policies, the relevant parties will be asked to resign from their current position effective immediately. Consultation with the Principal may occur regarding the possibility of future involvement with the Parents and Friends Committee.
- The Principal reserves the power to remove any office holder from their position, effective immediately. This would occur in writing, with a copy of the letter being provided to the most senior member of the Parents and Friends Committee following the removal of the individual.

### **6.2. Parents and Friends Committee, and Sub-Committee Structure**

- The Parents and Friends Committee is an operating unit of St Paul's School, which is owned and operated by The Corporation of the Synod of the Diocese of Brisbane. As such, insurance policies held by the School will cover the activities of the Committee.
- All positions on the Parents and Friends Committee Executive are voluntary. Members of the Executive do not hold authority to act or speak on behalf of the School, and as such, they are not accountable or liable for any decisions or actions taken by the Parents and Friends Committee. The Executive exists to facilitate parent engagement and support School activities within the scope of this Terms of Reference.
- The Parents and Friends Committee may establish Sub-Committees to assist with the coordination and oversight of specific events, activities, or initiatives. These Sub-Committees operate under the direction of the Parents and Friends Committee and are delegated responsibilities as determined by the Committee. They do not

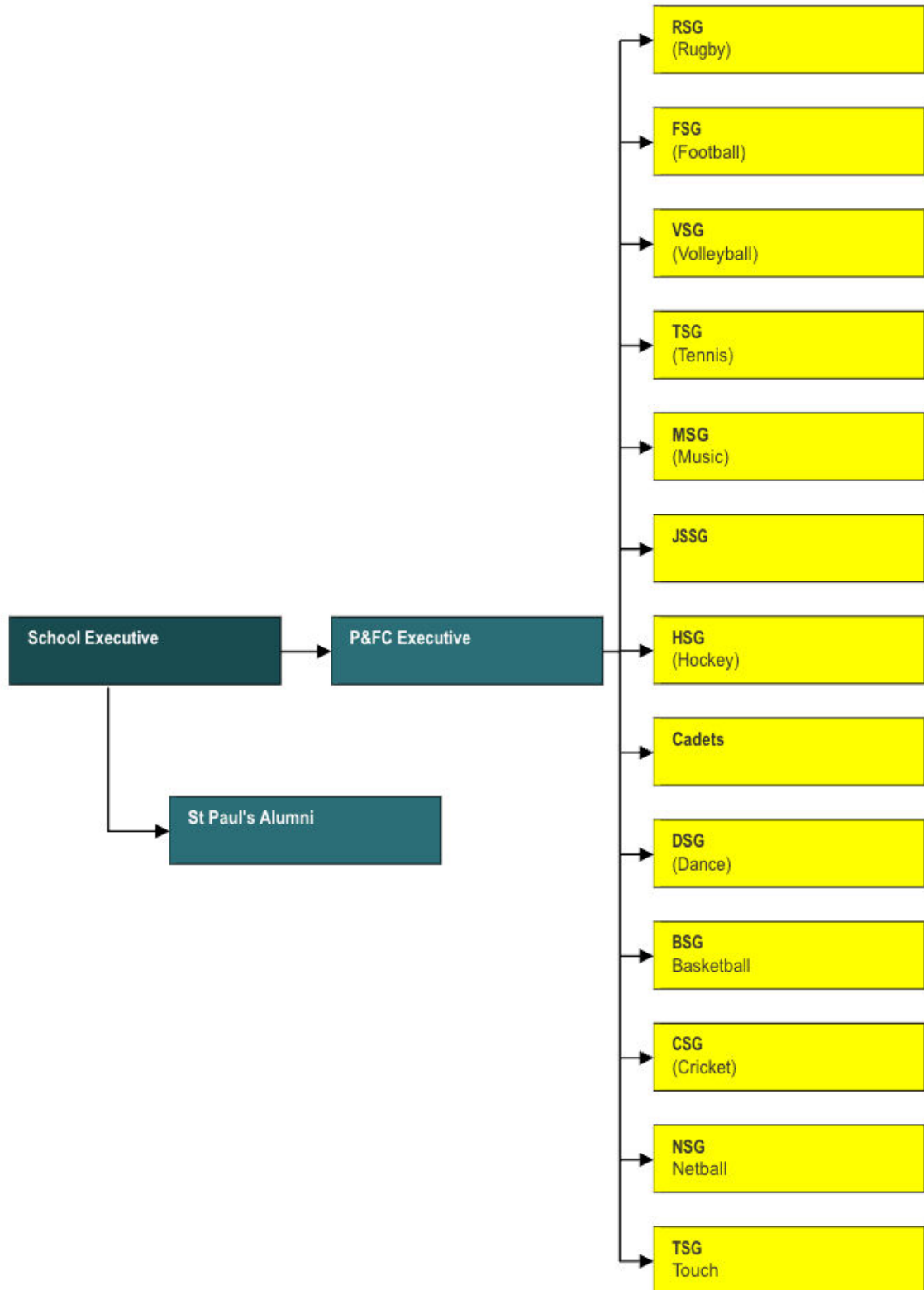
hold any formal powers and may not represent or act on behalf of the School.

- Sub-Committees may be established for ongoing initiatives or for short-term projects. The formation of a new Sub-Committee requires a motion to be raised and approved at a General Meeting of the Parents and Friends Committee. However, SPS staff will not attend meetings of Sub-Committees.

## **7. Parents and Friends Committee, and Sub-Committee Structure**

- The Parents and Friends Committee is an operating unit of St Paul's School, which is owned and operated by The Corporation of the Synod of the Diocese of Brisbane. As such, insurance policies held by the School will cover the activities of the Committee.
- All positions on the Parents and Friends Committee Executive are voluntary. Members of the Executive do not hold authority to act or speak on behalf of the School, and as such, they are not accountable or liable for any decisions or actions taken by the Parents and Friends Committee. The Executive exists to facilitate parent engagement and support School activities within the scope of this Terms of Reference.
- The Parents and Friends Committee may establish Sub-Committees to assist with the coordination and oversight of specific events, activities, or initiatives. These Sub-Committees operate under the direction of the Parents and Friends Committee and are delegated responsibilities as determined by the Committee. They do not hold any formal powers and may not represent or act on behalf of the School.
- Sub-Committees may be established for ongoing initiatives or for short-term projects. The formation of a new Sub-Committee requires a motion to be raised and approved at a General Meeting of the Parents and Friends Committee. However, SPS staff will not attend meetings of Sub-Committees.

## CURRENT STRUCTURE



## 8. Roles and Duties of the Parents and Friends Committee Executive

### 8.1. The duties of the President

The duties of the President and, in the President's absence or inability, the Vice President, include:

- Encourage parent engagement and actively recruit community members and volunteers from the SPS Community.
- Be the conduit for communications between the Parents and Friends Committee and SPS staff.
- Is the authentic voice and spokesperson for the SPS Parent Community.
- Identify ways to increase community engagement and volunteering within SPS.
- Liaise with the Principal, Director of Business & Operations, or Director of Community on any matters that involve the Parents of SPS.
- Chair and convene all meetings of the Parents and Friends Committee.
- Approve the minutes of each meeting, as prepared by the Secretary, before issuing.
- Have a deliberative as well as casting vote when required at all meetings.
- Liaise with the Director of Community and Marketing Manager in the planning of events, activities and funds spent.
- Ensure that parents participating in the Parents and Friends Committee abide by SPS policies and guidelines and notifies the Principal, Director of Business & Operations or Director of Community when parents do not abide by policies.
- Ensure that all elected office bearers perform their respective roles and responsibilities.
- Provide written reports and articles for School publications, communications and newsletters, as required.
- Provide an annual written report to the Parents and Friends Committee at the AGM.

### 8.2. The duties of the Vice President

The duties of the Vice President include:

- Assist the President in the management of the Parents and Friends Committee.
- Convene and chair meetings of the Parents and Friends Committee in the absence of the President.
- Be a conduit for communications between the Parents and Friends Committee and SPS staff, to assist in communicating key Parents and Friends Committee messages and supporting the Marketing Team to drive parent engagement.
- Work closely with the President in the day-to-day affairs of the Parents and Friends Committee.
- Ensure that parents participate in Parents and Friends Committee activities/meetings abide by School policies and guidelines and notify the President, Director of Business & Operations or Director of Community when parents do not abide by policies.

### 8.3. The duties of the Secretary

The duties of the Secretary include:

- Keep copies of the President's report and the Financial Statements and Balance Sheet adopted at the Parents and Friends Committee AGM and the names of Office



bearers elected at the AGM.

- Issue meeting agendas to members at least two business days before scheduled meetings.
- Create minutes of each meeting of the Parents and Friends Committee.
- Keep all the records and minutes of the Parents and Friends Committee. Upload to relevant file server.

#### 8.4. The duties of School Staff on behalf of the Parents and Friends Committee

Below is a list of duties that the St Paul's School staff will undertake on behalf of the Parents and Friends Committee.

- Process and report on all financial aspects of the Parents and Friends Committee, including the provision of monthly account updates to the President and Secretary, and financial statements prior to meetings.
- Manage and process all communications to the School community, including social media, newsletters, emails, and promotional materials, in accordance with the SPS Communication and Social Media Policies.
- Assist in the planning and delivery of events through the Marketing Team's Event Coordinator, including logistical support, risk assessments, and WHS compliance.
- Provide compliance support, including ensuring that all volunteers meet Blue Card and other regulatory requirements, and maintaining volunteer records.
- Support the sponsorship process, including the provision and update of the approved Sponsorship Matrix and vetting proposed sponsors for conflicts or concerns in a timely manner.
- Provide advice on School policies and procedures, ensuring all Parents and Friends Committee activities align with SPS guidelines.
- Facilitate approvals for activities, budgets, or proposals requiring sign-off from the Principal. The Director of Community will act as the point of liaison for these matters.
- Maintain and update the Terms of Reference, ensuring consistency with broader school governance frameworks and supporting the annual review process.

## 9. Roles and Duties of the Sub-Committee

### 9.1. The duties of the President (SC)

The duties of the President and, in the President's absence or inability, the Vice President, include:

- Encourage parent engagement and actively recruit community members and volunteers from the SPS Community.
- Be the conduit for communications between the Sub-Committee and P&FC.
- Is the authentic voice and spokesperson for the Sub-Committee.
- Identify ways to increase community engagement and volunteering within Sub-Committee and the P&FC.
- Liaise with the P&FC on any matters that involve the event or activity.
- Chair and convene all meetings of the Sub-Committee.
- Approve the minutes of each meeting, as prepared by the Secretary, before issuing.
- Have a deliberative as well as casting vote when required at all meetings.
- Liaise with the Director of Community, P&FC Executive and Marketing Manager in the planning of events, activities, support and funds spent.

- Ensure that parents participating in the Parents and Friends Committee abide by SPS policies and guidelines and notifies the P&FC Vice President and Principal, Director of Business & Operations or Director of Community when parents do not abide by policies.
- Ensure that all elected office bearers perform their respective roles and responsibilities.
- Provide written reports and articles for School publications, communications and newsletters, as required.
- Provide an annual written report to the P&FC at the AGM.

### 9.2. The duties of the Vice President (SC)

The duties of the Vice President include:

- Assist the President in the management of the Sub-Committee.
- Convene and chair meetings of the Sub-Committee in the absence of the President.
- Be a conduit for communications between the Sub-Committee, Parents and Friends Committee and SPS staff, to assist in communicating key Sub-Committee messages and supporting the Marketing Team to drive parent engagement.
- Work closely with the President in the day-to-day affairs of the Sub-Committee.
- Ensure that parents participating in Sub-Committee activities/meetings abide by School policies and guidelines and notifies the President, Director of Business & Operations or Director of Community when parents do not abide by policies.

### 9.3. The duties of the Secretary (SC)

The duties of the Secretary include:

- Keep copies of the President's report and the Financial Statements and Balance Sheet adopted at the Sub-Committee AGM and the names of Office bearers elected at the AGM.
- Issue meeting agendas to members at least two business days before scheduled meetings.
- Create minutes of each meeting of the Parents and Friends Committee.
- Keep all the records and minutes of the Parents and Friends Committee. Upload to relevant file server.

### 9.4. The duties of the Treasurer (SC)

The duties of the Treasurer include:

- Keep copies of the financial reports and the Financial Statements, Balance Sheet adopted at the Sub-Committee AGM.
- Complete all banking within 14 days of an activity or events being completed.
- Account for Payment Squares that are assigned to Sub-Committees.
- Manage and account for all petty cash and funds from a set event or activity.
- Required Financial report for Sub-Committee from School before scheduled meetings.
- Create and maintain a funds commitments register for the Sub-Committee.
- Action all Funds reimbursements as per procedures, and within the limit of the Sub-Committee funds available.

## 10. Communication Protocol

- It is acknowledged that SPS owns the SPS brand.
- Approval for use of the Parents and Friends Committee Logo, Sub-Committees or SPS logo will be at the discretion of the Principal, Director of Business & Operations or Marketing Manager.
- The Parents and Friends Committee (including Sub-Committees) will not have the ability to send or distribute communications directly without written approval from the School.
- The Parents and Friends Committee will submit all communication requests (e.g. email, social media etc.) to the Marketing Manager for action, unless written permission to communicate on behalf of the School for specific events/activities is given prior from the School.
- The Parents and Friends Committee will ensure that all social media and communications protocols are followed as per the SPS Social Media Policy
- All communication with parents and the wider community resides with the Principal or her/his assigned delegate.

## 11. Consultation

- The Parents and Friends Committee will consult with its members via a range of mechanisms and will be guided, but not limited, by the results of the consultation in its decision-making.
- The Parents and Friends Committee will regularly invite feedback through SPS communications and respond to correspondence received promptly.
- Executive P&FC members will also engage in informal consultation at organized events or day-to-day interactions with Parents and may share insights at Parents and Friends Committee meetings during a standing agenda item.

## 12. Decision Making

- All activities initiated by the Parents and Friends Committee Executive, requiring the expenditure of Parents and Friends Committee funds, shall be approved in writing by the Principal, or their delegate, before proceeding to implementation; and will not ready available funds under control of the P&FC.
- All Major events, activities and infrastructure decision that the P&FC wish to support will require written approval of the Principal or School Delegate.
- SPS staff hold responsibility for students' educational needs and requirements. The Parents and Friends Committee shall not be involved in these decisions.
- The P&FC or Sub-Committees are unable to enter into any agreement on behalf of the School and will not hold itself out as the agent of the School.
- The P&FC or Sub-Committees must not undertake any activities without the prior written approval of the Principal or School Delegate.
- Recommendations in relation to contractual matters are to be reached by consensus and referred to the Principal to be entered into by proper authority.

## 13. Parents and Friends Committee General Meetings

- The Parents and Friends Committee General Meeting is open to all current St Paul's School parents and friends to attend.
- Meetings will be held once a month during School Terms, at 6.30pm.
- The Parents and Friends Committee welcomes all community members to attend and share information.

- The meeting schedule will be available in the School Calendar.
- The meeting schedule will be publicised on School communication mediums.
- The agenda to be followed at the AGM shall include:
  - Welcome & Opening
  - Apologies
  - Confirmation of the previous Minutes
  - Business arising from the previous minutes
  - Correspondence
  - Presidents Report
  - Financial Report
  - School Report (provided by the Principal or their delegate)
  - Sub-Committee / Event Reports
  - General Business
  - Close Meeting

#### **14. Annual General Meeting**

- All roles will be declared vacant before the AGM, with nominations collected before the AGM and voting on the night of the AGM for Executive roles.
- The term of the roles of the Parents and Friends Committee will be held for the year of nomination.
- The agenda to be followed at the AGM shall include:
  - Welcome & Opening
  - Apologies
  - Confirmation of the previous AGM Minutes
  - Business arising from the previous minutes.
  - Presidents Report
  - Financial Report
  - Election of Committee Members
  - General Business
  - Close Meeting

##### **14.1. Election Process for the Executive Committee**

- At each Annual General Meeting of the Parents and Friends Committee, Parents and Caregivers of the St Paul's School Community at the meeting must elect the Parent's and Friends Committee Executive.
- Executive Committee members may only be elected as follows:
  - The nomination must be made by completing a Nominations Form.
  - Any two members of the Community (the Nominating Members) may nominate another member (the Candidate) to be a Committee member.
  - Submitted nomination forms will then be reviewed by the School Executive to ensure compliance with the School's volunteer process and policies.
  - Any ineligible nominees will be notified directly by the School.
  - Voting for Executive Roles at the AGM
    - If there is only one nomination for a position, the Candidate will be elected to the relevant role if the Candidate receives the votes of a majority of votes from the floor.
    - If there is more than one nomination for a position, the Candidate

who receives the most votes will be elected to the relevant role.

- If two or more candidates each receive an equal number of votes, that is more than those received by any other single candidate, the candidate elected to the role must be decided at the meeting. A second ballot process is required between the tied Candidates.
- If a position is left vacant, and the processes above cannot be followed. In place of voting at the AGM, the nomination will be endorsed by the Principal and voted on by the Parents and Friends Committee at their next meeting or by Flying Minute.

#### 14.2. Election Process for the Sub-Committee

- At each Annual General Meeting of the Sub-Committee, Parents and Caregivers of the St Paul's School Community at the meeting must elect the Sub-Committee Executive.
- Sub-Committee members may only be elected as follows:
  - The nomination must be made by completing a Nominations Form.
  - Any two members of the Community (the Nominating Members) may nominate another member (the Candidate) to be a Committee member.
  - Submitted nomination forms will then be reviewed by the P&FC Executive to ensure compliance with the School's volunteer process and policies.
  - Any ineligible nominees will be notified directly by the P&FC Committee.
  - Voting for Sub-Committee Roles at the AGM
    - If there is only one nomination for a position, the Candidate will be elected to the relevant role if the Candidate receives the votes of a majority of votes from the floor.
    - If there is more than one nomination for a position, the Candidate who receives the most votes will be elected to the relevant role.
    - If two or more candidates each receive an equal number of votes, that is more than those received by any other single candidate, the candidate elected to the role must be decided at the meeting. A second ballot process is required between the tied Candidates.
  - If a position is left vacant, and the processes above cannot be followed. In place of voting at the AGM, the nomination will be endorsed by the P&FC Executive and voted on by the Parents and Friends Committee at their next meeting or by Flying Minute.

#### 15. Out-of-session Business (Flying Minute)

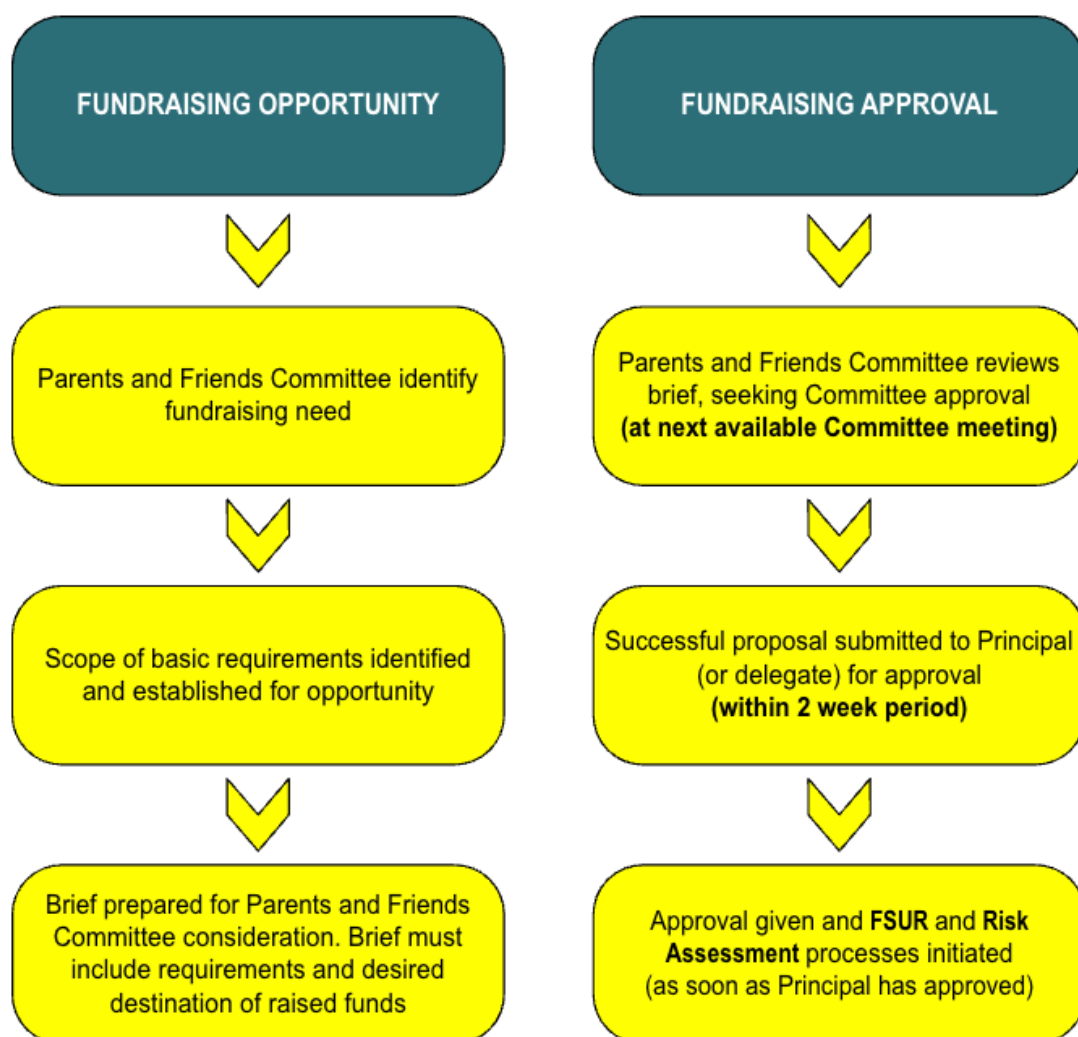
- The Parents and Friends Committee and Sub-Committees will endeavor to undertake business during meetings but may conduct business out of session if necessary.
- The President or his/her delegate will send an email to members of the Parents and Friends Committee clearly outlining matters for decision.
  - The closing date and time for responses shall be specified in the email and will be at least 2 whole business days after the circulation of the email.
  - Members will cast their votes by emailing the Parents and Friends Committee Executive, stating 'Agreed' or 'Not Agreed' in their reply.
  - Members may include comments for consideration if they wish.
  - A decision is agreed upon by a majority of votes. If the votes are equal the President

may exercise a second or casting vote. At least four individual responses (including the President) are required, or the decision shall be deferred to the next Committee meeting.

- The outcome of the vote will be minuted by the Secretary and circulated to the Parents and Friends Committee by email.

## 16. Fundraising Activities

- Events and activities organised by the Parents and Friends Committee will have predetermined financial objectives. In principle and practice, events and activities of the Parents and Friends Committee will be self-financing.
- For all fundraising activities, the Parents and Friends Committee must follow the outlined process.
- All fundraising activities are not to proceed without an objective outlined and permission approved by the Director of Business & Operations with approval required by the Principal for fundraising for building works, sporting tours or investment in School assets.



## 17. Sponsorship Activities

- The School will approve and provide the Parents and Friends Committee with a sponsorship matrix, that will outline the sponsorship packages and levels available to prospective



businesses. This matrix may be amended from time to time.

- The Parents and Friends Committee members may openly seek businesses who may wish to participate in a sponsorship arrangement with the School, using the abovementioned Sponsorship Matrix.
- The Principal (or their delegate) holds final approval on any sponsorship arrangement.
- As outlined within the sponsorship agreement, the School reserves the right to immediately cease any connection with a business.
- The funds raised from these sponsorship arrangements will be distributed as agreed with the School Committee. If requested, funds may be directed directly to a Sub-Committee.
- The School reserves the right to seek its own sponsorship outside those arranged by the Parents and Friends Committee. Any School arranged sponsorships will supersede those arranged by the Parents and Friends Committee. This includes if there is an industry conflict.

## **18. Separated Accounting Requirements**

- Any monies raised from fundraising events or expenses acquired from running canteens or other events will be recorded against the specific Sub-Committee or Event group as has previously been done within the SPSSA.
- For example, the Junior School and Individual Sports (e.g. Rugby, Football, Hockey etc.) will be able to see how much money is accounted to them, transactions that have occurred within the month and any funds raised. These will be aligned with the current reporting requirements. Account updates will be provided on the first business day of the month to the President and Secretary of the Parents and Friends Committee and to the Sub-Committee Treasures.

## **19. Financial Approvals**

- All funds raised through fundraising events, canteen operations, or other activities coordinated by the Parents and Friends Committee or its Sub-Committees will be allocated and recorded under the relevant Parents and Friends Committee or Sub-Committee account. (Consistent with the previous practices of the St Paul's School Supporters' Association (SPSSA)).
- All income generated and any property acquired by the Parents and Friends Committee will be held and managed by the School on behalf of the Committee. These funds and assets are to be used solely to support the Committee's activities and initiatives, in alignment with the objectives outlined in these Terms of Reference and the broader objectives of the School.
- The Committee acknowledges that all funds raised are ultimately for the benefit of St Paul's School Students.
- All income and expenditure will be processed in the name of St Paul's School, with transactions separately tracked as Parents and Friends Committee activities. The School's Finance Manager will provide the President and/or Secretary with a detailed statement of income and expenditure prior to each regular Committee meeting, or upon reasonable written request from the Executive.
- All financial activities must align with the objectives of the Committee and comply with the School's financial policies and procedures.
- Requests for payment or reimbursement must first be approved by the Parents and Friends Committee and then authorised by the Principal (or their delegate) before being processed by the School's Finance Department.
  - However, where a Sub-Committee or event has an approved budget and a designated person(s) responsible for an activity, which are approved and endorsed

by the Committee, that individual may submit payment requests directly to the Finance Department. These requests remain subject to the approval of the Principal (or their delegate).

## 20. Volunteer Requirements

The Parents and Friends Committee Executive is responsible for ensuring that the details of all volunteers participating in any event or activity are properly recorded. Only individuals who have been approved by the School may undertake work or volunteer in connection with the Parents and Friends Committee.

All volunteers must register their attendance prior to commencing any assigned duties. The Executive must also ensure that any required inductions, training, or briefings are completed before a volunteer begins their role.

The School will provide guidance regarding Blue Card requirements under the Working with Children (Risk Management and Screening) Act 2000. Any individual who does not meet the School's compliance requirements, including those related to Blue Card eligibility, will not be permitted to volunteer at Parents and Friends Committee events or hold any position within the Committee.

## 21. Annual Review of the Terms of Reference

- Amendments to this TOR may be proposed by the Parents and Friends Committee at any Parents and Friends Committee General meeting. These suggestions will be considered by the School Executive, and if agreed with, an updated ToR to the next AGM for adoption.
- This TOR may also be amended by the Principal at any time, with formal notice being provided to the Parents and Friends Committee Executive regarding the changes and rationale.

Current As Of	3 June 2025
Approval Authority	Principal
Review Frequency	Every year at AGM
Next Review Date	3 June 2026
Update Summary	V1.0 Initial Version
Publicised To	Community
Document Owner	Director of Business & Operations
Executive Sponsor	Director of Business & Operations
Enquiries Contact	<a href="mailto:R.Nettleton@stpauls.qld.edu.au">R.Nettleton@stpauls.qld.edu.au</a>

Date: 03/06/2025



John O'Sullivan Williams  
**Principal**