



FRIENDS OF FRAYNE COUNCIL CHARTER 2019

Reviewed: October 2019

Preamble

“Good relationships are vital if Catholic schools are to achieve their aims. Both parents and the school need to work at building constructive relationships.”

“Parents need also to support the efforts of schools to assist them with their responsibilities.”

“Parents’ support is critical in the education process. Therefore, we urge parents to use the school processes and opportunities provided to facilitate their involvement.”

“Catholic schools would not exist without the outstanding dedication and contribution of parents. We urge school staff to continue involving parents in the development of the school’s outcomes.”

“We thank parents for all that they currently contribute to Catholic schools. We urge all concerned to support their schools as far as possible.”

From the Mandate of the Catholic Education Commission of Western Australia 2009 – 2015; Promulgated by the Bishops of Western Australia

1. Charter

The Friends of Frayne Council is bound by the policies and directions of the Principal and Ursula Frayne Catholic College in carrying out its duties.

The purpose of this Charter is to provide guidelines and procedures for the operation of the Council as a body of persons able to carry out activities that are specified in the terms of reference. In addition, the Charter outlines the structure, roles and management of the Council.

If the Council ceases to function in accordance with this Charter the Principal may dismiss the Council and acquire all assets and chattels.

2. Rationale

Within the framework of a collaborative structure the Friends of Frayne Council is able to take advantage of the wide range of experience, talent, goodwill and energy in the College community to develop a greater awareness of the College ethos and operation; raise additional funds to augment College programs; build a spirit of community; and provide support for College activities.

The Friends of Frayne Council is distinct from the College Board, which has responsibility for the College’s financial management and capital development.

In exercising its function, the Friends of Frayne Council members shall respect the responsibility that belongs to the Principal and staff of the College to make decisions on matters pertaining to curriculum, discipline and the teaching and learning programme.

3. Structure of the Council

The Friends of Frayne Council has two levels of operation – ‘The Executive Council’ and ‘The Council. ‘Sub-councils’ may be established as the need arises.

Level One - The Executive Council

The Friends of Frayne Executive Council is an elected body consisting of:

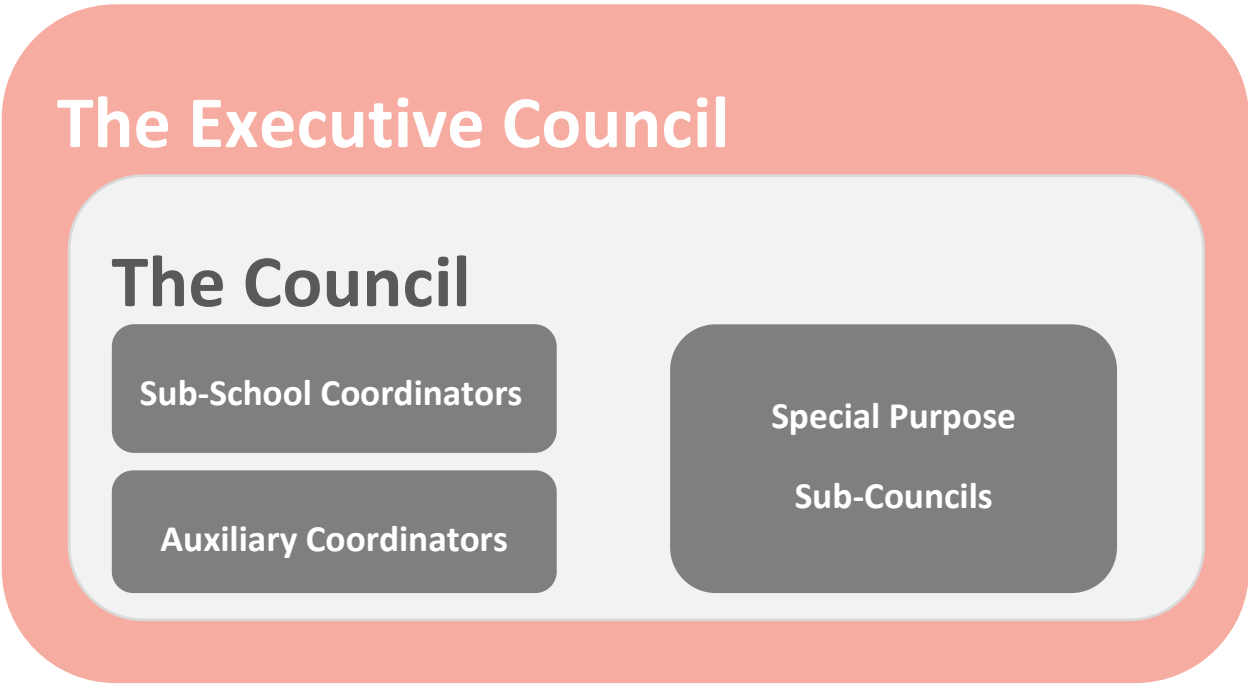
- President
- Duncan Street Campus Coordinator
- Balmoral Street Campus Coordinator
- Secretary
- Treasurer
- Principal or delegate (ex-officio)
- Nominee to the College Board

The duties of each member of the Executive Council are listed in Schedule 1. There must be at least one member of the Executive Council representing parents from each campus.

Level Two – The Council

The Friends of Frayne Council is comprised of The Executive Council, the Sub-School Coordinators, the Auxiliary Coordinators (one per campus) and all members of the Ursula Frayne Catholic College community willing and interested in participating and supporting the aims of the Council.

Additionally, special purpose Sub-councils may be formed by agreement of the Council as required, for example, for a social event.



4. Terms of Reference The Executive Council

- a. To ensure the proper running of the Council.
- b. To assume responsibility for the planning, management and organisation of Council activities and events.
- c. To assume responsibility for all financial and administrative matters relating to Council activities and events.
- d. To hold regular general meetings (no more than two per term), to which all members of the College community are to be invited.
- e. To conduct meetings in a fitting and proper manner.
- f. To encourage wide participation from members of the College community.
- g. To support the Sub-School and Year Level Coordinators
- h. To support the proper running of special purpose sub-councils.
- i. To work closely with the College Principal and Executive Leadership Team to advance the aims of the College.
- j. To recruit new members to the Council.
- k. To ideally hold the position for a minimum of 2 years and maximum of 4 years and may not hold any executive position for more than 6 consecutive years.
- l. In the event that continuation or withdrawal of an elected member cannot be fulfilled, the decision will be at the discretion of the College Principal.
- m. The Coordinator for each campus must have a current student on the campus they represent.

The Council

- a. To elect the Executive Council.
- b. To recruit new members to the Council.
- c. To work closely with the school Principal and Executive Leadership Team to advance the aims of the College.
- d. To encourage active participation of parents through personal involvement in the College programs.
- e. To support the Heads of School with functions involving the spiritual, social, sporting, cultural and educational life of the College.
- f. To oversee the operation and work of the special purpose sub-councils.
- g. To elect two auxiliary coordinators, one for each campus.

Sub-School Coordinators

- a. Preferably the Sub-School Coordinators should have a child in the final year of the sub-school.
- b. To encourage community and connection within the parent group.
- c. To have regular meetings (at least one per term) with their respective Head of School to build relationships and open communication.
- d. To support and liaise with the Campus Coordinator.
- e. To support and liaise with the Year Level Coordinators on the Balmoral Campus in their sub-school.
- f. To support school events and functions that involves their sub-school.
- g. To liaise with the Auxiliary Coordinators.
- h. A Campus Coordinator may also be a sub-school coordinator if a person cannot be found to fill this position.

Auxiliary Coordinators

- a. To coordinate arrangements for specific functions on the College calendar involving parents.
- b. To ensure open communication with Heads of School, Sub-School Coordinators and Special Purpose Sub Councils.
- c. To report the activity of the sub-council at Council meetings.

Special Purpose Sub-councils

- a. To elect a coordinator of the sub-council.
- b. To recruit new members to the sub-council.
- c. To encourage and support new members of the community to participate in College activities and events.
- d. To report the activity of the sub-council at Council meetings.

5. Membership

Council:

All parents of students attending the school are members of the College community and are able to participate in the Council. The Council has open-ended membership, but as a minimum would be comprised of the Executive Council and 1 person representing each sub-school, plus the Principal and Vice Principal of the College.

All members shall pay a compulsory levy. The initial amount for 2017 will be \$50 per family per annum. This amount will be capped for a period of five years after which it will be reviewed annually.

Any indexation will not exceed the consumer pricing index (CPI). Those families receiving fee relief or with a health care card are exempt from the contribution.

Special Purpose Sub-Councils:

Membership in each of the sub-councils will continue for as long as required to complete the specific tasks and aims as outlined in the terms of reference established by the executive committee. All members of the College community are able to participate in any sub-council. The Principal and Vice-Principal are ex-officio members of each sub-Council.

6. Meetings

Council:

The Council will meet no more than twice per school term concluding in November/December. The Principal will consult with the Council when determining the date, time and venue of meetings and, where possible, these dates will be published in the Annual College calendar.

The scheduled meeting will only proceed if a quorum of members is present. A quorum is six (6) Council members, at least one of whom must be a member of the Executive Council, and one of whom must be the Principal or Vice Principal of the College.

The scheduled meeting and agenda must be announced in the Newsletter the week prior to the scheduled meeting date.

The President of the Council can call an extraordinary meeting, as required, giving sufficient notice in order that a quorum is present at such special meetings.

Special Purpose Sub-councils:

Each sub-council, once formed, will make its own arrangements concerning the frequency, date, time and venue of meetings.

7. Decision-making powers.

Council:

Decisions are to be reached through consensus. However, should no consensus be achieved, the decision will be made by the majority vote of members. In the case of a tied decision, the President shall have the casting vote.

Special Purpose Sub-councils:

Each sub-council has the power to make decisions with respect to the purpose it is tasked with.

Special Purpose sub-councils must ensure regular correspondence with their Campus Coordinator and include the President in all correspondence within the college.

The full Council must endorse decisions involving expenditure of more than \$200, before the decision is confirmed. Decisions are to be arrived at by consensus.

8. Elections

All members of the Ursula Frayne Catholic College community are eligible for membership to the Friends of Frayne Council, no election is required. However, elections are required for positions on the Executive Council and Friends of Frayne Nominee to the College Board.

Executive Council:

Elections of Executive Council members are to be conducted at the Annual General Meeting (AGM) of the Friends of Frayne Council, which is held each year to coincide with the AGM of the College Board. The date is published in the College calendar and advertised in the school newsletter.

Nominations for positions on the Executive Council shall be called four weeks before and close one week prior to the AGM. Where insufficient nominations are received, nominations may be received from the floor at the AGM. Nominations may be by self-nomination or from another member of the College community. Should positions not be filled at the AGM, the Council, with the approval of the Principal, can co-opt a person to the vacant position for the remaining term of office of the Executive Council.

Ex-officio members will not assume any office on the Council.

If more than one nomination is received, a closed vote is to be conducted by a person who is not a nominee for the particular position.

Each Executive Council member will hold the position for one year, from the period 1 December to 30 November.

Should an Executive Council member relinquish their position during the year, the Council shall co-opt a new person to the position for the remaining term of office of the Executive Council.

Following the AGM, and prior to the end of the school year, the newly elected Executive Council will convene a meeting of the new Council to:

- facilitate a handover of business from the exiting Council to the incoming Council.
- fill any vacant positions on the new Council or sub-councils.
- undertake preliminary planning of activities and events for the coming year.
- induct the new Council in preparation for the commencement of the new school year.

9. Friends of Frayne Nominee to College Board

The Western Australian Catholic School Board Constitution makes provision for the parents and friends association related to the school to nominate one person to fill a place on the School Board. Although nominated by the Council, the Council member on the College Board does not represent the Council, but is called upon to act as an individual on all voting matters in accordance with the Western Australian Catholic School Board Constitution and to respect the total confidentiality of Board meetings and other matters pertaining to the Board.

If no nomination is received the President will decide the nominee.

The Council President will advise the Board Chair and College Principal prior to the nominee attending their first Board meeting.

The appointment of the Friends of Frayne Council nominee to the College Board expires on 30 November each year. This falls in line with Board Members.

At each meeting of the College Board the Friends of Frayne Council nominee will be required to report on the activities of the Council to the Board.

At each Council meeting, where appropriate, the Friends of Frayne Council nominee to the College Board will report on aspects of the activities of the College Board.

10. Finances

The Treasurer will manage a bank account in the name of 'Friends of Frayne Council'.

The income and expenditure of the Council (and its related sub-councils) will be reported at each meeting of the Council.

The school will remit the levy to the Friends of Frayne bank account no later than 31st March. This will be minuted at the Friends of Frayne meeting immediately following the deposit of funds.

The Council must authorise expenditure greater than \$200. Expenditure of smaller amounts can be authorised by special purpose sub-council, with the consensus of members.

In the event that a council meeting is not imminent, expenditure greater than \$200 must be approved by at least 3 members of the executive council and minuted.

Withdrawal of monies from the account requires the authorisation of two Executive Council members. The President, Treasurer or Secretary will be signatories to the account with the exception of the Debit Card Account. Limited funds of \$1,000 will be kept in this account at any time. For major expenditure, Two Executive Council members will be required to transfer funds.

The Treasurer shall receipt all monies received and deposit such into the Friends of Frayne Council account.

The Principal will report to the Council, from time to time, those items on which expenditure from Council funds has been made.

A minimum reserve will be maintained in the account in order to finance the activities of the incoming Council and its sub-councils. The minimum set is \$5000.

Unallocated funds accumulated during the year, other than the minimum reserve, will be dispersed to the College at the first meeting of the Council in February the following year.

The accounts of the Friends of Frayne Council will be audited annually, as at 31 December, and completed prior to the February meeting. The Auditor must be independent of the Friends of Frayne Council.

Should the Friends of Frayne Council be wound up, all funds remaining after the satisfaction of debts and liabilities shall be paid to the College.

11. Agenda and Minutes

The Secretary will keep a record of all meetings of the Council.

The meeting agenda will be circulated in the College newsletter.

The minutes will be made available on the Friends of Frayne website.

12. Indemnity

The College insurers, Catholic Church Insurances Limited, advise that the College's Public Liability insurance "provides cover for members of unincorporated bodies such as Parents' and Friends' Associations provided that the group is formed with the knowledge and consent of the insured and operates under the insured's control". That is, the activities of the Friends of Frayne Council that are conducted with the approval of the Principal are covered within the scope of the College's Public Liability insurance.

13. Amendments to Charter

Any amendments to the Charter must be endorsed by the Principal.

SCHEDULE 1

Duties and Responsibilities of Executive Council members

President

- Preside at Council meetings.
- Co-ordinates the duties of the Council members.
- Co-ordinates with the Secretary to prepare the meeting agenda.
- Together with the members of the Executive Council, sets the priorities and activities of the Council for the year.
- Prepares newsletter information in co-ordination with other Council members.
- Prepares and presents the Presidents' Annual Report for the Annual General Meeting (AGM) of the Council, and other presentations as required (e.g. Kindergarten Information Evening).
- Attends and represents the Council at formal celebrations as invited by the College.
- Ensures that all administrative and accounting procedures are properly maintained.
- Ensures that all meetings are convened in accordance with this Charter.
- To have regular meetings (at least one per term) with the Principal and/or Vice Principal to build an effective working relationship and foster open communication.

Campus Coordinators

- Liaise closely with the President.
- Report activity of their respective campus at Council meetings.
- Together with the President, supports school events and functions that involve their campus.
- To encourage community and connection within the parent group.
- To have regular meetings (at least one per term) with the Principal and/or Vice Principal to build relationships and open communication.
- To support and liaise with the Sub-School Coordinators.
- To liaise with the Auxiliary Coordinators.
- Must have a child/children on the campus they represent.

Secretary

- Assumes responsibility for all correspondence, in and out, and the dissemination of appropriate information to Council members.
- Records the minutes of Council meeting.
- Distributes the minutes Council meetings to all members within 14 days of Council meetings.
- Upon request, makes the minutes of Council meetings available to members either by hardcopy or electronically.
- Prepares meeting agenda in co-ordination with the Campus Presidents and ensures a copy is forwarded to each Executive Council member, coordinators of Sub-councils and publishes the agenda in the College newsletter at least one week prior to the next meeting.
- Administers Friends of Frayne Laptop.

Treasurer

- Assumes responsibility for the management of Council funds and assets.
- Ensures appropriate prudential controls are observed and maintained.
- Manages the Council's bank account in the name of "Friends of Frayne Council".
- Pays outstanding accounts of the Council.
- Ensure appropriate authorisation and signatories for the withdrawal of Council funds. That is, the President of each campus, Treasurer and Secretary.
- Prepares monthly financial statements for the Council including a statement of income and expenditure and an asset register.
- Reports on the financial status of the Council at each meeting of the Council.
- Receipts all monies received and deposit into Friends of Frayne bank account.
- Prepares and presents the Treasurers report for the Annual General Meeting (AGM) of the Council.
- Liaises with the College Business Manager regarding remittance of the levy to Friends of Frayne

Nominee to the Board

Although nominated by the Council, the Council member on the College Board does not represent the Council, but is called upon to act as an individual on all voting matters in accordance with the Western Australian Catholic School Board Constitution and to respect the total confidentiality of Board meetings and other matters pertaining to the Board. The duties of the Nominee to the board with regards to the Friends of Frayne council are:

- Reports on the activities of the Council to the College Board.
- Reports on aspects of the activities of the College Board at council meetings as they relate to Friends of Frayne Council.

Principal or Delegate

- Provide support and advice to the Council, especially relating to College policies and ethos.
- Deliver a report on the activities of the College at each meeting of the Council.
- Retain ultimate authority for approval of Council activities and events.