



**bethanyparents@gmail.com**



**Bethany Parents and Friends**

# **BETHANY P&F ASSOCIATION**

## **Planning for your 2018 Parents and Friends Association-**

### **The year of playing to our strengths.**

Dear fellow parents,

When we all became parents we all were gifted with a love like to no other as well as a renewed sense of hope for the future. Once we became parents it is fair to say we no longer lived just for ourselves but more for others. We all have hopes and dreams for our children's happiness and success. The children we raise today are the society we are creating for tomorrow.

At Bethany, we are blessed with a dynamic, generous, caring, open and active community that demonstrates Christian values and lives the motto, "in Christ we love and serve". Serve as in showing love and care for one another. In today's world this is truly priceless and a real strength. The Bethany P&F Association makes substantial contribution to this end.

We hope that Bethany students take these values and the spirit with them wherever they may end up in life and they will always have fond and happy memories of their childhood journey at the school.

Bethany is not just the bricks and mortar, the church on the hill, or the resources.

Bethany is YOU, the people who attend the school, the parish, the friendships and relationships that you have made and are yet to make. Bethany is the whole community.

All the research shows that when parents are engaged and involved in their children's education and lives in general, the children have more successes in all areas, academically, socially, emotionally and in life more broadly. Given this, it is important that as parents we consider how we can assist and guide our children towards the best outcomes, for them.

In doing so, there are many opportunities to be part of something bigger than ourselves and with our parent peers we can work together to create the kind of community that fosters all the above. By helping our own children we also help others and we work towards the greater benefit of ALL in collaboration with the school and the parish.



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The Executive committee are very aware of the time pressures that life presents.

As parents ourselves, we face the same challenges as everyone else, family life, work, school, extracurricular activities, spiritual pursuits, social demands and some much needed self-care.

The school has over 600 children and hundreds of families. To spread the task across a greater number of people will definitely make it more achievable and equitable and more sustainable for everyone, now and into the future. Having greater support from fellow parents - this will encourage greater participation, involvement and engagement.

As you may be aware, Bethany Parents and Friends Association currently manages various social and fund raising activities that go towards providing the school with funds to be used for the benefit of the children. This has been running with the help of a relatively small number of people, which makes it difficult to sustain in the long term. If your children have enjoyed the activities that the Association has run over the years and you have not yet had an opportunity to take part, please consider taking an active part next year.

For 2018, you are therefore personally invited to engage more actively with your parent body, in one the following ways.

We propose the following changes and need your input, your engagement and your involvement:

### **CHANGE 1- Grade Representatives – at least 3 per grade**

Each grade will run an event each year. This means each grade representative will work together with the P&F Executive and the school. They will operate within a given budget to organise and supply the volunteers and coordinate the tasks for the successful running of the event allocated to each grade. The event will always be run by that year grade, so that when students move up a grade they know the event that their parents are responsible for coordinating. You will receive guidance and support from the Executive.

If for any reason the Grade that is responsible for that event does not manage the event it does not run in that year. Please note all participation is voluntary, however, the greater number of participants, the better. If people need to step down after one or two terms, the Grade Reps need to actively promote and assist in finding a replacement buddy Rep as soon as possible, so this way the children don't miss out on that event

**Note:** This was discussed at the 11 December P&F General meeting at the school library @ 7pm after feedback was sought and received and those present at the meeting endorsed and supported this change moving forward. If you would like to provide your feedback, please e-mail [bethanyparents@gmail.com](mailto:bethanyparents@gmail.com)

#### For Example:

Kindy – Mufti Days – select theme, prepare advertising, collect and count the funds

Year 1 – Welcome BBQ for kindy and new families to the school – Term 1 each year. & 1 other Fund Raiser event (may vary each year) e.g. Cookie Dough, Raffle

Year 2 – Munch and Crunch's

Year 3 – Family focused event – eg: Barn Dance, Golf Day, Trivia Night, 1 Disco or Movie Night

Year 4 – Mother's Day Stall

Year 5 – Father's Day Stall

Year 6 – 2 Discos and Yr6 Farewell Dinner Fundraising in collaboration with the Bethany Student Representative Council and the school

### **Grade Representatives role**

To facilitate two directional communication with the P&F executive and parents of each respective grade. To attend meetings that involve that grade's event and coordinate the event, including sourcing volunteers, preparation and running of the event. To attend meetings with all other sub committees to provide input, promotion and assistance with other events as required.

## **CHANGE 2. – The creation of the following sub committees**

### **Bethany Social Committee – up to 7 members**

Aims to connect people in a purely social setting, encouraging community engagement, leisure and opportunities for families to foster and grow friendships and mutually respectful relationships –events are open to parish families as well as school families.

Committee members are to liaise with all the grade years and the Grade Reps and organise at least one weekend / evening social event during each school term, e.g. zoo excursion, date night, picnic, beach etc. Additionally they can organise other ad hoc social ongoing events – eg: Men's Shed, Mothercraft groups, social walkers or social runners groups, pram walkers, school holiday group outings etc. We may be able to secure group booking discounts that will be beneficial to families.

Parish families are to be invited to social events and liaison with the Parish Committee is encouraged.

### **Bethany Fund Raising Committee – up to 7 members**

To work closely with the Treasurer and the P&F executive in planning and coordinating the successful operation of major and minor fund raising events throughout the year including assisting with the Grade events.

To meet with the school leadership and the P&F Executive to formulate the fundraising wish list and potential fund raising target for the year. To present the fund raising monies (in conjunction with the P&F executive) to the school at the end of the year for use, the following year for the specified fund raising target, thus ensuring transparency when raising funds throughout the year.

To develop a Sponsorship package offering in conjunction with the P&F Executive and in collaboration with the school.

E.g.

Gold Sponsor	\$500.00 and over
Silver Sponsor	\$250.00 - \$499.00
Bronze Sponsor	\$1.00-\$249.00

Local, small businesses would be encouraged to apply. (The product or service offering should not be contrary to school or parish values).

Monthly sponsors could be advertised on the Association's Social Media page and we also have access to the Parramatta Diocese Parent Representative Council's (PRC) social media page. The Parramatta Diocese has over 40 000 students and their families. That level of exposure would be desirable for potential sponsors.

Advertising of major events would need to be done early to gain major event sponsorship – either donations of goods or services or prizes to be used at events. If you have a local business or work somewhere where you may be able to provide us with some assistance, please make contact with us on bethanyparents@gmail.com.

**Parish / Pastoral Care / Social Justice Committee** – up to **3 members**

To liaise with the school, the parish and external agencies for the benefit of families in our community. The role is limited to sourcing information and promoting the programs and services that are run at various times of the year, acting as a point of contact for people wishing to find out about services and contacts. Ensuring that the P&F executive and the school are aware of the dates and times of the various workshops and services so that they can be actively promoted to our community.

**Hospitality Committee** – **at least 7 members**

To coordinate and organise all the necessary preparations for events where catering and hospitality is required throughout the year. (Not necessarily funded by P&F funds)

This committee will be responsible for ensuring there are sufficient volunteers for each event where hospitality would be required and would liaise with the school, the P&F Executive, the Grade Representatives and the Fund Raising Committee, the Fun Fair Committee.

**Fun Fair Committee** – **at least 5 members**

Committee members to closely liaise with the P&F Executive and the school leadership. Planning to commence in Term 1.

This committee is responsible for planning, liaison with external suppliers, sourcing volunteers, preparation of advertising, communication, logistics, sourcing supplies and running the event. To work closely with the P&F executive, ensuring budget is approved prior to engagement and also work very closely with the school / parish to ensure all necessary preparations have been undertaken as required.

Limited stall places to be offered to Bethany families first by a deadline date, subsequently open to public stall holders. Also to liaise with the Fund Raising Committee and Grade Reps, as required regarding sponsorship and any other fund raising such as the yearly raffle which is traditionally drawn at the Fun Fair.

## **PRC representative and alternate Rep– Parramatta Diocese Parent Representative Council – 2 members**

Delegate from the school to attend PRC meetings (1 per term – 4 per year) usually at other schools within the Diocese or the Diocesan Assembly Centre at Marion St Blacktown on a Monday night 7pm usually in week 6 of each term. Take notes and report back to the school, the P&F Executive and fellow parents on the workshops / meeting details. This may involve a short 5-10 mins of talk time at our General meetings.

## **Parent Information / Education Committee – at least 3 members**

To work closely with the P&F Executive and the school in sourcing speakers / finding out about workshops on topics that are of interest to parents and children in the school. Eg: Cyber safety, Wellbeing, Maths, Reading, Naplan, etc etc. Possibly survey parents for hot topics or do follow up e-mails etc.

## **Governance Representative – 1 or 2 members**

To work closely with the Executive team, particularly the Secretary and the School. This role would involve contribution to the creation and maintenance of a resource toolkit. Communicating and monitoring protocols for digital communication and social media, ensuring event compliance with Child Safety requirements and items of legal significance to the limits of the P&F responsibilities. Liaison with all other committees in relation to the above.

## **EXISTING / OTHER ROLES**

### **Parent Class Helpers**

The call out for class helpers is made at the beginning of each year. Usually for reading groups and other class assistance during art / craft / projects. Parents are asked to write their preferred times and dates on a class list by the class teachers.

### **School Banking Helpers**

Valuable and important service – to assist the children in banking their savings in (Commonwealth Bank) accounts – School will advertise when roles are vacated.

### **School Uniform Shop Helpers**

To provide second hand uniform shop service to school families. School to advertise 2018 opening times and when roles are vacated.

## **Book Club Helpers**

To assist with book club orders. School to advertise when roles are vacated.



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### **P&F Executive Roles 2018**

Additionally the Executive roles of President, Vice President, Treasurer and Secretary are up for nomination in 2018 in week 2 of Term 1 at the Annual General Meeting. Invitations open to everyone, including new entrants to the school.

In the meantime, please do consider the roles and if you would like to nominate, you must do this in writing.

The nomination must be in writing before the meeting commences as per the Bethany Constitution which is on the School website.

Link to the current constitution:

<http://www.bethanyglenmorepark.catholic.edu.au/-/media/Files/CEDP/Sites/Primary/BethanyCatholicPrimaryGlenmorePark-Files/2017-Files/2017-School-Notes/Constitution-for-Bethany-Parents-Association.ashx>

You can bring this nomination with you on the night on Monday 5<sup>th</sup> February 2018 before 7pm or forward to [bethanyparents@gmail.com](mailto:bethanyparents@gmail.com) or complete the form online by Friday 2<sup>nd</sup> February 2018

If sending to the mailbox, please do so at least **by Friday 2<sup>nd</sup> February 2018** so your nomination may be printed and brought to the meeting by one of the 2017 members of the Executive. Only written nominations will be accepted in one of the three formats outlined above.

### **President's Role**

- Preside as chairperson at all meetings
- Ensure the smooth running of all meetings
- Ensure meetings run on time
- Prepare the agenda for General Meetings/Annual General Meetings in collaboration with other members of the Executive Committee.
- Liaise with the Principal and Parish Priest or co-ordinating Parish Priest to prepare the agenda for the executive meetings.
- Liaise with the Principal and Parish Priest or Co-ordinating Parish Priest at all times.



### **Vice-President's Role**

- Assist the president in her/his duties as required.
- Preside as chairperson at meetings in the absence of the President.

### **Secretary's Role**

- Take minutes of all business conducted.
- Ensure minutes are signed by the president at the next meeting.
- Receive and deal with correspondence.
- Maintain copies of correspondence, bulletins and minute books.
- Give notice of the agenda to all members.
- Maintain a Register of members.

### **Treasurer**

- Receive all monies and keep accurate records of monies received.
- Obtain and keep receipts for all monies paid by the Association.
- Bank all monies received.
- Present at each General Meeting a statement of accounts showing receipts and expenditure during the current month together with the current balance.
- Present at the Annual General Meeting an audited statement of accounts.
- Present at the Annual General meeting an anticipated set of accounts for the year ahead (as prepared by the Executive Committee) for approval or amendment by the members of the Association.

Please see attached nomination forms for both the Executive roles and the Sub Committee roles:

**Please come to the next General Meeting:**

**Monday 11<sup>th</sup> December 2017 – Bethany School Library @7pm**

Yours faithfully

2017 Executive Team

Bethany Parents and Friends

Tanya Barnes – 2017 President

Marina Fanucchi – 2017 Vice President

Trace Oostelbos – 2017 Secretary

Andrew Pollicina – 2017 Treasurer