



## Planning Meeting Guidelines

### Parent Group/P&F - School Advisory Council - School Leadership Team

#### Purpose

The (Name of Group) will request that members of the School Advisory Council, School Leadership Team and the P&F Governing Committee come together at the beginning of each year, to develop an agreed plan for friend-raising and fundraising to support the school's goal and objectives, achieved by partnering in a positive and collaborative manner. These goals may be identified through the school improvement plan, the Quality Catholic Education Framework or/and the school's strategic plan.

#### Term

It is anticipated that the term for membership for this group would run from the Annual Committee Meeting to the next Annual Community Meeting. This gives the group the opportunity to work according to the goals and objectives of the school for that year and to set goals that can usually be achieved during that year. It is also noted that P&F members are nominated on an annual basis and so membership of the group may change accordingly.

#### Membership

The group will comprise:

- \* Members of the school leadership team as nominated by the school principal.
- \* Members of the School Advisory Council as nominated by the SAC Chair
- \* Parent leaders drawn through the P&F/parent group—preferably the four members of it's governing committee.
- \* Ideally there would be similar numbers representing each group to ensure fair representation.

#### Meetings

- \* Number of meetings to be determined by the group - one annual meeting, one per term or one per semester.
- \* Meetings will be chaired by (to be decided by group)
- \* Meeting quorum will be half plus one with at least 2 members from each school leaders group.
- \* Decisions ideally to be made by consensus (ie members are satisfied with the decision even though it may not be their first choice). If this is not possible, nominated chair makes final decision.
- \* Meeting agenda and minutes will be provided by (to be decided by group).

#### Roles and Responsibilities of the group

To be agreed on by the group but could include:

- \* Fostering collaboration.
- \* Maintaining a focus on the groups aims and objectives and in particular, the outcomes.
- \* Committing when at all possible to attending the meetings of the group which can be in person or through virtual means eg 'zoom' 'teams' etc.
- \* Sharing all communications and information across all group members.
- \* Making timely decisions and taking action so as not to impede the work of the group.
- \* Championing the group's work, internally and externally.
- \* Notifying the group, as soon as practical of any matter that arises which may affect the work of the group.

#### Amendment, Modification or Variation

These guidelines may be amended, varied or modified in writing after consultation and agreement by the group members.