LINDISFARNE ANGLICAN GRAMMAR SCHOOL
PARENTS AND FRIENDS ASSOCIATION INC

(Referred herein as “P&F”)

2016 OPERATING PLAN
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OVERVIEW
The purpose of this document is to provide a brief overview of the operations, goals and initiatives of the P&F for the 2016 school year. The P&F operates under the Lindisfarne Anglican Grammar School Parents & Friends Association Incorporated Constitution (2011, and amended in 2014) and also within the NSW Office of Fair Trading Not For Profit Associations Incorporated Act (2009).

The Objectives of the P&F
To promote the interests of the school by bringing parents, friends, students and staff into close co-operation;
- To promote and develop a school community in a Christian Environment;
- To assist in providing facilities and equipment for the school;
- To promote the recreation and welfare of the students at the school;
- Providing adequate resources and learning materials to all rooms / facilities so as to enhance our children’s learning in a positive and productive way as agreed with the Principal or delegate;
- Optimise and enhance the current use of infrastructure and facilities;
- To provide support to the School Council and Principal as required.

All members of the P&F and greater school community are to be made aware that the P&F is not a forum in which to raise grievances against the school, staff, students or other parents/guardians. Any party with an issue of this type will be referred back to the school where it will be addressed within existing school policies.

P&F FUNDING PRIORITY
The P&F determines its level of involvement and commitment to the school via a Committee funding priority meeting in October each year. Prior to this meeting, Committee members can survey the school and other parents for funding ideas. The concept of inquiry to the school and families enables the Committee to evaluate where funding can be directed. The P&F will request areas of need to be highlighted to the School Council and Principal for their assessment and possibly factored in for future budgeting purposes.

The P&F (through the President and Treasurer) will then share its priorities with the School Council, Principal and delegates for consistency with the overall strategic direction and priorities of the School. It also allows the chance to identify any synergies with project funding. The School’s budget planning process commences in August, and is largely determined by the end of the school year. Other requests presented to the P&F by the Principal or delegates throughout the year will be considered, within the context of the progress of nominated funding priorities. All requests from staff are to be lodged via the Principal, to determine if the School is already has, or is likely to set aside funds in the future.

Funding Priority Allocations for 2016
- $75,000 for Outdoor learning verandah at the Sunshine Avenue Campus
- $40,000 for resurfacing of tennis courts for multi-purpose use at Mahers Lane Campus
- $6,000 for the Stephanie Alexander Kitchen Garden (Stage 2) at Sunshine Avenue Campus
# EVENTS CALENDAR 2016

<table>
<thead>
<tr>
<th>EVENT</th>
<th>VENUE</th>
<th>DATE</th>
<th>WHO</th>
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</thead>
<tbody>
<tr>
<td>Parent Info Session Stage 1&amp;2</td>
<td>Sunshine Avenue</td>
<td>1st February</td>
<td>Kate Rogers</td>
</tr>
<tr>
<td>Entertainment Books sale</td>
<td>Whole school</td>
<td>End March-May</td>
<td>Julie Marshall</td>
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<tr>
<td>Cross Country Pre-Yr 4</td>
<td>Sunshine Avenue</td>
<td>28th April</td>
<td>Kate Rogers</td>
</tr>
<tr>
<td>Cross Country Yr 5-12</td>
<td>Mahers Lane</td>
<td>28th April</td>
<td>Kylie Potter</td>
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<tr>
<td>Mother’s Day stall Pre</td>
<td>Sunshine Avenue</td>
<td>4th May</td>
<td>Kate Rogers</td>
</tr>
<tr>
<td>Mother’s Day stall K-Yr 4</td>
<td>Sunshine Avenue</td>
<td>6th May</td>
<td>Lesley Greaves, Petria Gorrie, Chrissy Arghyros</td>
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<tr>
<td>Mother’s Day stall Yr 5-6</td>
<td>Mahers Lane</td>
<td>6th May</td>
<td>Madonna Kucharski, Kiri Henry</td>
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<tr>
<td>Mother’s Day High Tea Yr 7-12 mums</td>
<td>Mahers Lane – TSC deck</td>
<td>6th May</td>
<td>Kylie Potter, Virginia Freemann</td>
</tr>
<tr>
<td>Preschool &amp; Kindy parents morning tea</td>
<td>Sunshine Avenue</td>
<td>8th June</td>
<td>Kate Rogers</td>
</tr>
<tr>
<td>Trivia Night</td>
<td>TBA</td>
<td>17th June</td>
<td>Robyn Butel, Kate Rogers, Allison Allo</td>
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<tr>
<td>Fun Athletics Pre-Yr 4</td>
<td>Sunshine Avenue</td>
<td>24th June</td>
<td>Kiri Henry, Matt Kane, Petria Gorrie</td>
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<td>Stage 3 Disco</td>
<td>Mahers Lane (Shed)</td>
<td>12th August</td>
<td>Madonna Kucharski, Kiri Henry, Peta Fahy</td>
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<td>Big Boys Breakfast Pre-Yr 6</td>
<td>Sunshine Avenue</td>
<td>26th August</td>
<td>All Committee</td>
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<td>Big Boys Breakfast Yr 7-12</td>
<td>Mahers Lane</td>
<td>2nd September</td>
<td>All Committee</td>
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<td>Grandparents Morning Tea (Pre- Stage 3)</td>
<td>Both campuses</td>
<td>16th September</td>
<td>Deb Sutton, Petria Gorrie, Virginia Freemann</td>
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<tr>
<td>Year 12 Parents/students farewell breakfast</td>
<td>Mahers Lane (Shed)</td>
<td>21st September</td>
<td>Kate Rogers, Peta Fahy, Madonna Kucharski</td>
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<td>K-2 Swim Carnival</td>
<td>Kingscliff pool</td>
<td>20th October</td>
<td>Kate Rogers, Julie Marshall, Kiri Henry</td>
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<td>Melbourne Cup lunch</td>
<td>TBA</td>
<td>1st November</td>
<td>TBC</td>
</tr>
<tr>
<td>Yr 6 graduation - Parent breakfast</td>
<td>Mahers Lane – TSC deck</td>
<td>November (TBC)</td>
<td>Peta Fahy, Kate Rogers</td>
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</tbody>
</table>

# EVENTS CALENDAR 2017

<table>
<thead>
<tr>
<th>EVENT</th>
<th>VENUE</th>
<th>DATE</th>
<th>WHO</th>
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</thead>
<tbody>
<tr>
<td>FunFest</td>
<td>Sunshine Avenue</td>
<td>2nd September</td>
<td>All Committee</td>
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</table>
OPERATIONAL STRUCTURE

The P&F Management is under the guidance of the following committees:

Executive Committee

President
Vice President
Secretary
Treasurer
Assistant treasurer

The Executive Committee’s role is to manage the affairs of the P&F in terms of the Constitution and this Operating Plan. The Executives Goals are as follows:

- To work closely with the Principal and delegates to promote the interests of the school and our children in a Christian Environment.
- To identify and deliver projects to which the P&F can direct its fundraising activities over the next few years.
- To provide funds to support P&F programs and to supplement the school’s operating and capital budgets.
- The P&F Executive and General Committee will co-ordinate proposed fundraising activities to support the school and Principal’s objectives. Accordingly, from time to time it will be necessary to establish fundraising sub-committees to oversee these events. The sub-committees report back to the P&F Executive at all times. The President or his/her representative shall ex officio be a member of all sub-committees.
- To ensure adequate transparency and interaction between the P&F and the wider school community through regular communication.
- Succession planning. To ensure sufficient people are ready to replace incumbent committee members not standing for re-election annually.

General Committee

In addition to the Executive Committee, the P&F structure also allows for a General Committee which can include up to seven members including the Public Officer.

The General Committee supports the Executive in terms of voting on funding requests, voting on other business matters and assisting the executive on sub-committee roles.

- For larger or specialized activities, it may be necessary to set up P&F sub-committees to assist planning, organization and delivery.
- NOTE: Each sub-committee is run by a group of parent volunteers. Their roles and responsibilities should be aligned with those of the P&F and tailored specifically for the fundraising activity.
- Responsibilities of the P&F sub-committees
  - Manage the operation as determined by the P&F Executive.
  - Provide ongoing feedback and/or written reports on progress / projects / funding requirements / and financial reporting as requested by the P&F Executive.
PROJECTS FUNDED
The P&F has funded several projects over the past years which include:

2012
- $6,246 for new library chairs
- $20,000 for air-conditioning for the Library
- $4,318 for audio and video equipment for “Ngahriyah”
- $10,900 new mobile library shelving

2013
- $10,500 for upright piano for Sunshine Avenue Campus
- $55,000 for Sunshine Avenue Campus playground
- $52,000 for the Sunshine Avenue Campus covered walkway
- $9,000 for sporting shirts and equipment (representative sports)
- $57,000 Seating and Audio Visual Equipment for Mahers Lane Campus Theatre
- $1,000 ‘Keeping Teens Safe’ information session for school community

2014
- $40,000 for Stage 3 playground
- $5,000 for Stephanie Alexander Kitchen Garden (Stage 1)
- $6,500 for Mathematics resources
- $2,500 for Sunshine Avenue Campus Literacy Festival
- $2,300 for long jump pits at Mahers Lane Campus
- $4,400 for Senior Study room air conditioning

2015
- $2,100 for Heart rate monitors and Vertical Leap Yard stick
- $50,000 Barista Equipment for Trade Skills Centre
- $11,000 for Recording Studio equipment
- $4,500 Information Workshop for school community

2016
- $30,000 Gymnasium equipment for Trade Skills Centre
- $75,000 Outdoor learning verandah at Sunshine Avenue Campus
- $6,000 for Stage 2 Stephanie Alexander kitchen
P&F MEETINGS
Meetings are held at the Mahers Lane Campus. Meeting dates for 2016 are as follows:

General Meetings
16th February (6:30pm DST) Mahers Lane Campus Library
5th April AGM (6:00pm DST) Mahers Lane Campus Library
7th June (6.00pm) Mahers Lane Campus Library
2nd August (6.00pm) Mahers Lane Campus Library
20th September (6:30pm DST) Mahers Lane Campus Library
15th November (6:30pm DST) Mahers Lane Campus Library

Executive and General Committee Meetings
Term 1 Tuesday 8th March (1pm DST) – Mahers Lane Campus Library, Room RC12
Term 2 Tuesday 24th May (1pm) – Mahers Lane Campus Library, Room RC12
Term 3 Tuesday 6th September (1pm) – Mahers Lane Campus Library, Room RC12
Term 4 Tuesday 18th October (1pm DST) – Mahers Lane Campus Library, Room RC12

The General Meetings provide the wider parent body with a regular formal opportunity to meet with their elected parent representatives and the Principal and delegates. All proposed agenda items are to be submitted to the P&F Secretary at least 24 hours prior to the meeting. The agenda items may be determined by the Executive prior to the meeting to check for compliance with the P&F purpose and objectives. Any requested agenda item not accepted will be referred back to the proposer with the reason.

In general meetings:
• Aim to be informal, friendly, inviting.
• Are minuted, approved at the following meeting and minutes posted on the school website generally within a week of each meeting.
• The Principal and delegates usually attend meetings. The Principal presents a short report at each meeting.
• Each sub-committee of the P&F reports briefly on any developments / issues / problems.

In addition, ad-hoc meetings of the Executive Committee are held as required and will be minuted accordingly.
ANNUAL SCHOOL AWARDS

The P&F supports student achievement via various awards presented at the Annual Speech Nights. These are presented for the following categories:

Parent and Friends School Spirit and Service Award
Awarded to students who have demonstrated outstanding school spirit and service. *Four x $50 vouchers to be awarded to a student meeting the criteria from Years P-3, Years 4-6, Years 7-9, Years 10-12. This will be selected by teachers via the Principal in collaboration with the P&F.*

The Dr Jim York Memorial Bursary
Awarded by the Parents and Friends in memory of the late Dr Jim York. Awarded to a continuing Year 11 student who has demonstrated the following criteria: highly compassionate, active in the community, dedicated to his/her studies, high degree of social justice, has shown an interest in the Sciences or Medicine, displays an eagerness to impart knowledge to help their fellow students. *The bursary is $500 credited to the fees account for the recipient.*

SUMMARY OF ROLE DESCRIPTIONS
Detailed below are descriptions of duties for the main office bearers of the P&F Executive Committee. The job descriptions should be used as a guide only. It is anticipated that they will remain flexible to change in consultation with the School Principal, parent community and those holding these positions.

**President**
- Responsible for the overall functioning of the P&F. Chairs the General Meetings or appoints an alternate.
- Attend and Chair Special (Ad-hoc) Meetings.
- Liaise with the Principal or delegates to support activities relating to the School.
- Represent the P&F at School Functions as required.
- Responsible to ensure all projects are planned, and support the teams in implementation to meet time and budgetary measures/requirements agreed to by the P&F Executive.
- Agree on financial reporting requirements per project in conjunction with the Treasurer and agree on payment schedules and notice periods required.
- Ensure Audited Annual Financials are available for the AGM to ensure compliance with constitution and relevant legal and reporting requirements.

**Vice President**
- Attend General Meetings.
- Represent the P&F at nominated Functions / Fundraisers.
- Deputise for the President when necessary at Meetings.
- Deputise for the President at School Functions as required.
- Support the President and other office bearers of the P&F as required.

**Secretary**
- Responsible for general correspondence of the P&F.
- Prepares minutes of P&F meetings; alerts school community to upcoming P&F meetings via the Principal or delegates in the newsletter.
• Maintain an up-to-date contact and email distribution list of P&F members.
• Receive and sort out incoming correspondence.
• Prepare outgoing correspondence.
• Co-ordinates activities associated with P&F Annual General Meeting.
• Attend and take minutes at General Meetings, Executive Meetings, Committee Meetings and informal meetings as required.
• Prepare and distribute agenda for General Meetings in consultation with the President.
• Distribute Minutes of Meetings in order for changes to be made and updated prior to the next Committee meeting.

Treasurer / Assistant Treasurer

Due to the responsibility of these positions, appointment to these roles will only be considered and offered subject to:

• Executive Approval
• Possible Screening Process including background checks
• Verification of Financial and/or business experience
• Familiarity with accounting Software

There are three independent areas of responsibilities. These are:

• Paying
• Receiving
• Reporting (Including liaising with Auditors re preparation of Audited Annual returns)

A description of what is required is set out below. NOTE: These descriptions also apply to the various sub-committees that are operational within the P&F.

PAYING
• Request for Payment

Request for payment is to come via the school principal on the designated request form (copy appended to this document). Mostly these requests are received by email or personal contact at school. All requests for payment will be actioned and paid within a reasonable time frame depending on the circumstances involving the payment.

Where possible, the P&F is to be provided with 3 quotes for the requested expense to ensure maximum value for the payment is evident.

• Authorising Payment

All payment requests need to be checked to ensure that they are in order to pay via approval by the P&F committee and minuted accordingly. Signatures from these parties are to be obtained (i.e. person to sign on the face of the invoice) to authorise payment.

• Processing Payment

A Cheque Requisition Form is to be made out for each payment stating the purpose of the payment, the amount, the invoice number, the cheque number, date and method of payment (EFT preferred) etc. The invoice and any other supporting documentation need to be stapled to it. This is very important for audit purposes and an invoice or docket needs to be obtained for
each payment. Please ensure that the original invoice is attached. Emails are not acceptable as the only documentation. All payments require two signatories.

• Filing payment records

File all completed cheque requisition forms along with relevant documentation in cheque order number. These records are then ready at any time for reporting and auditing purposes.

On a monthly basis this file needs to be available for the Treasurer to update MYOB, complete Bank Reconciliations and Formal Reports which will be presented at the monthly P&F Committee meetings.

RECEIVING
The receipt of income is received via the P&F Levy, Event Sponsorships and Fundraising Receipts.

• Fundraising Receipts (Cash Handling)

When a fundraising event is organised, receipts of cash tend to be on mass and banking needs to be prompt and carefully attended to. As individual detail is not required for these receipts, processing can be made in what manner is most suitable for the person/s involved. The priority is to ensure that money is banked as soon as possible.

Communication of where and how the money is exchanged is up to the fundraising people concerned and this will naturally follow with those involved.

All cash is to be counted in the presence of two adults, preferably both being members of the P&F.

Detailed processing procedures are available on request to the Treasurer. On a monthly basis, all receipt information needs to be updated on MYOB for Bank Reconciliation and Reporting purposes.

REPORTING
• Responsibility for entering all transactions – receipts and payments – into MYOB, reconciling the bank statements and providing reconciled treasurers reports to the P&F
• Finalising the end of year accounts to the auditors for the P&F and various sub-committees. Presenting these to the P&F along with the audit report for signing and presenting copy of accounts to the P & F.
• Key Dates for the Provision of Annual Audited Financials are as follows:
  January   Finalise MYOB inputs and reconcile to Treasurers Reports/Cheque & Deposit Books Etc
  February  Liaise with Dickfos Dunn (Auditors) and arrange for handover of files
  March     Receive draft financials, forward to Executive and General Committees for review and commentary. Once done, return to Dickfos Dunn for completion of annual returns and final audited financials.

Assistant Treasurer
• Attend General Meetings.
• Represent the P&F at nominated Functions / Fundraisers in assistant treasurer capacity
• Deputise for the Treasurer when necessary at Meetings.
• Deputise for the Treasurer at School Functions as required.
• Support the President and other office bearers of the P&F as required.

Public Officer
• Notifying NSW Fair Trading of any change in the Association's official address within 28 days
• Collecting all Association documents from former committee members and delivering the documents to the new committee member
• Returning all Association documents to a committee member within 14 days, upon vacating office
• Lodging an annual summary of financial affairs, with the prescribed fee, within 1 month of the association’s annual general meeting
• Acting as the official contact for the Association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible,
• Custody of any documents as required by the constitution
• Actively participating in P&F meetings and contributing time and expertise as required.
**APPENDIX**

**EVENTS MASTER**

**Lindisfarne P&F**

**EVENT**

**LOCATION**

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**ORGANISATION COMMITTEE**

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<thead>
<tr>
<th>Name</th>
<th>Item</th>
<th>Email</th>
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**INCOME**

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<tr>
<th>Units X Price</th>
<th>Total</th>
<th>Receipts Banked – Date and Account</th>
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Less: Adjustments- Provide Details

-$

Units used for Promotion/short paid/write offs

Total Income $ 

**EXPENSES**

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<tr>
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<th>Cost</th>
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Total from Attached $
Attach invoices

**NET PROFIT

*RECOMMENDATIONS FOR FUTURE EVENTS-
Comments to improve

*PROVIDE DISC WITH PAPERWORK PROFORMAS-
Fliers, Letters, Permission Slips
Database of contacts copied to disc where applicable

*THANKYOU LETTERS SENT

*NEWSLETTER INCLUSION

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<th>Items Required</th>
<th>Quantity</th>
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