

# **Albany Junior High School Parents' Forum – Constitution**

## **Objectives**

The primary objective of the Albany Junior High School Parents Forum [AJHSPF] is to foster parent and community involvement in Albany Junior High school for the benefit of all students. The Parents' Forum will also co-operate with the Board of Trustees (BOT) and school staff to assist with school activities.

## **Mission Statement**

The main undertaking of the AJHSPF is to provide a context for parents to discuss issues concerning the school as they arise with Teacher representatives, Senior Management and a Board of Trustees representative. It will provide a forum for consultation and parent feedback through discussion that will help to guide the school in their decision making processes.

Parents will be asked to contribute a voluntary annual donation towards the Parents Forum to spend on projects that directly benefit the majority of students' learning as decided through unanimous decision by the Parents Forum.

A sub committee will be formed of parents interested in fundraising for the school. They will meet prior to the main meeting and report back to the Parents Forum.

All meetings will be preceded by an Agenda promulgated to all parents and staff, and minutes will be circulated after the meeting.

## **Membership**

All parents of students at AJHS are, of right, members of the AJHSPF and are welcome at all meetings

## **AJHSPF Executive**

The AJHSPF Executive will consist of a Chairperson, Secretary, Treasurer, Staff representative and Board member. An election for these positions will be held at the AGM.

## **Annual General Meeting**

The Annual General Meeting (AGM) will be held within the month prior to the BOT AGM.

The agenda shall include the following items:

- Minutes of the previous AGM

- Chairpersons Report
- Financial Statement (Audited Accounts for approval)
- Election of FOS Executive (Chairperson, Secretary, Treasurer)

General Business

## **Meetings**

The Parents' Forum will hold regular meetings. Usually on the second Tuesday of the month. Dates will be advertised in the school newsletter and on the notice board.

A quorum of 6 members, including at least 2 members of the Executive, is required to conduct a meeting.

Decisions are generally made by consensus. If this is not clear it will be put to a vote. Each AJHSPF member will have one vote. In the event of a tie the Chairperson will make a casting vote. In exceptional circumstances the issue may be referred to the BOT for resolution.

## **Finance**

All money received or paid by the AJHSPF must go through the AJHSPF current cheque account. The signatories for this account will be the AJHSPF Chairperson and the Treasurer.

Funds held in the AJHSPF account are for items purchased from the wish list or items agreed to at a PFA meeting and BOT meeting.

At the start of each term the Senior Management will prioritise the needs of the school through a "Wish List." The AJHSPF will then decide which of these projects it will support and the amount of funds they wish to contribute.

### **As a guide, the criteria are that:**

- Projects should be of a nature that benefit the majority of students within the school
- Projects should enhance student learning opportunities
- Projects should be those not normally funded through the operations grant
- Be within a \$5,000 limit for anyone project, although this can be exceeded with a two thirds majority vote.

During the year AJHSPF may choose to raise funds for items outside the Wish List where the item has a value exceeding \$2000. This purchase must be approved at a PF meeting and must also be approved by the School Principal and BOT Chairperson. Purchase of these items will be completed in the same way as primary items from the wish list.

The accounts for each calendar year will be audited by a person a nominated by the BOT. The final audited accounts will be presented at the PF AGM for approval and then passed on to the BOT.

**Winding up of AJHSPF**

In the unlikely event that the PF decides to disband all funds will be immediately transferred to Albany Junior High School Board of Trustees.

Date:

Signed:

Chairperson PF \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Principal \_\_\_\_\_

Chairperson (BOT) \_\_\_\_\_