



# MANOORA

## PRIMARY SCHOOL

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## PARENT CLUB STANDING ORDERS

### STANDING ORDERS FOR PARENT CLUB

#### Relationship with the Governing Council

- The Manoora Primary School Parent Club is affiliated with the Manoora Primary School Governing Council, in accordance with section 86 of the Act
- The affiliated Parent Club will nominate a member to the Governing Council, to ensure accurate reporting of Parent Club activities.

#### How Parent Club Add Value to the School

- Encourage parents to become involved in the school in various ways
- Raise funds for the school
- Manage school uniform stock
- Assist Governing Council in effective consultation with the school community.

#### Outside of Scope of P&F

- Parent Club is **not** a link between the school and parents with concerns regarding an issue at school; there is a Department for Education approved school Grievance Procedure which should be followed.

#### Eligibility

A person is eligible for membership if that person:

- is a parent of a student at Manoora Primary School
- is a member of the school community with an interest in the wellbeing and education of students of the school.

#### Levels of Membership and Communication

- There is a group who attend formal Parent Club committee meetings
- A wider network of people help with events as they are able to
- All of the above maybe included in a Parent Club email contact list (with permission) to receive meeting notes and other documentation
- Parent Club have a Facebook page available to all with access and a Facebook group for informal communication

- The Principal and Parent Club Chairperson engage in meaningful ongoing communication at least twice per term
- The Principal endeavours to read Parent Club agendas and minutes
- The Principal attends Parent Club meetings (or parts of) as possible.

### **Meetings**

- Notice of AGM is communicated via MPS Parent Club Facebook page and through the school newsletter
- Agendas for AGM and general meetings are distributed in the seven days preceding the meeting via the email distribution list, onto MPS Parent Club Facebook page and/or through the school newsletter
- The quorum for a meeting will be president or nominee, secretary or nominee and at least one other person able to attend (minimum of three people)
- The president must facilitate full and balanced participation by members present at a meeting and decide upon the manner in which meetings are conducted and matters of order
- Minutes of meetings are to be distributed within two weeks of the meeting
- Minutes are kept in a folder in the school front office and on the administration server.

### **Finances**

- Parent Club finances are managed through the school as per Department expectations
- The Treasurer liaises with the school Finance Officer in preparation of finance reports for each meeting and AGM
- Parent Club finances are audited within the annual Manoora Primary School financial audit.