



MANOORA

PRIMARY SCHOOL

Barrier Highway
MANOORA SA 5414

PRINCIPAL STEVE CORNISH

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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

- Committee who attend formal Parent Club meetings.
- A wider network of people help with events as they are able to.
- All of the above may be included in a Parent Club email contact list (with permission) to receive meeting notes and other documentation.
- Parent Club have an email contact list and the Manoora PS Facebook page available to allow access and 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 email, text 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, 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.

Principal: Steve Cornish

Chairperson Governing Council: Nathan Voigt

Date: 28th July 2023

Signature: 

Signature: 

Review Date: 28th July 2024