



Terms of Reference

Parents and Community Subcommittee

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1. Title of committee

Parents and Community subcommittee

2. Purpose of committee

This committee exists to:

- raise funds for the school
- allocate funds raised through a process of consultation
- provide the parent community an opportunity to interact
- coordinate whole school fundraising events
- seek support from the broader school community for fundraising events
- seek input from students, staff and the broader school community on school fundraising events.

3. Membership

Membership of the Parents and Community subcommittee includes:

- governing council representative(s)
- site leader or their delegate
- any interested parent or carers of children currently enrolled

4. Meetings

Meetings are held on Thursdays at 6.00pm twice a term in the staff room, and are scheduled prior to fundraising events.

- each meeting is chaired by the governing council representative
- meeting agendas and minutes will be organized by the Chair or nominee
- a quorum will be half the regular membership plus one (50% plus one)
- committee meetings can be attended by all parents
- committee members can submit a written proxy vote if a member is unable to attend
- submissions to the committee must be addressed to the chairperson
- voting is to be done by committee members only
- extra meeting may be held for special events.

5. Sharing information

Minutes are kept on the governing council team drive and are accessed by the chair or nominee who will make these available to non-governing council members.

6. Review

Terms of reference are to be reviewed at the first meeting of the school year, and the committee stands for the school year.



