



TERMS OF REFERENCE

POINT VIEW SCHOOL FAMILY & FRIENDS

1 NAME

The name of the Board of Trustees sub-committee is 'Point View School Family & Friends'.

2 OBJECTIVES

- 2.1 To provide a communication link between students and their parents/caregivers, the Principal and staff, and the Board of Trustees.
- 2.2 To enhance the schools' sense of community.
- 2.3 To help raise funds to provide improved facilities, resources and opportunities for the school community, as defined in the Point View School Charter.

3 ATTAINING OBJECTS

The sub-committee shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the group.

4 PROPERTY OF THE FAMILY & FRIENDS SUB-COMMITTEE

The sub-committee must apply all property and income towards the promotion of the objects or purposes of the group and no part of that property or income to be paid or otherwise distributed, directly or indirectly, to members of the sub-committee, except in good faith in the promotion of those objects or purposes.

5 POWERS OF THE FAMILY & FRIENDS SUB-COMMITTEE

- 5.1 To acquire, hold, deal with, and dispose of any Family & Friends property;
- 5.2 To invest its money –
 - (i) in any security in which monies may be invested; or
 - (ii) in any other manner authorised by the rules of the Board of Trustees;
- 5.3 To appoint agents to transact any Family & Friends business on its behalf for reward or otherwise;
- 5.4 To accept donations and gifts in accordance with the objects of Family & Friends;
- 5.5 To print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the sub-committee;
- 5.6 To provide gifts and prizes in accordance with Family & Friends objects;
- 5.7 To organise social events for members and the promotion of Family &

- Friends;
- 5.8 To enter into any other contract the sub-committee considers necessary or desirable.

6 MEMBERSHIP

Eligibility

- 6.1 Any parent/caregiver, staff member, Board member or member of the local community who subscribes to the above objectives is eligible to be a member of Family & Friends B.o.T. sub-committee.
- 6.2 Membership shall be open to any person who wishes to further the interests of the group.
- 6.3 Each person admitted to membership shall be bound by the Family & Friends Terms of Reference.

7 EXECUTIVE COMMITTEE

- 7.1 Management of the Association shall be vested in the Executive Committee elected by the members at the Annual General Meeting and consisting of;
- i) Chairperson
 - ii) Secretary
 - iii) Treasurer
 - iv) Principal
 - v) Staff Member
 - vi) PVS Board of Trustees member
- 7.1.1 The former three candidates must be nominated, seconded and elected by members of Family & Friends at the Annual General Meeting. Nominations for office holders can be made in writing to the Secretary by 3pm one day prior to the AGM.
- 7.1.2 If there are no written nominations for the designated positions, nominations will be called for from those present at the AGM.
- 7.1.3 In the event that there are no nominations the Executive Committee shall have the power to fill the positions.
- 7.2 No person shall hold more than one position on the Executive Committee at any one time. A person shall cease to be a member of the Executive Committee at the conclusion of the Annual General Meeting and will be eligible for re-election.
- 7.3 A member of the Executive Committee may lose their seat on the committee for the following;
- 7.3.1 Absence from three or more meetings without leave of absence.
- 7.4 The Executive Committee shall have the power to appoint sub-committees and to co-opt the services of persons responsible to the committee, to carry out special works as the need arises.

8 TERMINATION OF MEMBERSHIP

- 8.1 Any person's membership may be terminated by the following events;
- i) Resignation
 - ii) Expulsion
- 8.2 The Executive Committee shall have the power to suspend or expel any member of the Association for:
- i) Breach of the Family & Friends Terms of Reference.
 - ii) By any act detrimental to the Family & Friends group.

After having undertaken due inquiry

- 8.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a Special Meeting called for such purpose, and the decision of the Special Meeting shall be final.
- 8.4 Any member may resign voluntarily by giving written notice to the Committee

9 POWERS OF THE EXECUTIVE COMMITTEE

- 9.1 The Executive Committee shall carry out the day-to-day running of Family & Friends and shall have the power to:
 - 9.1.1 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;
 - 9.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Executive Committee passes all payments;
 - 9.1.3 Adjudicate on all matters brought before it which in any way affect the Association.
 - 9.1.4 Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members;
 - 9.1.5 Should a vacancy occur on the Executive Committee during the season, the Executive Committee shall appoint a successor until the next Annual General Meeting.
 - 9.1.6 Appoint an officer/s or agent of the Executive Committee to have custody of the Association's records, documents and securities.

10 ANNUAL GENERAL MEETINGS

- 11.1 The Annual General Meeting of the sub-committee must be held by the end of Term One.
- 11.2 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting to members.
- 11.3 All members may attend the Annual General Meeting.
- 11.4 The quorum at the Annual General Meeting shall be a minimum of ten (10) members including at least two (2) of the Executive Committee, including the B.o.T. member. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
- 11.5 The agenda for an Annual General Meeting shall be
 - 1 Welcome
 - 2 Apologies
 - 3 Confirmation of Minutes of previous Annual General Meeting
 - 4 Principals Report
 - 5 Chairpersons Report
 - 6 Presentation of Treasurer's Annual Financial Statements
 - 7 Adoption of Annual Reports
 - 8 Election of New Executive
 - 9 Vote of thanks to outgoing Executive

- 10 Urgent general business
- 11 Closure

12 GENERAL COMMITTEE MEETINGS

- 12.1 General Meetings may be called by the Executive Committee or at the request of the Chairperson and Secretary or on the written request of five members of Family & Friends.
- 12.2 The Secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.
- 12.3 The quorum at the General Meeting shall be a minimum of five (5) members and must include at least one executive committee member.
- 12.4 There shall be no less than eight meetings per calendar year. Meeting dates will be set at the first meeting of the new committee for a new year.
- 12.5 The committee shall cause proper records to be kept of its proceedings, including a contact list for all interested parties.
- 12.6 An agenda will be published two days prior to a Family & Friends meeting.
- 12.7 The Chairperson may, with the majority consent of the committee, adjourn any meeting from time to time and reschedule or arrange a Special Meeting. No business shall be transacted at any rescheduled / Special Meeting other than the business left unfinished at the meeting from which the adjournment took place.

13 VOTING

Voting powers at the Annual General Meeting and General Meetings:

- 13.1 The Chairperson shall be entitled to a deliberate vote and, in the event of a tied vote; the Chairperson shall exercise a casting vote.
- 13.2 Each individual member present shall have one (1) vote.
- 13.3 Questions submitted to the meeting shall be decided on a simple majority by show of hands or ballot as directed by the Chairperson
- 13.4 Proxy voting will be valid on circulated written motions
- 13.5 All written motions amended during the meeting will render proxy votes null and void

14 FINANCE

- 14.1 The funds of Family & Friends shall consist of donations and any sums raised in the name of the sub-committee.
- 14.2 All Family & Friends funds shall be deposited into the Point View School bank account with a unique identifying code.
- 14.3 Executive Committee members can give joint approval to spend up to \$100 of Family & Friends funds without a committee vote.
- 14.4 Any decision to expend Family & Friends funds over \$100 must be presented as a motion to the committee. This needs to be approved and seconded by a majority of those present at the monthly committee meetings.
- 14.5 Any accounts due by Family & Friends shall be paid by cheque after having being passed for payment at the committee meeting. When immediate payment is necessary, account/s shall be paid and the action endorsed at the next committee meeting. All reimbursements will have been signed off and appropriate form completed.

- 14.6 A statement showing the financial position of Family & Friends shall be tabled at each committee meeting by the Treasurer which includes
 - 14.6.1 Current bank balance showing the split between committed funds and uncommitted funds
 - 14.6.2 Deposits and outgoings of the general account
 - 14.6.3 Accounts to be approved for payment
- 14.7 A statement of Income and Expenditure shall be submitted to the Annual General Meeting.
- 14.8 The Family & Friends financial year shall commence on January 1st each year. The accounts, books and all financial records of the sub-committee shall be subject to audit in accordance with PVS accounts processes.
- 14.09 The sub-committee may hold any funds raised by the Student Council, on their behalf. The Student Council, under the guidance of the Principal/Deputy Principal may release funds for purchases that are for the benefit of the school or the school community.
- 14.10 Family & Friends may make donations of funds to the Board of Trustees with or without recommendations for its expenditure.

15 COMMUNICATION

Minutes will be sent via email to all parties on the contact list, or a hard copy distributed to the eldest child if no email. Minutes will also be published on the Point View School website. Copies will be sent to the Principal, Deputy Principals, Board of Trustee representative/s, school office secretary and the classroom liaisons.

16 ALTERATIONS TO THE TERMS OF REFERENCE

- 16.1 No alteration, repeal or addition shall be made to the Terms of Reference except at the Annual General Meeting or Special Meeting called for that purpose and notice of all motions to alter, repeal or add to the Terms of Reference shall be given to members seven (7) days prior to the Annual General Meeting, or seven (7) days prior to a Special Meeting called for such purpose.
- 16.2 The Secretary shall forward such notices of motion to each Committee member at least seven (7) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting or Special Meeting.
- 16.3 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting or Special Meeting, as the case may be.

17 DISSOLUTION

- 17.1 The sub-committee may be wound up by a resolution to this effect passed by a two thirds majority of Members present at the Special Meeting for this purpose.
- 17.2 Any surplus assets after all liabilities have been settled will be gifted to the Board of Trustees. Members shall not benefit from any surplus on winding up.

18 EXECUTION

The Terms of Reference shall be dated and shall be deemed to come into force on the _____ and shall be binding on all members until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are passed

We the undersigned agree to the adoption of the Point View School Family & Friends Terms of Reference and hereby adopt these rules

This _____ day of _____ year _____.

Signed:

Chairperson: _____

Secretary: _____

Treasurer: _____

Principal: _____

BoT Chairperson: _____