We Need YOU!

Does it “just happen”? Does your child or your family love our:

- Family Fun Night, Pancake Tuesday
- Mother’s Day Stall, Mother’s Day Afternoon Tea
- Father’s Day Stall, Father’s Day Breakfast
- Subway Day

Well, all of these fantastic events that we enjoy so much at St. Peter’s need to be organised by someone; they don’t “just happen”.

We need your help!

Please come and join the Parents & Friends and get involved with the school community, for as little or as much time as you can spare. “Many hands makes light work” - John Heywood

Help us to continue to provide these great events for our school community, because without the support of the St Peter’s families, these events can’t continue.

The Parents & Friends Annual General Meeting is coming up on Thursday 5th December at 7.00pm in the Staff Room to elect the 2014 Parents & Friends Committee.

If you or a friend are interested in joining the committee please complete the nomination form attached. Please come and show your support.

How our fundraising has helped the school

- Outside PA/Speaker system, Grade 6 Graduation memento
- iPads, Wakakirri, Sashes for Sacraments, Assembly Mats
- School Outdoor Shelter, Computers
An invitation is extended from the Parents & Friends to all of the St. Peter’s school community to attend the Annual General Meeting (AGM) on Thursday 5th December, 2013 at 7.00pm in the Staff Room, Administration Building.

We will be electing our new Parents & Friends committee for 2014, so if you think you might like to be part of the Parents & Friends committee, or would like to nominate someone, please come along.

PROTOCOL FOR A COMMITTEE POSITION NOMINATION
All Parents & Friends positions are declared vacant at the AGM.

Written nominations for all Parents & Friends committee positions will commence on Monday 18th November, 2013. Nomination forms may be submitted at the Office prior to the AGM and are available from the Office if required. Verbal nominations will also be taken “from the floor” on the evening at the AGM.

COMMITTEE POSITIONS
President:
- Acts as the chairperson of the meetings.
- Be the spokesperson for the P&F as required i.e.: at Assembly, Prep Orientations etc.
- Attend monthly committee meetings.
- Oversees the running of the P&F and coordinates events with the committee and school.
- Bank signatory.
Vice President:
- Assists the President as required and stands in for the President when required.
- Advertising P&F monthly meetings in the school newsletter.
- Attend monthly committee meetings.
Secretary:
- The preparation and circulating of the agenda prior to a meeting.
- The taking and circulation of the minutes from the monthly meeting.
- Dealing with incoming correspondence.
- Assists with publications to be placed in/or sent home with the school newsletter.
- Attend monthly committee meetings.
Treasurer:
- To keep detailed accounts.
- To prepare and supply a financial report to the monthly meetings.
- In conjunction with convener of any P&F event, will count and record all monies received and bank such monies.
- To prepare an Annual Financial Statement for the AGM.
- Attend monthly committee meetings.
- Bank signatory.
Parents & Friends Board Representative:
- Attend monthly committee meetings.
- Attend monthly board meetings; submit any requests on behalf of the P&F with regards to Healthy Eating Policy.
Class Parent Representative:
- Attend monthly committee meetings on a rostered basis across the year level.
- Assist at workshops and events.
- Liaise with the Executive Committee and Parent community to assist with the organisation of events and workshops.
COMMITTEE MEMBER
Nomination Form

I, _____________________________, wish to nominate for a position on the St. Peter Apostle Primary School Parents & Friends Committee.

Preferred position:

Executive Committee
President ☐  Vice President ☐
Secretary ☐  Treasurer ☐

Parent & Friends School Board Representative ☐

Class Parent Representatives
Grade Prep ☐  Grade One ☐  Grade Two ☐
Grade Three ☐  Grade Four ☐  Grade Five ☐
Grade Six ☐

I hold a Working with Children’s Check:
Yes ☐  No ☐
(If yes, please check with the Office that the School have a copy)

Signature: _____________________________
Contact No: _____________________________
Name of child: _____________________________  2013 Grade: ___________
2014 PARENT HELPER
Availability Form

I, ____________________________, am unable to commit to a position on the Parents & Friends Committee in 2014. However, I would like to register as a helper, and I am happy to be contacted by the Parents & Friends when required.

Days I am available to help:

Monday  □       Tuesday  □       Wednesday  □
Thursday □       Friday  □

I hold a Working with Children’s Check:

Yes  □       No  □
(If yes, please check with the Office that the School have a copy)

Signature: __________________________________________

Contact No: _________________________________________

Name of child:_______________________________________ 2013 Grade: ___________

Nb: We understand your circumstances may change, please just let us know.