

Parents and Friends Handbook



St Columba College
A joint Anglican and Catholic College

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Charter for Parents & Caregivers

In selecting
St Columba College
for your child, you
choose an educational
environment united in
faith in the traditions
of the Anglican and
Catholic Churches.

This Charter for Parents and Caregivers of St Columba College acknowledges and promotes the various roles of parents as integral members of this faith-based educational community.

Parents have the following roles:

- Partners
- Educators
- Decision Makers
- Life-Long Learners
- Advocates
- Leaders and Role Models

The key statements in this Charter capture the unique opportunities and responsibilities of parents that accompany these roles. They recognise:

- The contribution that parents make by valuing the joint Anglican and Catholic identity of our College and the expression of our Christian ethos
- Parents as the primary and continuing educators of their children
- The critical importance of partnerships between parents, families and schools
- Responsibility for the education of students in our College is shared by the College and parents.
- The shared responsibility for the moral, spiritual, emotional and social development of students in our College
- The importance of positive and constructive working relationships between parents, families and our College

As integral partners in the life of St Columba College's Anglican and Catholic educational community, parents are expected to:

- Value and respect the joint Anglican and Catholic identity of the College, its relationship to (its) parish communities and the expression of its unity in faith through rituals, traditions, use of symbols and the teaching of Anglican and Catholic beliefs

- Actively support their child's participation, and commit to a personal participation, in the College's Catholic and Anglican rituals, traditions, celebrations and outreach programs
- Lead the development of, and share with the College, the responsibility for their child's spiritual, moral, social and emotional development
- Model Christian values of; love of God, love for neighbour, hope, compassion, peace, hospitality, faith, respect, love of learning and witnessing to God's amazing love for each person.
- Value and respect the diversity of faiths and cultures within the College community
- Contribute to a welcoming and inclusive College community

As partners in the education of their children, parents are expected to:

- Support their children's learning at school and home
- Contribute to the life of the College in ways that reflect their interests, skills, experience and capacity to do so
- Respect and actively support College policies and expectations
- Contribute to consultation and decision making processes available to parents (e.g. College Membership, Parents & Friends Association, Parent / Teacher Interviews)
- Work collaboratively with teachers and staff
- Respect the skills, knowledge and experience of College leaders and teachers
- Work toward resolving grievances by discussion, negotiation and respect for the College community

- Access information and resources provided by the College to support them in their role as the primary educators of their children
- Support their child's consistent and punctual attendance at school
- Fulfil their obligation to pay all fees and levies in a timely manner, and if difficulties arise to actively work with the College to seek out mutually suitable arrangements for their payment
- Contribute to a culture where privacy and confidentiality are assured
- Act as positive advocates for their children
- Contribute to the development of a safe and healthy environment for students, staff and the wider College community
- Acknowledge and support the work of the College Council and associated committees
- Promote and encourage among the parent community a collective responsibility to support the Charter for Parents and Caregivers of St Columba College

In holding positions of responsibility within the St Columba College community, parent leaders are expected to:

- Act as an example within the College community, by modelling a belief in God who loves us absolutely and thus calls us to believe that everyone matters absolutely.
- Work constructively with the Principal, the staff and the wider College community
- Act as advocates for all College policies and expectations within the parent community
- Build and nurture a sense of community

1.1 WHAT IS A PARENTS & FRIENDS ASSOCIATION?

Parent engagement and involvement is at the heart of St Columba College, as parents and care givers are at the heart of the development and learning of their children. St Columba College also recognises the importance of the role of the family and encourages strong collaboration, interaction and partnership with parents and carers in a variety of formal and informal ways.

St Columba College Parents and Friends Association (P&F) is a formal group which facilitates this involvement and contribution of parents and carers within the faith-life and educational goals of St Columba College. It has a task of working alongside the Principal, Deputy Principal and College Council to ensure that the College's social interactions, fundraising and parent support are of the highest quality and life giving to all members of the community.

The P&F exists to:

- Δ Promote and foster partnerships between parents, students, staff and the Parishes.
- Δ Support opportunities for parents to meet formally and regularly in a collaborative, accessible forum with staff to discuss matters pertaining to the education of students.
- Δ Provide a forum for discussion and feedback to College Council regarding policy development and review.
- Δ Promote fundraising to enrich the overall learning environment offered to students at St Columba College.
- Δ Support the ongoing maintenance and development of buildings and grounds.
- Δ Provide representation to and maintain contact with The Federation of Parents and Friends Associations of South Australia Catholic Schools Inc.

1.2 LIMITATIONS

The P&F has no authority over:

- Δ School staffing issues;
- Δ Educational issues relevant to specific students; and,
- Δ Financial decisions without consultation with, and approval of, the College Principal.

The P&F is a Sub Group of the College Council operating from a clearly articulated 'Charter'. The P&F has no legal entity separate from the College. It is a consultative body established under the auspices of the College Principal.

Therefore the P&F must recognise the need to act with respect for:

- Δ The authority and responsibility the College Principal has in making decisions relating to the College and/ or any activity using the College's name;
- Δ The unique ecumenical nature of the College and;
- Δ Any establish protocols of the College

1.3 MEMBERSHIP

Membership of the P&F is open to:

- Δ All parents/ carers of students enrolled at the College.
- Δ School staff;
- Δ The Principal, Deputy, Head of Schools, Marketing Manager, College Council Chairperson, ex-officio of the Association and all its committees.

*Ex-officio members are members by right of office held. They have the same rights as ordinary members, including voting.

1.4 MANAGEMENT

Executive Committee

The P&F is managed by the Executive Committee.

The Executive consists of the:

- Δ Chairperson
- Δ Vice Chairperson
- Δ Treasurer
- Δ Secretary
- Δ The Principal or delegate

It is the function of the Executive Committee to:

- Δ Plan, manage and organise the smooth running of the P&F in accordance to the Charter.
- Δ Ensure that the P&F work collaboratively and cooperatively with the College Principal.
- Δ Meet with the Principal or delegate prior to all meetings to form the Agenda and discuss the focus of the P&F meeting.
- Δ Work in collaboration with the College Council in establishing the list of 'priority' projects in any one year.

Role of the Chairperson

It is the Chairperson's role to:

- Δ Provide leadership and direction for the P&F;
- Δ Be responsible for the co-ordination of the Executive Committee;
- Δ Ensure that all members are supported and have the opportunity to put ideas forward during meetings;

Δ Schedule, plan and preside over all meetings of the P&F;

Δ Present a written Report to the Annual General Meeting;

Δ Work collaboratively and cooperatively with the Principal regarding the activities of the Parents and Friends Association;

Δ Assist the College's Principal and/or the College Council as required;

Δ Ensure an Agenda is prepared and circulated with the help of other Executive members;

Δ Ensure a quorum is present at each meeting;

Δ Ensure a punctual start and finish of meetings as stipulated by the Agenda;

Δ Ensure all motions and amendments are put in clearly understood terms and related to the business of the meeting;

Δ Ensure the control of the meeting is maintained; and

Δ After impartially hearing all views on the matter and with the consent of the meeting declared discussion closed and put a question/ motion to the vote. This can be done by a show of hands or by secret ballot as required.

The Chairperson's role in discussions at meetings:

The Chairperson must remain impartial in a discussion. They must ensure that all points on both sides are raised and thoroughly debated. If the Chairperson has strong views on the matter being discussed, then they should step down and from the Chair for that particular discussion to enable them to speak from the floor. Therefore the Vice Chairperson or another Executive member must take the Chair for the duration of the discussion.

The Chairperson's role in voting at meetings:

The Chairperson can exercise a casting vote if voting is tied.

Role of the Vice Chairperson

The main role of the Vice Chairperson is to fulfil the role of the Chairperson in their absence or when required.

Key responsibilities are:

- Δ Assist the Chairperson.
- Δ Chair meetings in the absence of the Chairperson.
- Δ Carry out all the duties of the Chairperson as appropriate in the absence of the Chairperson.

Role of the Secretary

Δ Arrange the Agenda and Minutes for General Meetings, Special General Meetings and the Annual General Meeting of the Parents and Friends Association.

Δ Attend to the correspondence as directed by the Executive Committee.

Δ Keep accurate minutes of all meetings ensuring a copy is kept in the P&F Archives. A copy of all minutes is also to be distributed to the College Principal, Executive Committee and the College Council within five (5) working days of the meeting.

Δ Ensure that the minutes are signed by the Chairperson at the next meeting.

The Secretary is integral to the efficient operation of the P&F.

At the meeting The Secretary should:

- Δ Record attendance
- Δ Provide copies of the Agenda for the attendees;
- Δ Record all important discussions and decisions made;
- Δ Have available any documents that relate to the Agenda;
- Δ Distribute important reports and other incoming material as required.

Minutes of Meetings should include:

- Δ Start/ Finish times;
- Δ A list of those present, apologies and date of next meeting;
- Δ A record of all decisions and motions (including names of movers and seconders);
- Δ A concise summary of reports given and discussions had at the meeting;

Role of the Treasurer

Responsibility for the P&F finances rests with both the Treasurer and the College Business Manager. The treasurer is responsible for all financial dealings of the P&F including any sub-committees, such as fundraising.

When the College undergoes its yearly audit, the P&F accounts will be audited at the same time.

To safeguard the P&F funds a Treasurer has a number of key functions to perform including:

- Δ Preparing financial reports for each General Meeting and the Annual General Meeting, or upon the request if the members with at least fourteen days notice.
- Δ Ensure that minutes of meetings appropriately and accurately reflect decisions relating to any financial matter.
- Δ Attend to correspondence regarding financial matters as directed by the Chairperson.
- Δ Meet regularly with the College Business Manager as requested by him or her.
- Δ Collate all money taken from events and present them to the College Bursar for banking.
- Δ Passing on financial records to the succeeding Treasurer in good order.

2.1 GENERAL MEETINGS

Purpose

General Meetings are regular meetings that deal with the ongoing business of the P&F. They provide a regular opportunity for the involvement of the wider College Community.

Frequency

A General Meeting is held monthly, generally the second Wednesday of each month, or occasionally more frequently if required for specific organisation of a College event.

Notification

Notification of each General Meeting appears in the College Newsletter prior to the Meeting.

Quorum

A quorum is the minimum number of people required to undertake a meeting.

At all Executive Committee Meetings of the P&F Association, three persons shall constitute a quorum with one being the Principal or his/her delegate.

Six (6) members of the P&F body including two members of the Executive Committee shall constitute a quorum at all General Meetings.

If after 15 minutes of the time set down for the meeting, a quorum is not present, the meeting shall proceed with an understanding that no decisions can be made. If during the course of the meeting a quorum does emerge, decisions can then be taken.

Agenda

An Agenda will be provided for each meeting.

Items for the Agenda is to be submitted to the Secretary or Chairperson seven school working days before the meeting.

Copies of the Agenda will be available three school working days before the set date of the meeting.

A copy of the Agenda will be given to the Principal at least three school working days before the set date of the meeting.

The Agenda for any General Meeting should include:

1. Prayer & Welcome
2. Record of Attendance & Apologies
3. Confirmation and acceptance of the Minutes of previous meeting
4. Business arising from minutes of previous meeting
5. Correspondence in and out
6. Guest Speaker (If Any)
7. Principal's Report
8. Chairperson's report
9. Treasurer's report
10. General Business:
 - a. Matters held over from previous sections of the meeting
 - b. Matters on notice
 - c. Matters for future consideration
11. WHS
12. Conclusion & Prayer

Motions

A motion is a proposal put to members at a meeting for the purpose of gaining a decision. It can be expressed by saying "I move that...." Keep the motion short and simple. You may also like to write down your motion and hand it to the Chairperson to read out.

Any member of the Association can put forward a motion.

Once a motion has been put forward, it will need to be seconded by someone. The Chairperson will often ask "Will someone second the motion?" If no one seconds the motion than the motion can be proposed at a future meeting.

PROCEDURE: HOW TO RUN A GENERAL MEETING

Opening

The Chairperson declares the meeting open, welcomes members and leads the group in prayer and an Acknowledgement of Country. It is important to start the meeting at the advertised starting time.

Apologies

The Chairperson calls for any apologies that are to be noted or may ask members to write the name of those who have sent their apology in the attendance book.

Minutes of the Previous Meeting

These need to be formally accepted by the meeting. This can be done in one of the following ways:

- Δ The Secretary may read the minutes aloud to the meeting; or
- Δ If the minutes have been circulated beforehand, the Chairperson may ask that someone move that the minutes be taken as read, then calls for a seconder and a vote.

Note: If an error exists in the minutes, it must be brought to the attention of the meeting. Any change can only be suggested by the person who was present at the meeting to which the minutes refer. The Chairperson makes the correction and initials it on the original copy which is filed and kept as a true and accurate record of the meeting.

When corrections are made the Chairperson then asks "Would someone move that these minutes be accepted as a true record of the last meeting?" When someone move this, the Chairperson then asks "Would someone second this?" The Chairperson then asks "Those in favour? Those against? Motion carried. Thank you."

Note: The mover and seconder must have been present at the last meeting.

Business Arising from the Previous Meeting's Minutes

After the minutes have been accepted, the Chairperson allows for any business arising from the minutes to be brought before the meeting. Any minor matters are dealt with here but those requiring further discussion are best held over until General Business. The decision to hold over a matter until General Business is at the discretion of the Chairperson giving his or her reason for this decision.

Correspondence

Incoming/ Outgoing: The Secretary may read aloud all letters received since the last meeting or give a brief summary of the content. Once correspondence has been presented the Chairperson asks "would someone move that all incoming/ outgoing correspondence be received or outgoing correspondence be endorsed? Would someone second this? All those in favour? Thank you."

Guest Speakers

These are optional and are a good way to keep parents up to date with information from the variety of sources. Guest speakers can come from a number of different areas such as:

- Δ Local government
- Δ Staff from the Catholic Education Office or Anglican Diocese
- Δ Community groups
- Δ Teaching staff
- Δ Local politicians

Reports

During this section of the meeting the Chairperson calls for reports from persons and or committees: A report may be provided by:

The College Principal, who may give a brief account of relevant activities within the College since the last meeting. If the College Principal has any issues they will be brought to the attention of the Chairperson prior to the meeting and presented in General Business.

The Chairperson reports on activities of the P&F since the last meeting

The Treasurer presents a financial statement and accounts for payment. The Treasurer ends the report by saying "I move that this financial report be accepted and that the accounts presented by passed for payment." The

Chairperson then asks for a seconder and then conducts the vote.

General Business

General Business can include the following categories:

- Δ Matters held over from previous sections of the meeting;
- Δ Matters on notice; and,
- Δ Matters for future consideration.

This section of the meeting is reserved for business that:

- Δ Is carried over from previous sections of the meeting to enable adequate discussion to take place;
- Δ Matters listed for discussion on notice (i.e. provided to the Executive before the meeting for listing)
- Δ New ideas/ motion provided by members present at the meeting.

It is important that adjourned business from previous meetings and notices of motion are dealt with first.

It is appropriate that the College Principal be given notice of questions requiring detailed answers or relating to controversial issues. It is also appropriate that all members of the P&F are given due notice when significant issues are to be discussed. The Chairperson has the discretion to determine whether an item is held over for consideration or discussed immediately.

CLOSING THE MEETING

The Chairperson summarises decisions in a concise way.

The Chairperson restates actions/ jobs allocated and concludes by saying the date of the next meeting and declares the meeting closed.

2.2 ANNUAL GENERAL MEETINGS

Purpose

The Annual General Meeting (AGM) is concerned mainly with:

- Δ Hearing reports of the Associations activities during the past year;
- Δ Election of Office-Bearers.

Frequency

An AGM is held annually and is usually held at the March Meeting of the P&F.

Notification

Notice of the AGM should be advertised one (1) month before the date of the meeting through the College newsletter. The notification should include a statement that all positions will be made vacant and an election held for new office bearers.

Agenda

The Agenda of the AGM should include:

1. Prayer & Welcome
2. Record of Attendance & Apologies
3. Confirmation and acceptance of the Minutes of previous Annual General Meeting
4. Business arising from minutes of the previous Annual General Meeting
5. Correspondence in and out
6. Principal's Report
7. Chairperson's report
8. Treasurer's report
9. Election of the Office Bearers
10. Special Business (where notice of motions have been presented, including any proposed changes to the Constitution)

PROCEDURE: HOW TO RUN AN ANNUAL GENERAL MEETING

The procedure for an AGM are as follows:

1. The ongoing Chairperson welcomes all members and special guests.
2. Apologies
3. Minutes from the last AGM are read/ circulated and accepted
4. Business arising from the minutes is dealt with.
5. Correspondence – only matters dealing with the AGM are to be mentioned.
6. The outgoing Chairperson presents the annual report which makes mention of the activities of the P&F during the year, making recommendations for further directions and acknowledges those who have assisted in the work of the P&F over the past 12 months.
7. The outgoing Treasurer presents the annual financial reports and moves that they be accepted.
8. The Chairperson asks that all reports are accepted.
9. The Returning Officer (usually an ex-officio member – Principal, Deputy Principal) declares all positions vacant.
10. The elections begin with the Returning Officer calling for nominations for the positions of Chairperson. The Returning Officer calls for a seconder for each nomination and whether each person accepts the nomination. In the event of only one person being nominated, the Returning Officer declares the position filled and offers congratulations to the successful candidate. If there is more than one nomination, a secret ballot must be held. The scrutineers count the votes and report the result to the Returning Officer who announces the successful candidate.

11. The above process is repeated for all office bearers which are
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Secretary
12. Once all positions are filled the Returning Officer asks whether the returned Chairperson or Chairperson Elect to take the chair.
13. The Chairperson thanks the Returning Officer and scrutineers and the general meeting for their vote.
14. Any special business is called.
15. AGM is closed.

SPECIAL GENERAL MEETINGS 2.3 MEETING GUIDELINES

Purpose

- Δ A Special General Meeting are a mechanism to support the continued operation of the P&F in unusual circumstances. Examples include:
- Δ When a General Meeting is not scheduled but the P&F needs to deal with special business;
- Δ When a few General Meetings have been cancelled due to lack of a quorum;
- Δ If at the AGM the positions of the Executive Committee were not filled and the P&F us unable to function.

Frequency

A special general meeting can be called at any time on requisition signed by 10 members or on the authority of the Executive Committee, in consultation with the Principal.

Members are to be given fourteen days-notice thereof and the purpose must be stated and called within the regulations outlined in the Constitution.

Notification

Notice shall appear in the College Newsletter prior to the Meeting as per the Constitution.

Agenda & Procedure

The Agenda for a Special General Meeting should follow the standard General Meeting format with the following omitted – minutes from previous meeting and reports.

Characteristics of a good meeting are:

- Δ Respecting each member – every person at the meeting has an equal right to be heard and to have his/ her point of view considered.
- Δ Respecting each member – every person at the meeting has an equal right to vote on any issue.
- Δ Allowing the Chairperson to maintain order and keep the meeting moving – as decisions or business that needs to be attended to be handled in an efficient and fair way.

Rules and expectations for meetings and communication

- Δ Discussion of individual students or parents will not be accepted at the P&F Meeting either directly or by implication.
- Δ Do not discuss incidents unless they are of a general nature.
- Δ Address the meeting rather than the person who has just spoken.
- Δ Avoid self-interest
- Δ Act openly and frankly – the meeting is the place for discussion, not car park afterwards. Business raised at the meeting should be left at the meeting.

- Δ P&F members should not use information and communication technologies such as mobile phones, text or instant messaging and websites to engage in behaviour that will have a negative impact on another person.
- Δ P&F Committee members should communicate to members and parent community by using the College assigned P&F email address. Any official P&F communication should only be made through this email address and not from private email addresses of members.
- Δ P&F members have a special responsibility in presenting themselves as role models for young people. Modelling leadership and respect in your interactions with P&F members, staff, parents and students will have a profoundly positive influence on the community.

3.0 P&F FINANCES

One of the objectives of the P&F is to raise funds to assist in the provision of resources and opportunities for enriching the learning environment of the College.

The Executive Committee of the P&F along with the Business Manager's role is to ensure that financial records are properly maintained and that the accounts are part of the yearly audit. The P&F financial records are therefore managed by the Finance Department.

3.1 ROLE OF TREASURER

Responsibility for the P&F finances rests with both the Treasurer and the College Business Manager. The treasurer is responsible for all financial dealings of the P&F including any sub-committees, such as fundraising.

When the College undergoes its yearly audit, the P&F accounts will be audited at the same time.

To safeguard the P&F funds a Treasurer has a number of key functions to perform including:

- Δ Preparing financial reports for each General Meeting and the Annual General Meeting, or upon the request if the members with at least 14 days notice.
- Δ Ensure that minutes of meetings appropriately and accurately reflect decisions relating to any financial matter.
- Δ Attend to correspondence regarding financial matters as directed by the Chairperson.
- Δ Meet regularly with the College Business Manager as requested by him or her.
- Δ Collate all money taken from events and present them to the College Bursar for banking.
- Δ Passing on financial records to the succeeding Treasurer in good order.

3.2 INVOICE PAYMENTS

Payments of invoices will be managed by the Finance Department.

The College will make payments on invoices only when a proper Tax Invoice is presented and approved by the P&F Treasurer. The tax invoice must have:

- Δ Words stating "Tax Invoice" or to that effect
- Δ A valid ABN
- Δ Date of Issue of the Tax Invoice
- Δ Description of the goods/ services

Invoices are to be paid within 30 days of acceptance of the invoice by the Finance Department.

A "Payment Authorisation Stamp" will be stamped on the invoice with 2 payment authorisation signatures required.

PAYMENT AUTHORISATION

BUDGET LINE	
BUDGET AUTHO.	
PAYMENT	1
AUTHORISATION	2
<input type="checkbox"/> LEFT	
<input type="checkbox"/> MULTIPLE INVOICES	
No. of Invoices:	\$

Tick 'EFT' section (points to LEFT checkbox)
Enter Amount (points to \$ field)
2 Authorisation Signatures (points to the two authorisation lines)

3.3 PETTY CASH

Petty cash can be used to pay for minor purchases with amounts of up to \$100.

Petty cash can only be used for official College purposes.

The Petty cash voucher system is authorised by the Finance Department. A petty cash voucher is to be completed and signed by any person authorised by the Treasurer receiving cash at the Finance Department.

Upon buying the goods/services, the person who has signed the petty cash voucher must produce the Tax Receipts to the Finance Department along with any change from the transaction/s.

3.4 CASH FLOAT PROCEDURE

The College will provide a cash float where identified as a requirement for an event.

Two (2) days notice is required for events and will be issued from the Finance Department.

The cash must be held in a lockable cash box/ container.

Each float will have a cashier custodian responsible. Their role is to ensure pick up and drop off of the float at the end of the days activities.

There is no need to count the days takings, as the Finance Department will process the moneys taken.

3.5 SAFE CASH HANDLING PRACTICES

- Δ Any large amounts of cash are discouraged. Small cash levels are safer.
- Δ Consider positioning the cash drawer/ box in a safe location e.g. away from front doors or on front tables.
- Δ Open the cash box only when required (e.g. customer paying for goods).
- Δ Lock the cash box when not in use – and do not leave unattended.
- Δ Clear excess cash from the cash box often and randomly and not in front of customers.
- Δ If large amounts – deposit excess funds to the Finance Department along with another P&F member for security.

3.6 FUNDRAISING

The P&F Executive Committee should, in consultation with the College Principal agree on a list of priorities and needs for fundraising. These priorities should be in alignment with the school's strategic planning and always be considerate of the community's ability to raise funds. Priorities should be ratified at a General Meeting,

The allocation and disbursement of any funds must also be approved and ratified at a General Meeting as per the Constitution.



APPENDIX A: PRAYERS TO USE AT P&F MEETINGS

Deep Peace – College Blessing

Deep Peace of the quiet earth to you.
 Deep Peace of the shining stars to you.
 Heart of Mary, Son of Peace,
 Deep Peace of the Prince of Peace.
 Deep Peace of the bright blue sky to you,
 Deep Peace of the rolling waves to you,
 Heart of Mary, Prince of Peace,
 Deep Peace of the Prince of Peace.

A Parent’s Prayer

Loving God
 You are the giver of all we possess,
 The source of all our blessings.
 We thank and praise you.
 Thank you for the gift of our children.
 Help is to set boundaries for them,
 And yet encourage them to explore.
 Give us the strength and courage to treat
 Each day as a fresh start.
 May your Holy Spirit help them to grow
 In faith, hope and love
 So they may know peace, truth and goodness.
 May their ears hear your voice.
 May their eyes see presence in all things.
 May their lips proclaim your word.
 May their hearts be your dwelling place.
 May their hands do works of charity.
 May their feet walk in the footsteps of Jesus,
 Amen

A Parent’s Prayer

Heavenly Father,
 Thank you for the blessing of our children.
 Help us to love them as you love them.
 Help is to help them grow in holiness so they can be closer to you.
 Help is to love as you desire us to love so that we can model for our children what is to be a true man or woman of God.
 We ask you for:
 Δ The wisdom to counsel them;
 Δ The patience to teach them;
 Δ The humility to entrust them to your care.
 Guide us in teaching our children to know and love you.
 Amen

Beatitudes for Parents

Blessed are the parents, who make their peace with confusion and with noise, for such is the Kingdom of Adolescence.
 Blessed are the parents, who engage not in comparison of their child with others, for precious unto each is the rhythm of their own individuality and growth.
 Blessed are the fathers and mothers, who have learned laughter, for it is the music of their child’s world.
 Blessed and mature are they, who without anger can say no, for comforting to their child is the security of firm decisions.
 Blessed is the gift of consistency, for it is heart’s ease in adolescence.
 Blessed are they, who can accept the awkwardness of growth, for they are aware of the constant perilous choice between marred furnishings and marred personalities.
 Blessed and wise those parents, who understand the passage of time, for they make it not a sword that kills growth, but a shield to protect the growing one.
 Blessed are the teachable, for knowledge brings understanding, and understand brings love.
 Blessed are the men and women who in the mist of everyday routine give love, for the bestow the greatest of all gifts to each other, to their children and- ever widening - to their fellow men and women.

Prayer Before a Meeting

Lord, as we begin today we ask for the wisdom, understanding and guidance of your spirit.

Open our minds and hearts that we may see clearly.

Let your will be made known to us that we may make our choices in accordance with your ways.

Let us be truly Christian in this gathering

We ask this through Jesus Christ

Our Lord and Counsellor.

Amen

Lord,

Guide us today as we meet in your name,

That our discussions and decisions

Are centred on the welfare and needs of the children in our school,

And all who are part of our school community.

May we respect each other's opinions and value the contribution of all who are present.

We ask this through Christ our Lord,

Amen

St Therese Prayer

May today there be peace within.

May you trust God that you are exactly where you are meant to be.

May you not forget the infinite possibilities that are born of faith.

May you use those gifts that you have received, and pass on the love that has been given to you.

May you be confident knowing you are a child of God.

Let his presence settle into your bones, and allow your soul the freedom to sing, dance, praise and love.

It is there for each and every one of use.

May God bless and protect each and every one of us.

Guide us in our work today.

Speak our words.

Amen

Prayer For Guidance And Wisdom

Lord, look lovingly on this group that has gathered here today.

During this meeting as we discuss and deliberate on issues of importance the College we serve,

Help us to be guided by your Spirit.

May we be wise in our discernment, balanced in our judgement,

Fair in our decisions and visionary in our planning.

Though we may at times, have different views, may we listen to one another and be guided by our common goal.

May we always be mindful in our words and actions,

Of what is best of every child in our school.

We ask this through Christ our Lord,

Amen

Acknowledgment of Country

We acknowledge and pay our respects to the traditional custodians, past and present, of this land who long before us lived, loved and raised their children on this land. We also acknowledge all the Aboriginal and Torres Strait Islander families in our community and acknowledge their deep and spiritual connections to their land. We come together today to learn, to share and to journey together.



APPENDIX B: P&F CONTACT LIST

CHAIRPERSON		
ADDRESS:		
EMAIL ADDRESS:		
HOME PHONE:		MOBILE:

13.

DEPUTY CHAIRPERSON		
ADDRESS:		
EMAIL ADDRESS:		
HOME PHONE:		MOBILE:

14.

SECRETARY		
ADDRESS:		
EMAIL ADDRESS:		
HOME PHONE:		MOBILE:

15.

TREASURER		
ADDRESS:		
EMAIL ADDRESS:		
HOME PHONE:		MOBILE:



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