MOG PARENT REPRESENTATIVE COUNCIL (PRC) HANDBOOK

The purpose of this document is to support and guide the PRC in applying and interpreting the PRC constitution and matters relating to the involvement of parents as volunteers within the school community.

1. **PRC meeting schedule**
   A meeting schedule of the PRC will be developed at the first meeting by the membership of the council following an Annual General Meeting. This should be for a 12 month period. *(Eg: 3rd Tues of the month during the school term commencing at 7.30 pm.)*
   
   *PRC constitution 6.2 & 6.3*

2. **Meeting quorum**
   The quorum for a meeting of the PRC shall be ½ the membership plus 1. A meeting of the PRC may proceed only when the quorum has been met.
   The school principal or nominated representative must be in attendance at each meeting of the council.
   
   *PRC constitution 12.4*

3. **Membership**
   Membership shall be open to any parent or guardian of a child attending the school. Nomination to the membership of the PRC will be called at the conclusion of the AGM and nomination forms will be available from the school office *(copy attached)*. The profile of the PRC should, where possible, reflect representation of each class. If the number of nominees exceeds places available, voting should be instituted to elect representation to the Council. Refer to constitution for composition of the council. Members will be eligible for election each year to a maximum term of 3 (three) years.
   
   *PRC constitution 6, 12.3*

4. **Office bearers - appointment, roles & responsibility**
   Following the AGM, the PRC will elect from its own members a chairperson, a deputy chairperson, a secretary, events coordinator and a treasurer. Election to a position on the council will be by nomination and endorsed by the membership through a show of hands and majority support. If a position is contested by more than one member, a voting arrangement may be instituted. *PRC constitution 7.1*

4.1 **Chairperson**
   A chairperson is elected by the Council. This person should not be ex-officio or a school or parish employee. The role of the chairperson is to:
   
   - chair council meetings
   - assist with development of meeting agendas
   - as and when agreed act as a spokesperson for the PRC
   - may attend school events as appropriate
   - participate as a member of the council executive.
4.2 Executive officer
The principal, as leader and manager of the school, is the executive officer of the council. The role of the executive officer is to:

- ensure follow-up of actions arising from council meetings
- play a key role in developing the agenda for council meetings
- act as the chief education advisor to the council
- participate as a member of the council executive.

4.3 Secretary
The secretary is appointed by the council. The role of the secretary is to:

- take the minutes of council meetings
- maintain an archive of minutes of previous meetings
- arrange for the distribution of papers for meetings
- ensure that council members are kept informed between meetings
- manage all council correspondence
- maintain a file of council correspondence.

4.4 Treasurer
The treasurer is appointed by the council. The role of the treasurer is to:

- maintain the accounts for the fundraising activities endorsed by the council
- provide financial status reports at each PRC meeting
- manage the accounts and signatories of the school PRC accounts
- administer a budget – income and expenditure for activities supported by the council
- liaise with the events coordinator on a regular basis
- participate as a member of the fundraising committee.

4.5 Events / fundraising coordinator
The events coordinator is appointed by the council. The role of the events coordinator is to:

- plan, organise and conduct school social and fundraising activities and events
- develop a calendar of activities and events
- seek council approval for activities /events
- coordinate and recruit to working party/ies exclusive of the school council to conduct activities
- co-opt individuals to working party/ies (may include council members) to organise and manage major events (i.e bi-annual school fair)
- provide a status report at each council meeting including forthcoming events and event outcomes including budget expenditure and profit
- liaise with the treasurer on a regular basis
- liaise with class representatives to ensure coordination of class and school events when needed.

4.6 Role of school council members
The role of school council members is to:
• attend meetings
• prepare for meetings by reading relevant papers beforehand
• participate in committee work and/or on working parties
• participate in council formation activities
• act in an advisory role to the Parish Priest and Principal
• actively participate in council discussions
• uphold council decisions
• maintain confidentiality
• be ambassadors for the school
• continue to build the relationship between the school/parish

5. Council Standing Committees

5.1 The executive committee

The council executive is a standing committee of the council. Through their leadership, the council executive provides support to the Principal and the council.

The council executive has an important role in ensuring that the council is both proactive and focused in supporting the mission, vision and school improvement plan. The council executive is also responsible for modelling professional, collaborative and positive working relationships.

Key responsibility is to ensure that council papers are distributed within a specified period (e.g. at least 7 days) prior to a meeting. The council executive should strive to meet two weeks prior to each council meeting to confirm the agenda and to approve the council papers.

PRC Constitution 9

5.2 The fundraising committee (events coordination)

The fundraising committee is a standing committee of the council and its members should include the principal or nominee, the events coordinator, the treasurer and a council member. The fundraising committee has an important role in connecting the school community through events and activities conducted to provide social opportunities, develop a strong school community and fundraising events to support the needs of the school.

The fundraising committee should strive to meet two weeks prior to the council meeting to discuss activities and events for approval and to prepare a report to be presented at the council meeting. The events coordinator / or nominee will report to the school community through the school newsletter.

6. Conduct of council meetings

6.1 Prayer / reflection
To be recited by council members at the commencement of each meeting / or as per roster for individual prayer / reflection developed for this purpose.

6.2 Meeting apology
Members are required to inform the secretary of their absence prior to the meeting being held.
6.3 Agenda & minutes of meeting
Templates for the agenda and the minutes of the meeting are attached to this document. A meeting agenda should be forwarded at least 7 days prior to the meeting. Meeting minutes should be available within 2 weeks of the meeting being held. Reports for discussion at council meetings should be distributed with the agenda.

6.4 Meeting procedure

Processes for developing meeting motions are to be included.

7. Council member training

Ongoing support and training is available to new and existing council members to ensure that members are able to contribute effectively to discussion in the meeting room. A characteristic of an effective and high performing Catholic school board/ council is that it is engaged in ongoing council formation activities and programs. The Catholic Education Office website provides information about programs and activities that will enhance skills as a council member and provide further knowledge about the operations of the Council. It runs a series of workshops and professional learning activities for council members with program details and registration available from the CEO website.

Further information and templates will be added to this document.
MOG Parent Representative Council

AGENDA

1. Present
   Apologies
   Prayer/Reflection

2. Confirmation of minutes of previous meeting
   2.1 Business arising

3. General Business
   Principals Report
   Treasurers Report
   Fundraising Events/Social Coordinator Report

4. Other Business
   4.1 Correspondence
   4.2 Special reports
   4.3 Other items

5. Next Meeting
   5.1 Meeting Closed
Nominee:

Signature:

Name(s) of Child / Children:

Seconded by:

Signature:

Where nominations exceed PRC places available, voting may be instituted to elect representation to the Council in accordance with the PRC constitution.