



Role of the School Advisory Council

The Advisory Council is established to support the Principal to fulfil their responsibilities in leading the Catholic identity, Education, Community and Stewardship functions of the Catholic school in pursuit of CEWA's vision to be Christ centred and child focused.

The Advisory Council carries out the following functions:

- Support planning for the present and future operations of the school;
- Provide membership, on the panel that recommends the appointment of a Principal in accordance with the relevant CEWA Policy and Executive Directives;
- In consultation with the Principal, communicate about the Catholic school and about Catholic education to members of the school community;
- Endorse the school's annual budget before submission to CEWA for approval;
- Advise the Principal on school financial matters such as performance against budget, sustainability and capital and recurrent planning.

School Advisory Council composition

The School Advisory Council has 10 members consisting of six parent representatives who are elected for a three-year term at the Annual General Meeting, a P&F Representative, a Parish Representative, the School Principal and the Parish Priest. Two additional parents may be co-opted for a period of up to two years. The Assistant Principals also attend the meetings. The School Advisory Council meets twice per term throughout the school year.

Role of the Parents and Friends Association

The Matthew Gibney Catholic Primary School Parents and Friends Association is focused on nurturing a strong community spirit by encouraging and supporting parental involvement in social, educational and fundraising activities initiated on behalf of the children attending the school.

Aims

The Aims of the Association are to:

- Act as liaison between the parents, the wider school community, and the governing bodies of the school.
- Organise activities to further develop the growth of the Matthew Gibney Catholic Primary School Community.
- Foster parental involvement through a range of social, school and Parish activities.
- Organise guest speakers for the Association on current and suggested educational programmes, faith development and other matters of interest.
- Raise funds for the further development of the Matthew Gibney Catholic Primary School community.

P&F EXECUTIVE ROLES

President: The President should preside/chair at all General and executive Meetings of the Association. In addition, the President should undertake a number of other tasks such as:

- Providing leadership for the Association.
- Encouraging parents and others to participate in the activities of the Association and the school.
- Actively pursuing a collaborative working relationship with the principal.
- Manage the monthly meetings and ensure a quorum is present.

Vice President: The Vice President is to act a Chairperson at those meetings from which the President is absent.

Treasurer:

- The Treasurer is responsible for all funds received and expended by the Association.
- The Treasurer maintains adequate books and accounts.
- The Treasurer presents an audited statement of receipts and payments to the ACM
- Presents financial reports at all P&F Meetings.

Secretary:

- Receives and communicates all correspondence of the Association
- Has custody of documents
- Keeps full and correct minutes of all monthly meetings
- Keep a record of attendance at meetings
- Prepares the agenda for meetings in collaboration with the president

P&F REPS 2022

The role of the P&F class rep is to:

- Attend P&F meetings to represent the views of class parents
- Communicate meeting outcomes back to the class parents
- Welcome new families to the school
- Help organise and promote social and fundraising events for the wider school, year or class.