Parents Club

New Structure

2015
Parents Club Core Activities

Fundraising for “icing on the cake” projects
- Project based specific fundraising (eg: Bike Shed)
- Establishing relationships with local business (discounts and contributions to school events)
- Event based general fundraising (such as school fair)

Fostering a sense of community amongst families at the school
- Organising social events to connect parents, caregivers, and staff
- Assisting with school events such as Grandparents Day and Grade5/Prep buddy program
- Encouraging class based socialising and communication

Being a communication conduit between parents and the school
- Organising non-curriculum information events for parents and students
- Welcoming and supporting new families
- Helping to keep parents/carers updated with “what’s happening” around the school
Parents Club Core Activities

**Fundraising for “icing on the cake” projects**
- School Improvement Process Project List
- Hot Cross Buns
- Gala Night
- Trivia Night
- Biannual School Fair (Next 2017)
- Business Relationships (Windmill, Aussie Farmers, Ben the Butcher, Breadstreet etc)

**Fostering a sense of community amongst families at the school**
- Tears and Cheers
- Progressive Dinner
- Grandparents Day
- Prep/Year 5 Buddy Picnic
- Family Easter Picnic
- Mother’s Day/Father’s Day Stalls and breakfasts
- Kids Movie Night
- School Concert (Biannual – next 2016)
- Prep Orientation Support
- Working Bee Support?
- Gingerbread Houses
- School Disco
- Monthly Munchies
- Year 6 Graduation Night (Year 5 class reps)
- Final School Assembly (support)
- Sustainability Committee?
- School Banking
- Scholastic Books
- Library helpers

**Being a communication conduit between parents and the school**
- Sex Education for pre grade 5?
- Cyber Safety?
- Healthy Eating/Lifestyle?
- Good Parenting Advice/Tips?
- Promotion of family businesses?
- Parents Club Noticeboard
- Active Facebook Site
- Twitter??
- Facilitate good flow of communication through class reps
- Provide opportunities for parent feedback
- Having a communication plan to ensure regular updates to all parents/carers (both home based and office based workers)
- Connecting with new families (Prep and other years) to ensure they understand how everything works.
New Structure

Club Coordinators/Leaders x2
Club Secretary

Project Leaders
Communications Leader (Social Media/Noticeboards)

Parent Representatives – Key Contact

Parent Representatives

Mentors/Advisors
Commitment – Parents Club Coordinators/Leaders

• Convene 6 Parents Club Meetings per year (June-July Cycle, +AGM in May)
• Determine events schedule for the year and appoint project leaders
• Weekly email communication with relevant project leaders
• Point of communication with School Management
• Alternate month attendance at School Council
• Design communication plan for the year
• Ownership of School Improvement Process
• Responsibility for Parents Club financial position
• Conduct annual feedback survey for parents/carers
Commitment – Club Secretary

- Agenda/Minutes for meetings
- Collation of Parent Representative lists
- Coordinates/administers requirements of the constitution
Commitment – Project Leaders

• As per current – ie: delivering the project successfully!
• Liaising with parent body via parent rep key contact.
• Completion/Maintenance of “Action Plan” as part of the School Improvement Process
• Weekly email updates to Club Leaders re: progress
• Updating any SOP’s/Documentation to enable handover of project to another leader in future years.
Commitment – Communications Leader

- Communication tasks as per communication plan (might be updating school noticeboard weekly, weekly Facebook post “what’s on at chatham”)
Commitment – Parent Rep Key Contact

• Conduit between Parents Club (Club Leaders & Project Leaders) and Parent Reps
Commitment - Mentors

• Provide advice and support on request.
• Not the doers anymore
• Experienced parents who have already made a huge contribution to the school and “been around the traps for a while” they know who’s who and what’s what!
Purpose and Objectives

- **Purpose:** Implement an effective process for managing improvement projects and the associated fundraising requirements for Chatham Primary School.
  - **Objectives:**
    - Identify and capture ideas for improvement
    - Assess and prioritise based on relevant criteria
    - Assign action plans and timelines (with project leaders taking ownership of individual projects)
    - Communicate progress and outcomes (immediate and lasting communication)
    - Provide an accurate and ongoing record of activity for future Parent Club office holders.
    - Encourage “futuristic” planning of projects – provide a vision/plan than can be transitioned to future parents.
School Improvement Request

- Parent Feedback
- Teacher Feedback
- OH&S Audit
- Strategic Plan

Principal’s decision point

- Government/School Budget (does not continue into this process), or
- Fundraising (continues to the next stage of this process)

Parent’s Club Assessment and Prioritisation

- Criteria Based
- Approved by Treasurer, President, Vice President, +1 member.
- Communicated to Parents Club

2 – 4 weeks
School Improvement Plan
- Prioritised List of Items xls spreadsheet
- Fundraising budget
- Integrated into monthly Parents Club meetings as standing agenda item: Review SIP
- Owned by treasurer and Vice President

Action Plans
- Separate worksheets in SIP document
- Each project is assigned to a person who coordinates actions (by whom by when)
- Progress entered into spreadsheet prior to parents club meetings

Communication
* Noticeboards * Website * Newsletter * Email * Assembly

Improvement Outcome = Celebration with school community!
- Parent Club organises celebration/communication of outcome.
School Improvement Process - Launch

- Survey Monkey all parents – to get view on current list and additional projects
- Run all projects through the process
- Communicate prioritised list to parents
- Allocate currently available funds
- Identify appropriate fundraising projects to bridge gap
- Assign Project Owners and Start Planning/Activity