

Parents Club Core Activities

Fundraising for school improvement 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 and Prep Orientation
- Encouraging class based socialising and communication (coordinated by Parent/Class Reps)

Being a communication conduit between parents and the school

- Organising non-curriculum information events for parents and students
- Helping to 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.

Structure

Parents Club Leadership Team (PCLT): Parents Club Leader, Club Secretary, Communications Leader (Social Media/Noticeboards), Key Contact – Parent reps

Project/Activity Leaders eg: Mothers Day Breakfast, School Disco, Gingerbread Houses etc

Parent/Class Representatives – 2 per class

Commitment – Parents Club Leader

- Convene 8 Parents Club Leadership Team (PCLT) Meetings per year (Start and end of each Term – evenings 8pm-930pm at team members home)
- Convene 7 Parents Club General Meetings per year (Friday after each PCLT meeting 9:15am – 10:00am in Staff Room)
- Determine events schedule for the year and appoint project leaders
- Weekly email communication with relevant project leaders
- Point of communication with School Management
- Attendance at School Council
- Ownership of School Improvement Process & associated communication plus participate on school projects subcommittee (council subcommittee)
- 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

Commitment – Project Leaders

- As per current – ie: delivering the project or activity successfully!
- Liaising with parent body via parent rep key contact.
- Completion/Maintenance of “Action Plan” as part of the School Improvement Process if relevant
- Weekly email updates to Club Leaders re: progress if relevant
- 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
- Regular emails to parent reps asking for assistance

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!