PRINCE of PEACE LUTHERAN COLLEGE

Prince of Peace Lutheran College Parents and Friends Association (PoP P&F) Terms of Reference

"The Lord will keep you from all harm— he will watch over your life; the Lord will watch over your coming and going both now and forevermore." Psalm 121:7-8

Status:	**Final**	
Authorised by:	Head of College	**Date of Authorisation:** April 2026
Review Date:	Bi-Annually	**Next Review Date:** March 2028
Policy Owner:	Head of College	

1. Name

The group will be known as the *Parents & Friends Association of Prince of Peace Lutheran College (PoP P&F)*

2. Purpose

The P&F exists to:

- *Foster constructive partnerships between families, staff, and the College to support student wellbeing and learning.*
- *Promote a welcoming, inclusive school community grounded in the College's Christian values.*
- *Support College initiatives through volunteer assistance, community-building activities, and fundraising for agreed priorities and charities.*
- *Provide a consultative forum for parents to receive information and offer input on matters affecting the school community.*

3. Objectives

The P&F will:

a) Build community through social, faith and school-focused events.

b) Raise funds for approved projects that enhance student learning and wellbeing, consistent with College priorities or agreed charitable donations.

c) Provide parent representation and input on appropriate school matters noting governance responsibilities remain solely with College Council/Board and the Head of College.

d) Support volunteer programs that assist staff, students and College families.

e) Promote and uphold child-safe practices and comply with Queensland regulatory requirements.

4. Relationship with College Leadership and Governance

- The P&F is an advisory and support body; it does not exercise governance over the College. Formal governance and strategic decisions remain the responsibility of the College Council and College Executive.
- The Head of College (or nominee) will attend P&F meetings in an ex-officio capacity to provide updates and receive feedback.

- The P&F will operate respectfully within College policies and refer matters requiring operational or governance action to the Head of College and/or to College Council as appropriate.

5. Ordinary Membership

- Membership is open to all parents, guardians, and caregivers of enrolled students as well as to friends of the College who support the aims of the P&F.
- Friends of the College may include grandparents, alumni parents, parish members, or other individuals with a positive connection to the College community. This category does not include College staff unless they are also parents or guardians of enrolled students.
- Ordinary Members hold full voting rights. Each Ordinary Member has one vote.

i. Ex-officio Membership

The following College staff are ex-officio members of the P&F and may attend all meetings to provide information, advice, and support:

- Head of College (or nominee)
- Business Manager
- Heads of Campus
- Deputy Heads of Campus
- Other staff invited by the Head of College or the P&F Executive.

Ex-officio members do not hold voting rights unless they are also parents or guardians of enrolled students and therefore eligible for Ordinary Membership.

ii. Honorary Membership

Honorary Membership may be conferred by resolution of the P&F in recognition of significant service or contribution to the College community.

Honorary Members may attend meetings and participate in discussions but do not hold voting rights unless the P&F expressly grants voting rights at the time the Honorary Membership is conferred.

Review of Honorary Membership - Honorary Memberships may be reviewed at any time by the P&F Executive or at the request of any P&F member. A review may consider whether the individual continues to support the aims and values of the P&F and the College.

Removal of Honorary Membership - Honorary Membership may be revoked by a majority vote at an Ordinary Meeting if the individual:

- no longer meets the expectations of the P&F
- acts contrary to the College's values or policies
- or if the P&F determines that the membership is no longer appropriate

The individual will be notified of the decision in writing.

6. Executive & Roles

At minimum, the P&F Executive will include the following three roles:

- President
- Secretary
- Treasurer

A Vice-President may also be included where a nominee is available.
Additional roles (e.g. Fundraising Coordinator, Events Coordinator, Communications Officer) may be established as needed. Role descriptions should be maintained and reviewed regularly.

i. Key Duties:

- **President** – Provide leadership, chair meetings, represent the P&F.
- **Vice-President** – Deputise for the President and lead delegated projects.
- **Secretary** – Prepare agendas, keep minutes, maintain records.
- **Treasurer** – Provide regular financial reports of the P&F fundraising and expenditure.

ii. Term of Office

Executive roles are elected for a one-year term at the AGM. Members may serve consecutive terms. A maximum of three consecutive years in the same role is recommended to support succession planning, unless no other nominee to available.

iii. Election Process

Nominations open prior to the AGM and may also be taken from the floor. Elections are conducted by majority vote.

iv. Casual Vacancies

A casual vacancy in any Executive role will be filled through an open nomination and election process at the next Ordinary Meeting. Nominations will be called from the wider P&F membership and voted on by members present.

If the President resigns, the Vice-President (if appointed) will act in the role until the vacancy is filled at the next Ordinary Meeting. If no Vice-President exists, the Executive may appoint an interim Chair solely for the purpose of ensuring continuity until the Ordinary Meeting is held.

v. Removal from Office

An Executive member may be removed by majority vote at a general meeting if they fail to fulfil their duties, breach the Code of Conduct, or act contrary to College values or policies.

7. Meetings and Quorum

- Ordinary meetings: Held at least once per school term. Notice of meeting and agenda will be provided at least 7 days in advance.
- Annual General Meeting (AGM): Held annually in alignment with the College calendar.
- Quorum: Minimum of 5 ordinary members, including at least 1 Executive Committee Member (or Executive member nominee).

- Minutes will be shared with the College Executive and made available to the school community.

i. **Special Meetings**

Special meetings may be called by the President or at the written request of at least five members. Minimum 7 days' notice is required.

ii. **Digital Meetings**

Meetings may be held via approved digital platforms. Electronic voting is permitted.

8. Decision-making

- Decisions are by majority vote of those present and eligible to vote. The President has a casting vote in the event of a tie.
- Matters of policy, staff performance, or individual student issues must be referred to the Head of College and are not to be debated at P&F meetings.

9. Subcommittees & Working Groups

- The P&F may establish subcommittees (e.g., fundraising, events, uniform, grounds) chaired by a Coordinator appointed by the Executive and reporting to the P&F Executive, Subcommittees operate under delegated authority and must adhere to College policies.

10. Finance & Fundraising

1) Financial Structure

The Parents & Friends (P&F) Association is not an incorporated entity and does not possess an Australian Business Number (ABN). All financial transactions are processed within the College's Profit & Loss accounts, utilising a dedicated section code for P&F activities to ensure accurate tracking.

The College manages a designated P&F bank account to facilitate efficient administration and maintain transparency of P&F cash reserves across financial years.

2) Finance Practice – Compliance, Audit, and Reporting

The College will ensure that financial records shall be maintained in accordance with Australian Accounting Standards, recognise best practices, and all relevant College policies and procedures.

All financial records and transactions must adhere to Australian Accounting Standards.

P&F accounts are subject to annual audit as part of the College's comprehensive financial audit process.

Financial reports are submitted to Lutheran Education Queensland (LEQ), the College Council, and other relevant governing bodies as required, typically on an annual basis or as otherwise stipulated.

All financial records are available for review by government authorities, in accordance with applicable laws and regulatory requirements.

All financial practices are subject to periodic review to ensure ongoing compliance with all applicable standards and regulations, including tax and GST requirements.

3) Fundraising and Expenditure Process

All fundraising activities require approval from the P&F Executive and, where necessary, the Head of College. Funds raised must be allocated exclusively to purposes that align with College priorities and charities nominated by the P&F members.

Expenditure of fundraising proceeds must be based on approved activities. A summary of income, expenditure, and cash at bank is presented at each P&F Ordinary meeting.

The P&F Executive or a Co-ordinator appointed by the P&F Executive, are authorised to order goods or services (that are relevant to the approved P&F activity or charity) through the College's Business Office, with payment approval provided by the Business Manager.

4) Financial Reporting

A statement of P&F income and expenditure, including cash at bank, shall be prepared by the College and presented to the P&F Committee at least 48 hours prior to each ordinary meeting in a clear and robust format. The report shall include:

- Opening balance of the P&F bank account at the beginning of the year.
- Year-to-date income and expenses related to P&F activities, including fundraising, with net proceeds clearly identified.
- Details of pledges approved and cash transferred to the College.
- Closing balance of the P&F bank account at the end of the most recent month.

5) Transparency and Communication

All discussions and approvals regarding financial transactions and pledges shall be conducted in an open and transparent manner.

6) Contributions to the College from Fundraising Activities

Fundraising activities are to be directed towards projects that benefit the College community or a P&F-nominated charity. Each year, the College will provide the P&F with a list of priority projects for consideration, and the P&F may also propose additional projects for approval by the College Executive.

6.1 Use of Fundraising Proceeds

Funds raised may be:

- allocated to a specific approved project.
- pooled with proceeds from other fundraising activities for a larger project.
- retained as seed funding for future fundraising activities.
- used to purchase equipment or resources required for P&F operations or events.
- held in reserve for future approved initiatives.

All decisions regarding the allocation, retention, or expenditure of fundraising proceeds must be approved by the P&F at an Ordinary Meeting and recorded in the minutes.

6.2 Transfers to the College

Where funds are allocated to a College project, the P&F will transfer the agreed amount to the College once the project has been approved, costed, and scheduled. Transfers will occur in accordance with the Pledge Process outlined in this document.

Funds raised will primarily be used for capital improvements that benefit students and will be allocated to projects consistent with the College's strategic direction. Fixed asset purchases are recorded in the College's balance sheet and fixed asset register, which do not appear in the P&F's Profit & Loss ledger, but will be reflected as a cash contribution from the P&F to the College using the appropriate General Ledger code(s).

7) Pledge Process

Meeting 1 – Initial Proposal:

The College presents a pledge request, including an updated priority list and a concept budget or quote/invoice. The P&F discusses the proposal and provides approval in principle.

Meeting 2 – Review and Approval:
The College shares the selected quote/invoice with P&F members prior to the next P&F ordinary meeting. The rationale is presented, questions are addressed, and formal approval is granted. Funds are then released to the College based on the approved quote/invoice.

Meeting 3 – Reporting and Closure:
The College confirms that the pledge has been actioned and presents a financial report verifying the transfer of funds. Proof of purchase of the chosen item(s) is given to the P&F Executive. The pledge is then marked as completed and formally closed by the P&F Secretary.

11. Child Safety, Blue Cards, Volunteer Checks and Valuing Safe Communities

- The P&F will comply with Queensland child safety legislation and College child-protection policies, including Lutheran Education Queensland's Valuing Safe Communities training.
- All volunteers undertaking regulated activities must hold a current, valid Blue Card and meet any other necessary checks required under Queensland law and College policy.

12. Code of Conduct

- Members and volunteers will behave respectfully, uphold the College's Christian values, and maintain confidentiality. Confidentiality refers to personal, sensitive, or identifiable information about students, staff, or families. It does not restrict the sharing of meeting minutes, decisions, or reports that form part of the official P&F record.
- Issues of complaint or concern will follow the College's grievance processes.
- Individual student or staff matters must not be raised in meetings; such matters should be referred privately to the Head of Campus or Head of College.

13. Conflict of Interest

- Members must declare any real or perceived conflict of interest before any vote or decision. The Secretary will record declared conflicts in the minutes, and affected members should abstain from voting on related matters.

14. Reporting and Communication

- The P&F is invited to share a short report with the school community each term (e.g. newsletter item).
- Major initiatives or fundraising proposals should be communicated to the College community prior to launch.

15. Review and Amendment

These Terms of Reference should be reviewed every two years (or earlier by request) and may be amended by resolution at an AGM or special meeting, subject to consultation with the Head of College and College Council.

16. Dissolution of the P&F

16.1 Initiating Dissolution

The P&F may be dissolved if:

- the Association is unable to maintain a quorum for two consecutive Ordinary Meetings, or

- a formal motion to dissolve is submitted in writing by at least five Ordinary Members, or
- the Head of College recommends dissolution due to sustained inactivity or inability to fulfil the P&F's purpose.

16.2 Notice of Dissolution Meeting
A proposal to dissolve the P&F must be considered at a Special Meeting.
At least 21 days' written notice must be provided to all members, including:

- the purpose of the meeting.
- the proposed dissolution motion.
- the implications of dissolution.

16.3 Voting Requirements
Dissolution requires a two-thirds majority vote of Ordinary Members present at the Special Meeting.

16.4 Management of Funds and Assets
Upon dissolution:

- all liabilities must be identified and settled.
- remaining funds and assets will be transferred to the College for student-centred purposes or to an agreed charity, consistent with the P&F's aims.
- no funds may be distributed to individual members.

16.5 Records and Handover
All P&F records, including minutes, financial reports, correspondence, and digital files, must be transferred to the College for secure storage.

16.6 Notification
The Head of College will notify the College Council and the school community of the dissolution and the final disposition of funds.