

Model Constitution for Parent Groups

IN SYDNEY CATHOLIC SCHOOLS



Sydney Catholic Schools

Introduction

This Model avoids specifying any generic name for groups and is not limited to P&F Associations (P&Fs). It acknowledges that a number of school communities are exploring alternative models for parent participation in decision-making and school governance, as well as informal parent participation.

It does, however, concentrate on formal parent groups rather than informal groups because:

- Church and Sydney Catholic Schools (SCS) documents state an expectation that school communities will establish formal parent bodies; and
- The majority of schools have formal parent bodies.

This *Model for a Constitution* will prove useful to school communities setting up new parent groups as well as those with established P&Fs needing to review their role, purpose and value in light of new and changing environments.

It needs to be used in a collaborative process with the School Principal and is offered as a stimulus for discussion and consultation. It will be effective to the extent that it is adapted to meet the needs of all parties.

It is important to note that the format of the constitution includes sections that have been provided through SCS and legal advice and should not be changed by Archdiocesan Systemic schools (see Clause 14.3).

Some features of this Model are that it:

- uses plain language together with Explanatory Notes
- clearly establishes that parent groups exist as part of the school, for the benefit of the children's learning and development, not as legal entities in their own right
- aims to reduce opportunities for misunderstandings by clarifying the aim of the Parent Group and its proposed strategies, providing helpful information and specifying limitations
- promotes the development and cultivation of an Executive Committee with a clearly-delineated role in working with the Principal in defining common interests and generating ways of forming an effective partnership
- tries to identify ways in which matters relating to children's learning and development can be discussed productively in order to provide a parental perspective to appropriately assist the Principal in decision-making
- suggests consultative processes for the allocation of funds raised
- recognises the need for more effective inclusion of parents/carers and suggests possible wider Committee structures to promote involvement and participation.

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1. Name

This Parent Group shall be known as _____
and shall be referred to in this document as the Parent Group.

2. Aim

2.1 What is the aim of the Parent Group?

The Parent Group recognises and values the role that parents/ carers play in the education of their children and aims to strengthen the partnership between family, school, parish and the wider community for the benefit of their children's overall development and learning.

2.2 How will the Parent Group do this?

The Parent Group will endeavour to do this by:

- 2.2.1 Reaching out to all associated with the school to build a friendly and welcoming community that seeks to involve all its members
- 2.2.2 Providing a parental perspective to assist the Principal in decision making
- 2.2.3 Acting as a mechanism for representing parents when it is appropriate to do so
- 2.2.4 Raising funds to provide resources and opportunities for enriching the learning environment of the school
- 2.2.5 Supporting parents/carers in their parental responsibilities and involvement in their children's learning at home and at school
- 2.2.6 Providing a forum where matters relating to the education and development of students can be discussed productively
- 2.2.7 Providing opportunities for parents/carers to gain insights into the life of the school, current developments in education and Catholic education in particular.

EXPLANATORY NOTES

Catholic schools have been established by the Church to work in partnership with parents in providing a loving Christian community in which young people can grow in faith and also experience a rewarding, diverse, general education.

Parent Groups exist as part of the school to support the school and its community. As such, they work in collaboration with the school Principal and parish priest/s in an advisory capacity.

Canon 796.2 requires that:

"Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed."

SCS documents state that:

- as well as assisting to provide for the material needs of the school, formal parent groups can be a valuable means of uniting the school community and enhancing co-operation, collaboration and communication between family, parish, school and wider community
- it is expected that school communities establish formal parent bodies such as P&Fs or other relevant parent groups. This is in keeping with Canon Law (Canon 796)
- it is expected that the Principal will support the role of formal parent groups.

Congregational schools are owned and operated by individual religious institutes and are not classified as systemic schools.

They will need to adapt this model to suit their particular circumstances.

3. Limitation

Are there any restrictions on the Parent Group?

- 3.1 The Parent Group has no legal identity separate from the School. It is a consultative body established under the auspices of the Principal, who is responsible for carrying out the policies and directives of the Archbishop of Sydney and SCS.
- 3.2 The Parent Group has no authority in the day-to-day operation or management of the school.
- 3.3 The Parent Group shall seek the consent of the Principal and the parish priest for activities which affect the parish or school property and its use.

EXPLANATORY NOTES

Archdiocesan systemic schools are not legal entities in their own right, therefore parent bodies which are part of the school and parish, cannot take on a legal identity of their own. Parent Groups are not to be separately incorporated. The Parent Group is not to be registered with an external regulatory body.

The Parent Group recognises the need to act with respect for:

- the authority and responsibility of the Principal in making decisions relating to the school and/or any activity using the school's name
- the role of the parish priest with regard to decisions involving school/parish property
- the established protocols of the school and parish; and
- the need for any matter affecting an individual person, student, parent or staff member to be directed immediately and without discussion to the Principal or their nominee.

4. Membership

Who can be a member?

- 4.1 All parents/carers of pupils attending the school, school staff and friends of the school who are interested in furthering the aim of the Parent Group can become members.
- 4.2 The Principal and the parish priest (or priest representing feeder schools) are ex-officio members of the Parent Group and its committees.

EXPLANATORY NOTES

Because the Parent Group is an umbrella body for community involvement in the school it tries to find ways to help all feel included and valued. At the same time, the Parent Group, or members of its executive, should not be seen as either a "spokesperson" for parents at the school, or a spokesperson of the school.

Ex-officio = members by right of office held. Ex-officio members have the same rights as ordinary members, including voting, however, they do not always choose to exercise these rights. Although the priest's responsibilities often preclude active involvement in Parent Group meetings an invitation should be extended once dates have been finalised for the year.

5. Management

5.1 What is the Executive Committee?

- 5.1.1 The Executive Committee is the group responsible for the management of the Parent Group.
- 5.1.2 The office bearers of the Executive Committee will comprise the President, Secretary, Treasurer together with the ex-officio members and other members elected at a general meeting.
- 5.1.3 The Principal and parish priest (or priest representing feeder schools) are ex-officio members of the Executive Committee.
- 5.1.4 The Executive Committee has the power to make decisions at Executive Meetings on behalf of the Parent Group when appropriate and within the limits of Clause 12.3.3 (allocation of funds).

5.2 What are the responsibilities of the Executive Committee?

The Executive Committee is responsible for:

- 5.2.1 Organising an appropriate induction process for Executive Members
- 5.2.2 Identifying and using opportunities that promote the aim of the Parent Group
- 5.2.3 Ensuring that the Parent Group works collaboratively and co-operatively with the Principal and the relevant priest/s
- 5.2.4 Ensuring the Parent Group's financial accountability (see Clause 12 Funds)
- 5.2.5 Organising General Meetings (see Clause 10.1 Meetings)
- 5.2.6 Setting up and supervising committees that assist with the work of the Parent Group (see Clause 13 Committees).
- 5.3 How does the Executive Committee work?
 - 5.3.1 The Executive Committee shall meet by arrangement with the Principal or Principal's nominee for the effective planning and management of the Parent Group.
 - 5.3.2 The Executive Committee shall organise an Executive Committee Meeting prior to each General Meeting for the purpose of preparing the agenda and finalising arrangements for the General Meeting.
 - 5.3.3 The quorum for the Executive Committee Meeting must comprise half of the Executive Committee plus one. This must include the Principal or Principal's nominee.

EXPLANATORY NOTES

The Executive Committee meets with the Principal prior to general meetings to plan the activities of the Parent Group, to look at issues that have been identified, preferably in writing, to plan the agenda for the general meeting and consider the most suitable way of dealing with issues raised.

There is scope for the election of an Executive team to decide amongst themselves which roles they will fulfill.

The Executive Committee may include coordinators of any committees that assist with the work of the Parent Group. Their titles must be added to this Clause and their Duties of Office must be specified in Clause 6.

Some schools find the position of Vice-President useful because it serves both as a support for the President and as preparation for Presidency. Other roles can be considered in order to spread responsibilities and make the workload more manageable such as:

Class Parent Coordinator	Fund-raising Coordinator
Social Events Coordinator	Family Care Coordinator
Parent Education Coordinator	Road Safety Coordinator
Public Relations Coordinator	Political Action Coordinator

Each Executive Committee will work together in a way that best meets the needs of their own school community. It is essential for an effective school community that the Executive Committee – both as a group and as individuals – work co-operatively and collaboratively with the Principal.

6. Duties of Office

6.1 What is the role of the President?

The President:

- 6.1.1 Provides leadership and direction for the Parent Group by working co-operatively and collaboratively with the Principal
- 6.1.2 Promotes the aim of the Parent Group in dealings with its members
- 6.1.3 Supports the Executive Committee Members
- 6.1.4 Presides at all Executive and General Meetings or, if absent, nominates another member of the Executive Committee to preside
- 6.1.5 Ensures the efficient running of meetings
- 6.1.6 Prepares the agenda in consultation with the Executive Committee
- 6.1.7 Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place; and
- 6.1.8 Prepares and presents the Annual President's Report of the Parent Group.

6.2 What is the role of the Secretary?

The Secretary:

- 6.2.1 Manages the day-to-day communications and records of the Parent Group, Organises meetings, records accurate minutes in a style agreed upon by the Executive Committee and gets them formalised as agreed to by the Executive Committee
- 6.2.2 Receives and deals with correspondence in a manner agreed upon by the Executive Committee
- 6.2.3 Maintains copies of minutes and such correspondence as is appropriate
- 6.2.4 Receives agenda items as in 10.1.3
- 6.2.5 Passes on records, in good order, to the incoming Secretary.

6.3 What is the role of the Treasurer?

The Treasurer:

- 6.3.1 Is responsible for ensuring that all the financial dealings of the Parent Group are carried out in accordance with 12.2 and 12.3
- 6.3.2 Receives all monies and keeps appropriate financial
- 6.3.3 Presents, at each General Meeting, a statement of accounts showing current receipts and expenditure together with the outstanding balance

- 6.3.4 Organises the annual audit of accounts in accordance with 12.4 and presents the Annual Financial Report of the Parent Group
- 6.3.5 Passes on records, in good order, to the incoming Treasurer.

EXPLANATORY NOTES

Role Descriptions for all elected officers who are mentioned in Clause 5.1.2 must be included with a copy of your Parent Group Constitution.

7. Election of Officers

How will elections be conducted?

- 7.1 The members of this Parent Group, at the last General Meeting of each year, shall elect all Executive Officers mentioned in 5.1.2.
- 7.2 Candidates for the Executive Committee must specify the position they are running for and are to be nominated and seconded. If there is a greater number of candidates than required for a particular position, an election for that position is to be held by secret ballot and shall be decided by simple majority.
- 7.3 The returning officer for any election is the Principal (or the Principal's nominee).

Any vacancy on the Executive shall be filled by election by the members of the Parent Group at any General Meeting

EXPLANATORY NOTES

Alternative Option: Elections could be held at the First General Meeting of the year.

Electing Executive Officers at the last General Meeting of the year has the advantage of providing a sense of continuity for the Parent Group and allows for the efficient handing over of all records as well as necessary forward planning. Positions on committees can still be made available to new parents in the Term 1 of their child's attendance.

As the president plays a key role, it is advantageous for the incoming president to have had previous service on the Executive Committee or active participation on other Parent Group committees and should be willing to serve two years in office (if re-elected). Where possible, it is recommended that there should be a mixture of new and experienced officers on the Executive Committee.

Nominees should specify the position that they are applying for e.g. President, Treasurer, Secretary or general executive member.

There is no provision for proxy or postal voting.

8. Re-election

Can officers be re-elected?

- 8.1 At the last General Meeting of the year all of the officers of the Executive Committee shall retire but may be eligible for re-election (subject to Clause 8.2 and 8.3).
- 8.2 The President must not hold office for a period exceeding four (4) consecutive years.
- 8.3 Other Officers must not serve in the same position for a consecutive period exceeding three (3) years.

EXPLANATORY NOTES

The advantage in having an experienced and skilled parent leader needs to be considered. Consideration should also be given to how best to broaden the experience and involve more parents in school and general educational activities.

9. Termination of Office

Can positions be terminated?

- 9.1 The position of any officer absent from any two consecutive General Meetings without reasonable cause may be declared vacant; and
- 9.2 This is providing due notice of a motion specifying the grounds for removal has first been given to members and the affected member of the Executive Committee, a member of the Executive Committee may be removed from office by resolution of the Parent Group carried out at a Special General Meeting.

10. General Meetings

How will the Parent Group meet?

10.1 General Meetings

- 10.1.1 The Executive Committee will organise a General Meeting at least once every school term.
- 10.1.2 The first General Meeting is to be held by the end of March and the last General Meeting by mid December.
- 10.1.3 Notice of meeting shall be given in a prior school newsletter and shall indicate the need for members to send agenda items, in writing, to the Secretary before the date of the next Executive Committee Meeting.
- 10.1.4 A quorum for a General Meeting shall be eight (8) members including the Principal (or nominee), and three (3) Executive Committee members (including the President and Treasurer or their nominee).
- 10.1.5 A period of fifteen minutes is to be allowed before a General Meeting is cancelled.
- 10.1.6 No meeting is to continue beyond one-and-a-half hours unless a two-thirds majority of those present agree to an extension.
- 10.1.7 All meetings shall be conducted in accordance with standard meeting procedures. In the case of a tied vote the President shall exercise a casting vote.
- 10.1.8 The order of business is as follows unless the majority of those present agree to change it:

Prayer and Welcome

Record of Attendance and Apologies

Confirmation and acceptance of the Minutes of previous meeting

Business arising from those Minutes

Correspondence: incoming & outgoing

Reports including statement of accounts from the Treasurer

Matters arising from Executive Meeting (includes Motions proposed)

Guest speaker and/or discussion session on nominated topic

Matters for future consideration

Confirmation of next meeting date

Conclusion

10.2 At which General Meeting will the Annual Reports of the President and Treasurer be presented and elections held?

- 10.2.1 The first General Meeting will be the occasion for the formal presentation of the Annual Reports, accounts balance sheet (pending audited accounts as at 31 December).
- 10.2.2 The last General Meeting will be the occasion for the election of office bearers (whose term commences at this General Meeting).

EXPLANATORY NOTES

General Meetings provide a regular opportunity for the involvement of the wider school community in the business of the Parent Group.

It is advantageous for dates of meetings for the year to be published as early as possible at the commencement of the school year.

The size of the quorum needs to take into account the size of the school community and adjusted accordingly.

A pre-organised and publicised agenda is required. People appreciate meetings being planned and structured so they can achieve their purposes. Some prepared input and some discussion time around an already identified topic can improve peoples' understanding of a subject and help them feel included and valued.

The President and Treasurer provide reports. The Principal, Committee Coordinators and the Delegate to the Federation may also give a report. President reports are general in nature, they provide a summary or overview of the year, activities undertaken, achievements and any lessons learnt. Treasurer's reports are more specialised in that they are a financial summary of the year, how much was raised by the Group, the amounts available for distribution, how much was distributed and where and the net available after distribution.

Matters for Future Consideration replaces 'General Business' in an attempt to deal more productively with matters of concern raised at the last minute. People should not expect that issues, without notice, can be dealt with at the meeting at which they were raised. As always, the Chairperson decides if and how the matter might best be addressed.

Alternative Option: Elections could also take place at the First General Meeting. Clause 10.2 is suggested to eliminate stand alone Annual General Meetings. Confusion often arises when the Minutes of the AGM are not dealt with until the following year's AGM. By including reports and elections in a General Meeting, attendees are kept up to date with the Minutes of the previous General Meeting, rather than Minutes that are twelve months old. Technically, the Minutes of the AGM must be moved and seconded by a person who was in attendance at that meeting.

11. Special General Meetings

11.1 What is a Special General Meeting?

A Special General Meeting is a mechanism for supporting the continued operation of the Parent Group in unusual circumstances.

11.2 What is involved in calling a Special General Meeting?

- 11.2.1 A Special General Meeting can be called on the authority of the Executive Committee or on written request to the Executive Committee by ten (10) members.

A Special General Meeting must be held within 28 days of the request being appropriately registered

or, if that 28-day period expires on a date which is not within a school term, within fourteen (14) days of the commencement of the next school term.

- 11.2.2 At least seven (7) days notice of the Special General Meeting shall be given in a prior school newsletter. The object of the meeting shall be clearly stated.
- 11.2.3 A quorum for a Special General Meeting shall be fifteen (15) members and must include the Principal or Principal's nominee, and three (3) members of the Executive Committee (which must include the President or their nominee).
- 11.2.4 A Special General Meeting can also be called on the authority of the Principal in the event of there not being an appropriately constituted Executive Committee or if, in the opinion of the Principal, the Parent Group is not fulfilling its aim

EXPLANATORY NOTES

A Special General Meeting could be called in circumstances such as:

- a General Meeting is not scheduled but Parent Group business needs to be dealt with
- a couple of General Meetings have been cancelled due to lack of a quorum
- the Parent Group is not fulfilling its aim
- at the Annual General Meeting no one has accepted positions on the Executive Committee and the Parent Group is unable to function.

The size of the quorum needs to take into account the size of the school community and adjusted accordingly.

12. Funds

12.1 How are funds raised?

The Executive Committee must develop a strategy for fundraising that considers the community's ability to raise funds. The proposals are presented to the General Meeting for discussion.

12.2 How are funds to be managed?

- 12.2.1 Funds are to be used solely for the purposes set out in Clause 2.
- 12.2.2 All funds raised by or on behalf of the Parent Group must be banked promptly and fully intact into an account held with the CDF in the name of the Parent Group or the school working account and all expenses must be paid by cheque/EFT.
- 12.2.3 Any funds raised by a levy/subscription must be held in the school working account.
- 12.2.4 Authorized signatories to the account are the Principal and any two of the following: President, Treasurer or Secretary. In any particular instance, the Principal and any one of the nominated signatories can sign cheques or authorize EFT. At the end of their term of office, their authorities to sign must be removed and replaced by the payment authorities for the incoming officers.
- 12.2.5 No more than \$5,000 should be held in the Parent Group account at any point. Any amount above this should be transferred to the school working account. If more than \$5,000 is required to be held in the Parent Group account, the Executive Committee must receive written approval from the Principal which specifies the amount to be held,

the period of time and the purpose for which it is required.

12.2.6 Funds are transferred to the school working account for the agreed upon purchase of goods and services to ensure that GST input tax credits are obtained. No assets are to be purchased by the Parent Group except of a minor nature where required to carry out its aim and is authorised by the Principal.

12.2.7 School funds must not be transferred to the Parent Group.

12.2.8 All accounts must be paid promptly.

12.3 How are decisions made about allocation of funds raised?

12.3.1 The Principal has the sole responsibility for the allocation of resources within a school. The Executive Committee must consult with the Principal to develop a list of needs and suggest some priorities for ratification at the first General Meeting each year.

12.3.2 The Parent Group may only allocate and disburse funds for school purposes after consulting with the Principal about school priorities. Agreed funds should be presented as soon as practicable.

12.3.3 With the exception of petty cash, all expenditure of the Parent Group's funds must be placed before the Parent Group at a General Meeting for ratification.

12.4 What are the Financial Record Keeping and Annual Audit requirements of the Parent Group?

12.4.1 The Executive of the Parent Group must ensure that financial records are properly maintained.

12.4.2 The Principal must be satisfied that all Parent Group accounts are kept in a proper manner and are subject to accountability and reporting procedures.

12.4.3 Financial records, including income and expenditure statements, must be audited as at 31 December each year.

12.4.4 The Parent Group financial year will run from 1 January to 31 December each year.

12.4.5 The Auditor must be a qualified and independent accountant.

12.4.6 The annual audit must be completed in time to be accepted at the first General Meeting and a copy given to the Principal by 31 March each year

EXPLANATORY NOTES

Management of funds

As Parent Groups are not legal entities they cannot enter into contracts or agreements, or issue invoices, with any provider of goods or services. A Parent Group may issue a document that acknowledges the receipt of a good or a service.

Parent Groups may not purchase assets.

Gifts from a Parent Group account should not exceed \$100, however a Parent Group may undertake a specific collection to raise funds for a gift. This collection must be voluntary and describe what the funds raised will be used for.

If your school charges a fundraising levy/subscription a Clause specifying the amount of the levy and how it is implemented should be included on the School Fee Statement.

In the interests of managing risks to school volunteers, cash

should not be used to pay invoices; nor should the Parent Group hold a petty cash float. Reimbursement of expenses must be from the Parent Group account via Electronic Funds Transfer.

It is generally the responsibility of the Parent Group for the collection and transferring of funds from fund-raising activities to the Parent Group account. School office staff are not to collect money for Parent Groups. The school is not to hold Parent Group funds that have not been receipted into the school banking account.

Allocation of funds

A consultation at the beginning of the year is essential. The Principal is in the best position to nominate areas that meet the school's identified priorities. However, enthusiasm about fundraising can only be sustained through knowledge and a sense of ownership of how the funds are spent. The consultation needs to be realistic about the level of funding that the Parent Group can provide the school

Financial records and audit requirements

Financial records must include an Income and Expenditure Statement. An Income and Expenditure Statement is a financial document that identifies all forms of income that are received within a given period of time while also documenting all payments or expenditures that were related to that same period.

The Income and Expenditure Statement should be supported by a paper trail (such as receipts, invoices) of all incomings and outgoings.

Auditing as at 31 December is a SCS and NSW Department of School and Communities requirement.

The audited figure is the total amount of funds that the Parent Group has given to the school in the calendar year.

The Auditor must:

- Be a member of one of the following professional bodies: The Institute of Chartered Accountants, The Australian Society of CPAs or the National Institute of Accountants
- Not be a member (or relative of a member) of the Executive Committee.

13. Committees

13.1 How do Committees operate?

13.1.1 The Parent Group or the Executive Committee may set up committees to carry out particular functions on its behalf. These committees are to have specific Terms of Reference and are to report their operations to General Meetings of the Parent Group. Where possible, they should include at least one member of the Executive Committee.

13.1.2 After paying expenses (receipted) of their operations, the balance of funds of above committees will be remitted to the funds of the Parent Group as soon as it is practicable to do so.

EXPLANATORY NOTES

Committees are recommended as a means of encouraging the inclusion of as many parents and community members as possible. Volunteers are much more likely to make themselves available for specific time-limited tasks than for open-ended roles.

Examples of committees:

- **Class Parent Committee:** aims to build a sense of community between parents, teachers and children in individual classes, welcomes new families, etc.

- **Fundraising Event Committee:** coordinates details of stalls, drives, walk-a-thons, raffles, etc.
- **Social Committee:** coffee mornings, movie days, founder's day, links with parish
- **Parent Education Committee:** parenting information and guest speakers, useful resources to assist parents
- **Road Safety Committee:** parent responsibilities, safe parking procedures, safe walking to school
- **Public Relations Committee:** helps publicise the school in the community, produces a Parent Group newsletter, photographs, assists with Open Day
- **Family Care Committee:** works closely and confidentially with the Principal to assist families in times of need
- **Political Action Committee:** becomes knowledgeable concerning State and Commonwealth funding of Catholic schools, works closely with the Principal in representing the needs of the school to local politicians.

14. Amendment of Constitution

How can changes be made to this Constitution?

- 14.1 This Constitution may only be changed by resolution at a General Meeting or a Special General Meeting and only after 21 days' notice, in writing, shall have been given at a previous General Meeting.
- 14.2 All amendments must be:
- accepted by at least three quarters of those present
 - must be in accordance with the aims of the Constitution; and
 - must be approved by the Executive Director of SCS or his nominee.
- 14.3 Clauses: 3, 4, 5.1, 5.2, 7.3, 10.1.2, 11.2.4, 12.2, 12.3, 12.4, 14, 16 cannot be amended.

15. Dissolution

- 15.1 How might the Parent Group be dissolved?
- 15.1.1 The Parent Group is automatically dissolved if the school closes down or is amalgamated.
- 15.1.2 The Parent Group can be dissolved following a Special General Meeting. This can be called in accordance with Clause 11 specifically for the purpose of providing an opportunity for the school community to discuss the issue to dissolve the Parent Group. At least three-quarters of the members present must vote in favour of the resolution to dissolve the Parent Group for the motion to be carried.
- 15.1.3 In certain serious circumstances where it is judged that the functions of the Parent Group is at variance with the vision and mission of Catholic Education, the Regional Director of the SCS may intervene and dissolve the operations of the Parent Group.

15.2 What happens to assets, records and funds of the Parent Group on dissolution?

After all expenses and liabilities are paid:

- 15.2.1 Where a school is closed under Clause 15.1.1, the remaining assets, records and funds of the Parent Group shall be handed over to the Principal in the case of a Primary school and SCS in the case of a Secondary school.
- 15.2.2 Where a school is amalgamated under Clause 15.1.1, the remaining assets, records and funds of the Parent Group shall be handed over to the Principal of the amalgamated school for the purposes of the amalgamated school.
- 15.2.3 Where a Parent Group is dissolved under Clause 15.1.(2 and 3), the remaining assets, records and funds of the Parent Group shall be handed over to the Principal for the purposes of the school.

IMPORTANT REMINDER

Don't forget to:

- Date the Constitution
- Have it signed by the school Principal and President of the Parent Group
- Formally minute its ratification
- Formalise and minute the requirement that the Constitution be reviewed in three (3) years
- File a copy with Parent Group records and the school office
- Date any subsequent amendments
- Ensure each member of the Executive Committee has an up-to-date copy and has the opportunity to discuss the role of the Parent Group each year.

16. Precedence

In the event of any conflict between a Parent Group Constitution, Sydney Catholic Schools policies and procedures, the Sydney Catholic Schools Policies and procedures will take precedence.

SIGNED:

Principal _____

President _____

Name of School: _____

Dated: _____



SYDNEY CATHOLIC SCHOOLS

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