



# LORETO COLLEGE

**Coorparoo**

*Parents of Loreto  
College Coorparoo  
Charter*

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## **FOREWORD**

*The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, staff and (College) authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of the College and in the formulation and implementation of educational policies.*

(Article 5, U N Charter of the Rights of the Family)

*The (College) actively seeks ways to enhance student learning and wellbeing by partnering with parents and families, other education and training institutions, local businesses, and community organisations. Parents and families are recognised as integral members of the (College) community and partners in their children's education. Partnerships are strategically established to address identified student needs and operate by providing access to experiences, support and intellectual and/or physical resources not available within the (College). All partners are committed to the common purposes and goals of partnership activities.*

(Australian Council for Educational Research, National School Improvement Tool, p18)

Loreto College Coorparoo aims to meet the spiritual, intellectual, and social needs of each student; to develop each student's awareness of and response to others to prepare them to take their place as active global citizens; and to invite students to a deeper awareness of God's love.

The Parents of Loreto (PoL) is the Parents and Friends (P&F) association, recognised by the Church and Catholic Education authorities, which represents parents/carers in the College and acts in their interests and on their behalf.

The Parents of Loreto is in place to support the College community and engages in the total life of the College. Parents/carers, as first educators of their children, have a vital collaborative role to play in the development and implementation of the educational philosophy and policy of the College.

The Parents of Loreto plays a significant role in the development of a collaborative and cooperative College community where parents/carers are recognised as authentic partners, with staff and the administration, in the education of their children.

## The Parents of Loreto Charter

Loreto College is committed to promoting and nurturing active partnerships with families and the wider community so that all are given authentic opportunities to participate in the life of the College. The student’s learning journey is enriched through positive and reciprocal relationships.

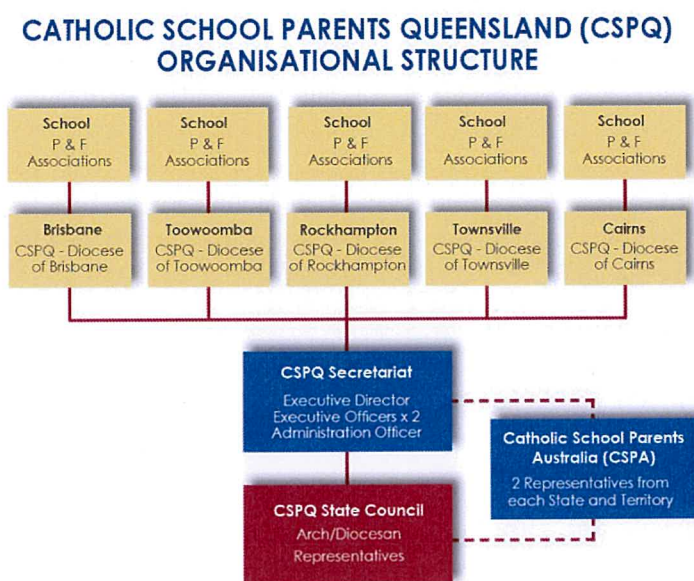
The Parents of Loreto Charter is the document which gives guidance to our community for its efficient and effective operation. Hence the document:

- Sets common aims and objectives;
- Arranges for proper management of the PoL finances;
- Allows for amendments and changes to be discussed, debated, and resolved;
- Sets standards for appropriate community involvement; and
- Establishes other rules for the Parents of Loreto operation.

The Parents of Loreto recognises that parent communities exist for the benefit of the College and its students. All members of the community are welcome and encouraged to attend the Parent of Loreto meetings each term, which are a forum by which parents, carers and other community members can connect with the Principal, Leadership team, staff, other parents/carers, and community members to:

- Develop a community spirit;
- Support and work in partnership with the Principal and staff;
- Participate in decision making;
- Promote interaction between home and College, parents, and staff;
- Encourage parent participation in teaching and learning activities and College life;
- Promote the College in the wider community;
- Create a forum for discussion; and
- Assist in providing resources to the College where necessary, including raising funds through approved fundraising activities.

## Queensland Parents and Friends Organisational Structure



<b>Name of College</b>	<b>Loreto College Coorparoo</b>
<b>Location</b>	<b>Coorparoo, QLD</b>

# Parents of Loreto College Coorparoo Charter

**Adopted at Parents of Loreto General Meeting – 2 May 2023**

## 1. NAME

The name of the Loreto Parents and Friends Association shall be:

**Parents of Loreto (PoL)**

## 2. INTERPRETATION

In this Charter unless the context otherwise requires: -

- a. **“Parent/carer”** means parents, caregivers, legal custodians, people who are ‘in loco parentis’ and family members of current Loreto College Coorparoo students.
- b. **“College”** means any institution of primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law.
- c. **“Member”** is a Parent/Carer of a student enrolled at the College.
- d. **“Ex-officio Members”** are Members of the Community who attend meetings by virtue of the office they hold.
- e. **“Delegate”** means an “member” appointed by the College Principal to act as a representative on the Archdiocesan Council.
- f. **“Archdiocesan Council”** means the body representing the interests of all Parents and Friends Associations in the Archdiocese in the Roman Catholic province of Brisbane i.e., State of Queensland.
- g. **“CSPQ”** is Catholic Colleges Parents Queensland, the body representing all Parents and Friends Associations in Catholic Colleges in Queensland.
- h. **“Annual Levy”** is the fee applied by CSPQ to the parents/carers of each student attending a Catholic College in Queensland. This levy shall be recommended for payment by the Parents of Loreto Executive Committee annually.
- i. **“Parents of Loreto”** is the current Parent and Friend Association and refers to the previous association of Loreto College Parents and Friends Association. Parents of Loreto and the Executive Committee will be used interchangeably throughout this document.
- j. **“Committee”** refers to designated roles performing key Parent of Loreto functions. A list of roles and current role holders is published on the Loreto website. Parents can nominate themselves for these roles each year.
- k. **“Executive Committee”** is the collective name of those Parents of Loreto roles involved in driving organisational management of the Parents of Loreto.

### **3. OBJECTIVES**

**3.1** The Objectives of the Parents of Loreto and the Executive Committee shall be those that accord with the content of the documents 'The Catholic College' (Sacred Congregation for Catholic Education, Rome 1977), the Code of 'Canon Law (1983)', and "The Catholic College on the Threshold of the Third Millennium" - Congregation for Catholic Education (For Seminaries and Educational Institutions).

**3.2** In particular, the members of Parents of Loreto and Executive Committee will participate in the optimum spiritual, intellectual, social, and physical development of our students in the College by:

- a. Assisting with developing a community spirit;
- b. Support and work in partnership with the Principal and staff;
- c. Participate in decision making;
- d. Promote interaction between home and College, parents, and staff;
- e. Encourage parent participation in teaching and learning activities and College life;
- f. Assist parents to understand teaching and learning programs;
- g. Promote the College in the wider community;
- h. Create a forum for discussion; and
- i. Assist in providing resources to the College when necessary, including raising funds through approved fundraising activities.

**3.3 The Parents of Loreto Executive Committee shall:**

- a. Affiliate with CSPQ and thereby its respective Archdiocesan P&F Council by payment of the Annual Levy.
- b. Work in partnership with the administration of the College in supporting all aspects of its operation.

**3.4 The Parents of Loreto members shall not:**

- a. Affiliate with any political body or party.
- b. Affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1.

#### **4. PARENTS OF LORETO MEMBERSHIP AND STRUCTURE**

##### **4.1 The membership of the Parents of Loreto shall consist of:**

- a. The Principal (or nominee) of Loreto College.
- b. The Loreto College Leadership Team (or representatives).
- c. Parent/s and/or carer/s of each student enrolled at Loreto College.
- d. The Loreto College Community Engagement Team.

##### **4.2 The Parents of Loreto shall consist of the following Groups:**

- a. Parents of Loreto Executive Committee.
- b. Parent Support Groups – Co-Curricular
- c. Parent Year Level Representatives.
- d. The Loreto College Community Engagement Team.

##### **4.3 The Parents of Loreto Executive Committee shall consist of the following Groups:**

- a. The Principal (or nominee) of Loreto College.
- b. The Loreto College Community Engagement Team.
- c. President, Vice-President, Secretary, Treasurer and Events Co-ordinator.

#### **5. MEETINGS**

##### **5.1 Parents of Loreto meetings:**

- a. The Parents of Loreto Members Meetings will be held twice per term (Term 1-3) and once in Term 4 (seven meetings per year).
- b. In addition, the Parents of Loreto Executive Committee shall meet at least four times per year to prepare for the Parents of Loreto Members Meeting.
- c. The Parent Support Groups shall meet as designated by their co-curricular term.

##### **5.2 Quorum**

- a. At a Parents of Loreto Members Meeting, 5 members shall constitute a quorum.

##### **5.3 Calling of Meetings**

- a. Parents of Loreto Members Meetings will be convened by the Parents of Loreto Executive Committee Team.



- b. Notice of meeting will be notified through the Newsletter and the App to each member with no less than seven days' notice.

#### **5.4 Agenda of The Parents of Loreto Members Meeting**

The structure of every Parents of Loreto Member Meeting shall include:

- a. An agenda, distributed before each meeting;
- b. Financial business from the previous meeting;
- c. The receiving of the Principal's Report;
- d. Allocation of Parents of Loreto budget and fund procedures announced at the first meeting, annually.
- e. Acknowledge annually the *Parental & Visitors Code of Conduct* and were published on the College's website, in the Newsletter and the App and/or other the key internal platform for communication with members.
- f. The Parents of Loreto Executive Committee to notify the Catholic School Parents Queensland, (CSPQ) in writing within 30 days of any changes to this charter.

#### **5.5 Structure of Parents of Loreto General Meetings**

Unless otherwise provided by this Charter, at every Parents of Loreto Members Meeting:

- a. The Executive Committee will chair the meeting.
- b. The Executive Committee shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings.
- c. Every question, resolution or decision shall be decided by consensus, but should a deadlock occur, the Loreto College Principal shall make the final decision.
- d. The Executive Committee will prepare the agenda and minutes. A College representative will publish the Parents of Loreto Members Meeting agenda, minutes, and other materials into the Newsletter and/or other internal communication platforms for all members to access.

## **5.6 Participation in Parents of Loreto Meetings**

The Parents of Loreto Members Meetings, Executive Committee Meetings and Parent Support Group Meetings are an opportunity for the College community to contribute to discussion on issues and to make decisions that will have a positive impact on the College community.

To ensure that this is carried out effectively, participants agree to:

- a. conduct activities in accordance with the Charter of the Parents of Loreto,
- b. participate in Parents of Loreto members meetings and other community activities in a constructive manner and respect the views of others,
- c. acknowledge that the decisions reached, and actions taken at the Parents of Loreto meetings are representative of the majority of the College community,
- d. adhere to the processes available to have issues addressed and decisions reviewed,
- e. support the Parents of Loreto Executive Committee when they are required to make decisions on behalf of all parents in the College community, and
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community members.

## **5.7 Conduct Unbecoming**

All Parents and Visitors are bound by the Loreto *Parent/Visitor Code of Conduct*. To view this document please go to the College website.

If a community member is in breach of this code, the Principal will determine an appropriate action. The Principal's decision will be final and binding on community members.

## **5.8 Election of the Parents of Loreto Executive Committee**

- a. The election of Executive Committee representative positions will take place in the final Parents of Loreto Members Meeting held in Term Four, annually.  
In advance of this meeting, a nomination form will be sent to all members through the newsletter or other internal methods of communication. All elected Executive Committee Members shall retire from office, though shall be eligible for re-election or re-appointment.
- b. No more than one Executive Committee Position can be held by the same person. Two people from the same family cannot hold an Executive Committee Position at the same time.

- c. All elected Executive Committee members shall retire from office, though shall be eligible for re-election or re-appointment. In the event there are more than one nomination/candidate for a Position, a further vote will take place to determine the outcome.
- d. If two or more candidates nominate for the same Position on the Executive Committee, the Principal or their nominated representative will determine the outcome.
- e. To be eligible to vote, you must be a parent or carer of a student enrolled at the College and be present at the meeting. Absentee votes will be accepted, proxy votes are not. Online voting is to be counted.
- f. The newly elected Executive Committee member will take up their Position immediately, to ensure appropriate handover in Term 4 from the outgoing Executive Committee member.
- g. Should an Executive Committee Position become vacant during their elected term their Position is to be advertised through the Newsletter and/or other internal communication modes and filled at the next available Parents of Loreto Members Meeting.

#### **5.9 Election of the Parents of Loreto Parent Support Groups**

- a. The election of the Parent Support Groups representative positions will take place in the Parents Support Group first meeting.
- b. No more than one position can be held by the same person. Two people from the same family cannot hold a position at the same time.
- c. In the event that two or more candidates nominate for the same position, a further vote will take place to determine the outcome.
- d. To be eligible to vote, you must be a parent or carer of a student enrolled at the College and be present at the meeting. Absentee votes or proxy votes are not accepted.
- e. The newly elected member will take up their position immediately, to ensure appropriate handover from the outgoing member.

#### **5.10 Appointment of Parents of Loreto YEAR LEVEL PARENT REPRESENTATIVES**

- a. The appointment of Year Level parent representative positions will take place in the first Loreto Members Meeting held in Term One.  
  
In advance of this meeting, a nomination form will be sent to all members through the Newsletter and/or other internal communication modes. All elected Year Level Parent Representatives shall retire from office, though shall be eligible for re-election or re-appointment.
- b. No more than one Year Level Parent Representative Position can be held by the same person.

- c. In the event that three or more candidates nominate for the same position, a further vote will take place to determine the outcome.
- d. To be eligible to vote you must be a parent or carer of a student enrolled at the College and be present at the meeting. Absentee votes or proxy votes are not accepted.
- e. The newly elected Year Level Parent Representative will take up their position immediately.
- f. In the advent that no incoming Year Seven (7) Parent Representatives are appointed for the following year, these positions will be elected in at the first Parents of Loreto Members Meeting of the following year.

**6. ALTERATION OF CHARTER**

- a. This Charter may be amended with the College Principal's consent at a special membership meeting of the Parents of Loreto Members Meeting called for that purpose.
- b. Notice of any proposed amendment shall be given in writing to the Principal in collaboration with the College's representative. The notice should be signed by the Parents of Loreto Executive Committee who support the proposal. Immediately following receipt of such Notice, the Principal or nominee shall notify the terms thereof to the Members, with the date, time and place of the Special Members Meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose or, if unfeasible, as soon as possible therewith.

**7. MEMBERSHIP FEES & FUNDRAISING**

- a. In close collaboration with the Loreto College, the Parents of Loreto administer the funds collected through the Parent Levy and additional funds raised by the Parents of Loreto.
- b. The College's FINANCE TEAM will work with the Parents of Loreto Executive Committee to develop an annual budget. Any budget variations will need to be approved by the College and agreed by the Parents of Loreto Executive Committee.
- c. As soon as practicable after the end of each calendar year, the College will provide the Executive Committee with an income and expenditure statement for the calendar year to be presented at the first Parents of Loreto Members Meeting of the next calendar year.
- d. Funds received in relation to the Parents of Loreto shall be banked in the College account with income and expenditure recorded in the trading section of the College chart of accounts.

- e. An income and expenditure statement will be provided by the College for presentation at the Parents of Loreto Members Meeting.
- f. Recommendations for expenditure shall be presented and passed at a Parents of Loreto Members Meeting. All requests are to be approved by the Parents of Loreto Executive Committee, the College's finance team, College Principal or nominee and processed as per the College's purchasing procedures.
- g. If an item is required to be purchased for an event outside of the normal approval process:
  - a) from a supplier where the College does not have an account,
  - b) Where the purchase is required urgently for an event; then verbal approval must be given by the College's representative, and the following procedures must be followed:
    - Purchases cannot exceed \$500.
    - Tax receipts must be presented to the College's representative as soon as possible.
    - Reimbursement via EFT in accordance with the normal College payment process.
- h. Loreto operates as a cashless venue and remains the first preference for all events. However, In the event cash is collected the following procedure is to be followed:
 

*All cash collected must be given to the staff member present to be locked away. If no staff member is in attendance, monies must be counted at the event/venue by two (2) parents, documented, signed by both parents, and then presented to Loreto finance team the next business day.*
- i. The Parents of Loreto shall not borrow money.

**8. NO AGENCY OF THE COLLEGE**

The Parents of Loreto will not hold itself out as agent of the College and has no Authority to bind the College.

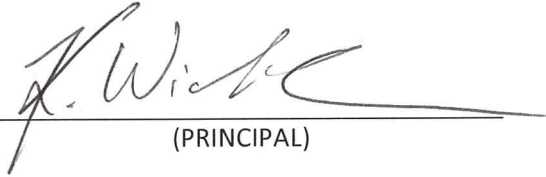
Recommendations in relation to contractual matters are to be reached by consensus and referred to the College Principal to be entered into by the proper authority.

CERTIFICATION

We certify that this is a true and correct copy of the Charter of

# Parents of Loreto College Coorparoo

(NAME OF COMMITTEE)

  
\_\_\_\_\_  
(PRINCIPAL)

  
\_\_\_\_\_  
(PARENT REPRESENTATIVE OF PARENTS OF  
LORETO)

DATE: 26.10.2023

## BYLAWS

1. *A P&F levy will be invoiced to every family at Loreto College annually and will be collected through the College fees per term.*

