



St Peter's College Parents & Friends (P&F) Committee

Terms of Reference

In close consultation with the College, the Committee members of the P&F will:

- Support the Principal and staff in the development of a learning community based upon the College's statement of core values
- Support the College's policies developed in consultation with all stakeholders
- Make recommendations at P&F meetings to the Principal in relation to policies that affect the wider College community
- Acknowledge that the Principal has the responsibility to implement all policies
- Identify topics of interest relevant to the College community
- Focus on the educational needs of parents and families to ensure they are kept well informed
- Maintain a record of the recommendations and outcomes of P&F meetings
- Acknowledge that the decisions taken and actions proposed at the P&F meetings are representative of the College community
- Adhere to the processes available to have issues addressed and decisions reviewed
- Use appropriate conduct ([code of conduct](#)) when participating in meeting / discussions and promote positive personal relationships among College community members
- Prepare timely written notices for distribution to members of the College community
- Liaise with the members of the College and wider community as required in promoting a positive image of the College
- Treat all members of the College community with an inclusive and respectful approach

MEMBERSHIP

- Principal
- Additional Staff members
(as requested by the principal)
- Chairperson
- Treasurer
- Secretary

QUARUM

Three members, one of which must be the Principal

MEETINGS

The Committee will meet as required twice per Term.

Adopted as of 8th November 2016 P&F Committee Meeting