

PVSPS Fundraising and Promotions Sub-Committee

Terms of Reference

Context

The Pascoe Vale South Primary School Fundraising and Promotions Sub-Committee (FAPS) is deemed a properly constituted Sub-Committee of the School Council. As such, FAPS is required to adhere to DET guidelines for School Council Sub-Committees, which are outlined in brief by these Terms of Reference.

Purpose and Responsibilities

The purpose of the Fundraising and Promotions Sub-committee is to raise funds and build community relations through the facilitation of events and activities, in partnership with the School Council.

1. The key objectives are to provide overall guidance and direction to the School Council in the areas of:
 - i. Raising money and/or products and/or services for PVSPS
 - ii. Promoting the School to internal and external stakeholders
 - iii. Help engage the community
 - iv. Facilitate optimal communication with the school community
 - v. Coordinate Publicity & Marketing requirements of specific events
 - vi. Identifying suitable grants and where appropriate, supporting staff in the application process
 - vii. Provide recommendations to School Council on where monies raised could be used within the school and/or seek request from School Council on their preferred option for expenditure of raised monies
2. Ensure the Sub-Committee objectives are defined, and that the outcome and performance of these objectives are the focus of the Sub-Committee's work.
3. Contribute to the dissemination and promotion of the Sub-Committee objectives and outcomes within the school community.
4. Approve the recommendations being produced by the Sub-Committee for School Council.
5. Ensure that relevant risks are identified and are managed by the school.
6. Ensure compliance to all relevant regulatory requirements, School Council strategies and policies.
7. Decide on action required on any issues that are escalated to the Sub-Committee level, where these do not relate to the operational management of the school.
8. Continually ensure that the Sub-Committee continues to support the strategic direction / objective / initiatives of the school.

Membership

The membership of the FAPS should have at least 3 members and must include one school council member or school council approved nominee. Ideally, the group should be chaired by a member of school council, or a nominee decided by council. The Principal and School Council President are ex-officio members of all sub-committees and are invited to attend all meetings by the convenor. The group will invite to their meetings, and liaise closely with, the Assistant Principal (Anne Bashford) as the nominated representative. Presently FAPS is convened by a number of parents, in conjunction with a broader parent team:

Bec Howard (Parent & School Council Rep.)
Jason Sofra (Parent & School Council Rep.)
Olivia Raymond (Parent & DET Employee)
Kelly Hills (Parent)
Alison Baker (Parent)

The group will encourage participation from the wider school community and co-opt parent members or local community members when required.

Activities, Meeting Schedule and Reporting to School Council

- FAPS will prepare an annual schedule of activities to be tabled at school council
- The group will aim to meet bimonthly, minutes will be taken and a written report of the group's activities will be submitted to the Principal to be included in the School Council notes prior to each School Council meeting.
- The group's calendar of meeting dates will be publicised via Flexibuzz and the school's website