



PARENTS IN PARTNERSHIP (PiP) POLICY

APPROVED:
REVIEWED DATE:

May 2015
2019/2020

PURPOSE OF THE POLICY

Our Mission

PiP's mission is to serve the School community. The parent body will partner with the wider school community, including students and teachers, to help foster a loving, inclusive and engaged community. They will be actively involved in organising, delivering and supporting the School on both campuses through a wide range of projects and events. PiP meetings and events should be conducted around a Christ-centred approach, where love, support, grace and encouragement of others is evident and inviting.

PiP ... Making a positive difference in our School community

Ephesians 4:15-16, Ephesians 2:10

What we do...

PiP's key task is to organise activities which invest in the lives of those in our School community, to encourage and engage parent participation and to build a strong relationship between parents and staff. PiP needs to be mindful of the diverse range of families that make up our School community, as well as possible financial burdens that some families may carry. Therefore, fundraising activities will be carefully scheduled over the course of the school year between both the Ulverstone and Burnie campuses, to ensure maximum participation and engagement is possible from our School families.

This policy is to clarify the purpose of PiP and to affirm the value of parents within our School, with whom we partner to raise their children in God's way.

RESPONSIBILITY FOR MANAGEMENT OF THE POLICY

Principals (Ulverstone and Burnie) on behalf of the Board.

THE POLICY

Why PiP?

PiP - Parent participation and partnering is at the heart of our School. We understand and appreciate that parents are called to be the first teachers to their children. We appreciate that strong positive relationships need to exist between home and school and that we partner together for the best interests of the child. The parent group will work in partnership with the School, the PiP Coordinator and the Principal, to ensure parents can be actively engaged in the life of their child while they are at Leighland Christian School.

PiP allows parents to be part of a group that meets together, with the Principal, to determine fundraising priorities for the School, to create collegial relationships and to allow parents to input into the School in a positive and affirming manner through an agended meeting.

The PiP Coordinator must:

- be an Association Member and actively living a Christian life engaged in their local Church.
- display character traits of...*Fruits of the Spirit. Galatians 5:22 But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.*
- hold a current Working with Vulnerable People card.
- represent the Parent voice on the Uniform Committee.



The PiP Coordinator will:

- lead and encourage a team of willing parents/carers to serve the School community. They must be a team player, willing to delegate responsibility, organise and liaise with parent teams within PiP and have a strong personal faith.
- have leadership qualities and an ability to work with a team of school parents and carers, empowering them to work and sow seeds of God's love in the School community.
- work with PiP Team Leaders to serve the School community and assist where needed.
- work closely with the Principal to set the monthly agenda, distribute minutes to the parent body and make suggestions for improvement as a representative of the parent body within the School.

Character:

The PiP Coordinator will display a genuine love of God and of people.

The PiP Coordinator will actively look for potential in others and encourage all members of the team to take on various roles within the committee. Leighland Christian School believes everyone has a God given ability to show love and grace to the School community and beyond, through an active, planned and enthusiastic PiP committee. Therefore, the PiP Coordinator is to coordinate the activities of the parent body, allowing members to be involved with the hands-on roles, ensuring they feel a part of the School community.

The PiP Coordinator will oversee the running of the sub-committees with a willing heart that is ready to serve alongside others.

PiP Decisions:

PiP decisions will be put to a vote at the monthly meetings. If there is a significant or costly decision (\$500 or more) to be made, this will be communicated to the whole parent body before a vote is taken. The PiP Coordinator will then liaise with the Principal to set school priorities for the spending of any money raised. While PiP and the PiP committee represent the voice of the parent body, the final decision for spending remains with the Principal, who will be guided by the requests of the parents. This process should consider the priorities of the parents as well as the immediate needs of the School community. It is essential that all parents, especially those unable to make the meetings, feel there is an avenue for them to vote, give direction or to raise an agenda item, ensuring the committee represents the whole community as far as possible.

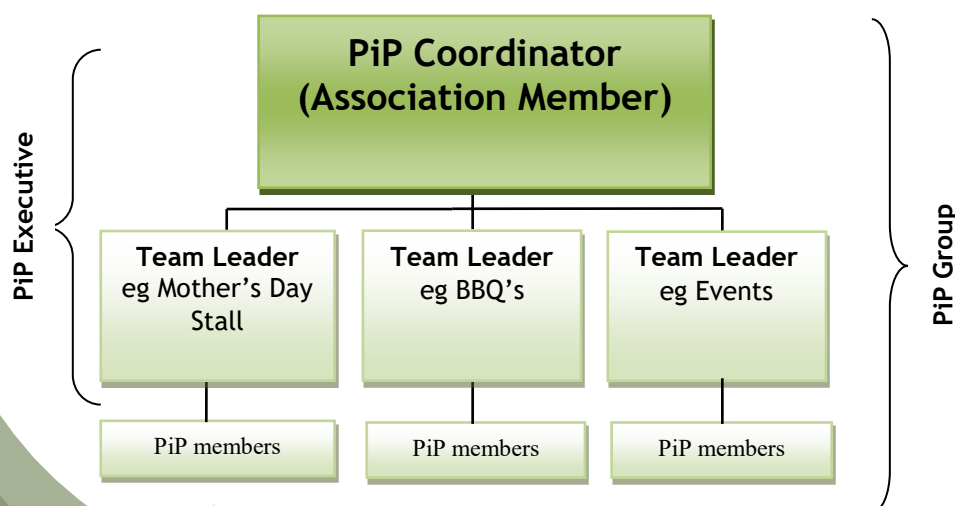
Any required training to fulfil the position will be provided by the School: eg ERM, Finance procedures, Administration procedures.

Professional support may be made available if needed: eg Food Handling, WH&S.

THE PROCEDURE

Parents in Partnership group will operate on each Campus to serve each School community and embrace the uniqueness.

PiP Model



- The PiP Coordinator will work with the Principal to plan events for Leighland Christian School on both the Burnie and Ulverstone campuses.
- Key events such as the School Fair, are to be endorsed by the Board via the Principals.
- Prayer - All PiP meetings must commence in prayer. All actions, interactions, participation and events must be God honouring and in accordance with our Christian Faith.

PiP Meetings

- The regularity of PiP meetings is essential to sustain interest and build relationships. Meetings should be placed on the School Calendar and be held monthly or twice per Term with 8 meetings per year.
- Meetings will only be held during School Terms.
- The PiP Executive team may need to meet more frequently for planning of events as defined in the PiP Model Diagram.
- The Principal or delegate should plan to attend each meeting where possible.
- PiP meetings can be changed with enough notice to the School community.

PiP Coordinator – Inter Campus Expectation

- Many of our parents have children across both Campuses. It is important that our PiP Coordinators work harmoniously together to develop unity, whilst accepting the diversity that exists on each campus. It is important that the Calendar of Events will be well coordinated.

The Website

The policy will outline:

- What PiP is
- What it does
- How parents can be involved
- Meeting times
- An Event Calendar

and will publish photos of PiP events.

Finances

- PiP must work with the Principal to define the priorities for spending PiP funds on each campus.
- PiP must work with the Principal to define the process for spending PiP funds on each campus.
- The Principal must approve and sign off on all spending to ensure school priorities are being met.
- All monies collected must be handed in as soon as possible to the Finance Department or the School. In an event of fundraising, there must be a 'Responsible Finance Representative' to handle the money. No PiP money is to ever travel to a member's home.
- Any money to be counted must be carried out with 2 people present.
- PiP will use the established School Financial Protocols for ordering, purchasing, receipting and banking.
- Once finalised, after consultation with the Principal, any fundraising and purchases/use of the monies are to be announced to the School community.

Administration Support

Any Administration requests will be received by the usual administration system. Support will be given by the Admin Team after consultation and discussion with the Principal.

Correspondence

- All PiP correspondence to outside agencies must be authorised by the Principal and the School logo is to be used.
- All PiP correspondence must go out via the PiP Coordinator or through School Administration
- The PiP Coordinator signature is to be co-signed by the Principal to ensure transparency in the School.

Public Responsibility

Whilst the Leighland Christian School Board truly love, accept and attempt to foster a passionate Christian heart for those in the School community, there needs to be a level of respect, care and concern shown for each attendee at the PiP meeting. The purpose of each meeting is to set priorities for school events and fundraisers and to determine areas to spend the money raised. It is not a time for concerns and issues to be publically raised. This should be done one on one with the Principal to allow PiP meetings to focus on building a positive and engaged school community and to ensure all PiP business is completed in a timely manner.

Social Media

Any person representing/involved with Leighland Christian School/PiP **must not** make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that:

1. targets any Leighland Christian School staff/parent/staff person/student with perceived malicious intent or
2. undermines the name/or good will of the School.

Harassment, hate speech and inappropriate content should be reported; in the first instance to the Principal. Police may also need to be contacted.

Annual Plan

An Annual Plan is required of activities and meeting dates and is due to be presented to the Board by the 1st meeting each year.

Compliance

The PiP Coordinator and Volunteers are required to abide by all School Policies.

Identity

A badge will be issued to the PiP Coordinator.

Reporting to the Board

1. prior to the AGM – a brief article to be included in the Annual Report
2. prior to the Magazine
3. PiP Minutes are to be tabled at the next Board meeting

Magazine Article

Due in mid-November. A brief article capturing the heart of PiP for the year.

The role of PiP will be shared in the Staff Handbook.

Filling the PiP Coordinator Position

- An Application form is required for those seeking to undertake the PiP Coordinator position.
- The applicant will be interviewed by a panel consisting of 2 members from the Board and the Principal.
- The PiP Coordinator appointment is for one school year, subject to an annual review which can then see the appointment

EFFECTIVENESS OF POLICY

The Policy will be regularly reviewed each year as PiP and the School undertake annual reflections.

The PiP Coordinator will be supported by the Principal/or representative and a Board member.

ASSOCIATED POLICY AND PROCEDURE DOCUMENTS

- Grievance / Complaint Resolution Policy
- Finance Procedures
- Privacy Policy
- Confidentiality Agreement
- WH&S training
- Working at Leighland/Faith Clause
- Working with Vulnerable People card
- Anti-Discrimination, Anti-Harassment & Workplace Bullying Policy