



**CATHOLIC SCHOOL PARENTS  
QUEENSLAND**

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**P&F CHARTER**  
**A Charter for Parents & Friends Advisory Group  
in Catholic Schools in Queensland**

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## FOREWORD

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

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

The Catholic school participates in the evangelizing mission of the Church. It centers its vision on the life and teachings of Christ with the Gospels as the reference points of its philosophy. It is concerned with building a Christian community where parents, staff and students work together.

The Parents and Friends (P & F) Advisory Group is the formal structure, recognised by the Church and Catholic education authorities, which represents all the parents/carers in the school and acts in their interests and on their behalf.

The Aquinas College Parent Connect (AQPC) P&F Advisory Group exists to support the school community and is involved in the total life of the school. 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 school.

The P&F Advisory Group plays a significant role in the development of a collaborative and cooperative school community where parents/carers are recognised as authentic partners, with teachers and the administration, in the education of their children.

### **Parents and Friends Advisory Group Charter**

Catholic School Parents Queensland has, over the years, provided a model constitution for use by the local school's Parents and Friends Advisory Group. In a new era with additional legal and governance requirements and risks, this group now exists within the governance structure of each school. Its purpose, roles and responsibilities are set out in a Charter.

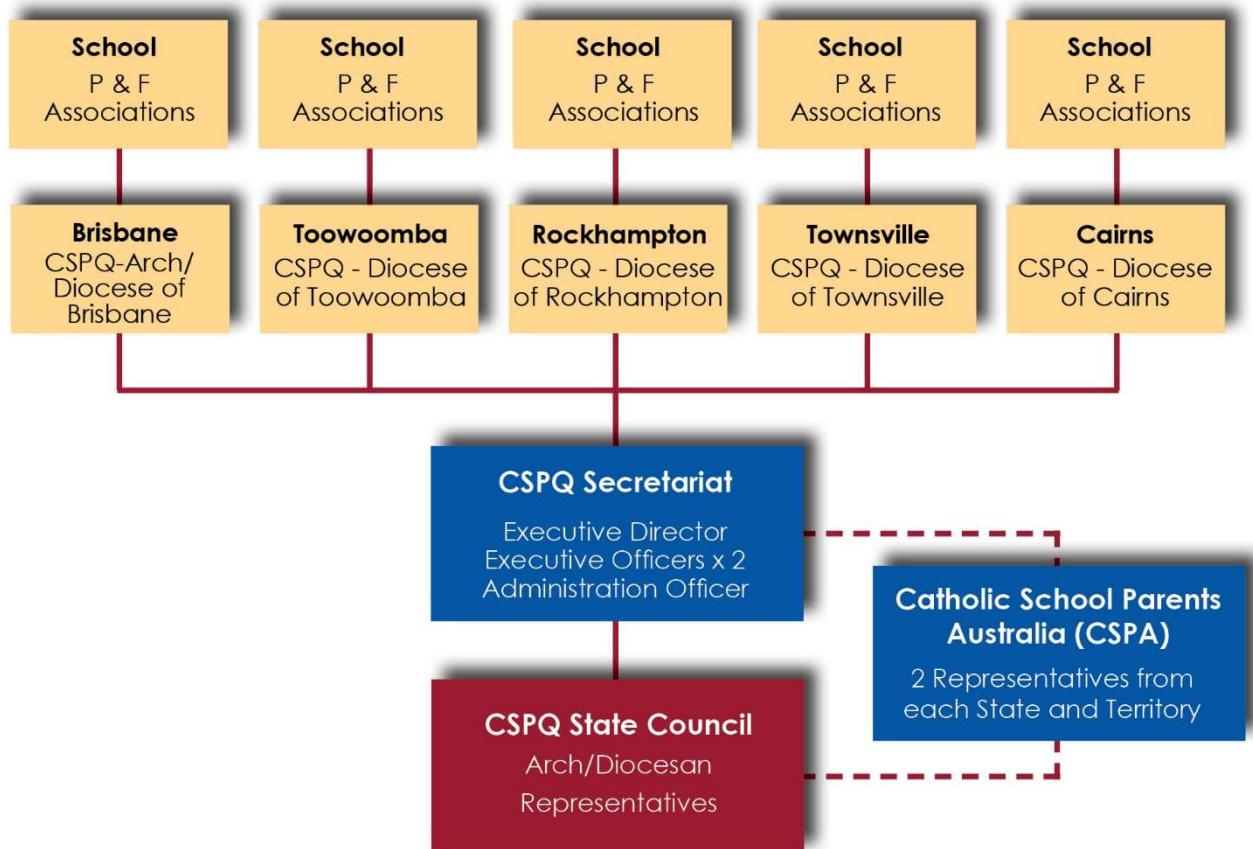
The Charter is the document which gives guidance to the P&F Advisory Group for its efficient and effective operation. Hence the document:

- sets common aims and objectives;
- arranges for proper management of the finances;
- allows for amendments and changes to be discussed, debated and resolved;
- sets standards for appropriate community involvement; and
- establishes other rules for the group's operation.

The following Charter of the P&F Advisory Group, which supersedes all other model constitutions, *has been drafted with the assistance and endorsement of Church authorities, legal advisers, parents and CSPQ's State Council*. It is a refinement of the Constitution that has been previously used by Parents and Friends Advisory Groups..

This document recognises that Parents and Friends Advisory Groups exist for the benefit of the school and its students. Each local Advisory Group must be properly established and approved by Church and school authorities to ensure that it is eligible for insurance cover provided by the school. Officer bearers of the local Advisory Group and the school Principal should ensure that copies of the charter are readily available for perusal. Copies of the charter are also available on CSPQ's website at [cspq.catholic.edu.au](http://cspq.catholic.edu.au).

# CATHOLIC SCHOOL PARENTS QUEENSLAND (CSPQ) ORGANISATIONAL STRUCTURE



**Adopted at General Meeting on \_\_\_\_\_ [insert date of the Meeting]**

**1. NAME**

The name of the Advisory Group will be **Aquinas College Parent Connect (AQPC)**.

**2. INTERPRETATION**

In this Charter unless the context otherwise requires:-

- a. **“Annual Levy”** means the fee or levy applied by CSPQ to the parents/carers of each child attending a Catholic School in Queensland, which must be paid through the Brisbane Catholic Education Office and invoiced to each school;
- b. **“Advisory Group”** means the group described in clause 1;
- c. **“Catholic School Parents Queensland”** or **“CSPQ”** is the body representing the interests of all parents and friends in Catholic Schools in Queensland;
- d. **“Delegate”** means an **“Ordinary Member”** appointed TO act as a representative on the CPSQ Archdiocese of Brisbane Council;
- e. **“CSPQ Archdiocese of Brisbane”** means the body representing the interests of all parents and friends in the Roman Catholic Archdiocese of Brisbane;
- f. **“Ex-officio Members”** are members of the Executive of the Advisory Group by virtue of the office they hold, who will have full voting rights;
- g. **“Friends”** are School teachers, staff, and other members of the parish/School community interested in pursuing the objectives of the Advisory Group by their regular attendance at meetings, the names of whom are to be agreed at an annual general meeting or a regular meeting of the Advisory Group;
- h. **“Ordinary Member”** is a parent/carer of a child enrolled at the School;
- i. **“Parent/carer”** means the natural parents, legal custodians or people who are ‘*in loco parentis*’ i.e. someone who is legally acting in place of a parent on behalf of a minor;
- j. **“School”** means Aquinas College, located at Edmund Rice Drive, Ashmore, in the State of Queensland, being an institution of pre-school, preparatory year, primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law;
- k. **“Sub-Committees”** means those **“Ordinary Members”** elected or appointed to particular committees to fulfil specific roles and/or tasks that are agreed as required; and

**3. OBJECTIVES**

- 3.1. The Objectives of the Advisory Group will be those that accord with the content of the documents ‘The Catholic School’ (Sacred Congregation for Catholic Education, Rome 1977), the Code of ‘Canon Law (1983)’, and “The

Catholic School on the Threshold of the Third Millennium" – Congregation for Catholic Education (For Seminaries and Educational Institutions).

- 3.2. In particular, the Advisory Group will participate in the optimum spiritual, intellectual, social and physical development of pupils in the School by:
  - (a) providing a medium of support, information and involvement of parents/carers in their children's education and the School community;
  - (b) developing collaboration between parents/carers and School staff;
  - (c) promoting the principles of Catholic education;
  - (d) fostering a distinctive Christian environment in the School; and
  - (e) providing a medium for parents/carers to participate at Diocesan, State and National levels.
- 3.3. The Advisory Group will:
  - (a) affiliate with Catholic School Parents Queensland, and thereby the CSPQ Archdiocese of Brisbane by payment of the Annual Levy;
  - (b) do all things necessary to cooperate with the administration of the School in supporting all aspects of the School's operation;
  - (c) not affiliate with any political body or party;
  - (d) not affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1;
  - (e) not be considered as a separate legal entity, and as such, will not:
    - (i) have the capacity to sue or be sued in its own name;
    - (ii) have the capacity to hold property in its own name; and
  - (f) be established and operate as an advisory committee to the School.

#### **4. ADVISORY GROUP MEMBERSHIP**

- 4.1. The membership of the Advisory Group will consist of:
  - (a) the parents and carers of all children enrolled at the School who will be called Ordinary Members;
  - (b) the Principal or their nominees who will be called Ex-Officio Members;
  - (c) Friends of the School.

**4.2. Register of Members**

- (a) In the case of those qualifying for Ordinary Membership as parents or carers of children currently on the School roll, the School roll will be considered as the register of Members.
- (b) The Principal will cause a register to be kept in which must include the names of all persons admitted to membership of the Advisory Group as "Friends". The minutes of a meeting may be used as the register. Membership of a 'friend' must be reviewed each year.

**5. FUNCTIONS OF ADVISORY GROUP MEMBERSHIP**

- 5.1. All members will be responsible for working with the Principal to build community and family engagement with the School and support initiatives in respect to student learning and wellbeing.
- 5.2. The members will only have the power to make recommendations concerning how funds collected by the School for the purposes of the Advisory Group are to be administered by the School in accordance with the Charter.

**6. FUNCTIONS OF THE PRINCIPAL AND THE SCHOOL**

- 6.1. The School will be responsible for the general management and administration of the affairs of the Advisory Group.
- 6.2. Any expenditure of funds collected by the School for the purposes of the Advisory Group in accordance with this Charter, is subject to the recommendations made by the Advisory Group and must have the approval of the Principal.

**7. SUB-COMMITTEES**

- 7.1. The Principal will have the authority to appoint Sub-Committees to undertake such tasks as they may determine from time to time. All Sub-Committees acting in accordance with the Charter objectives shall be deemed to be a part of the Advisory Group and must report back to the Advisory Group.
- 7.2. Each Sub-Committee shall choose from its membership a chairperson and secretary.

**8. ADVISORY GROUP MEETINGS**

- 8.1. Meetings of the Advisory Group consist of:
  - (a) annual general meetings, which will be held in the month of November in each year; and
  - (b) general meetings, which will be held at least three times per year exclusive of the annual general meeting, at such times that are determined by the Advisory Group.

## **9. AGENDA OF ANNUAL GENERAL MEETING**

9.1. The business to be transacted at every annual general meeting will include:

- (a) the reading of the minutes of the previous annual general meeting;
- (b) business arising from the minutes;
- (c) the receiving of the Principal's report;
- (d) the appointment of any Sub-Committees;
- (e) review and distribution of applicable School policies and procedures, so far as they apply to the Advisory Group.

## **10. QUORUM**

10.1. Five members will constitute a quorum and at any general meeting or annual general meeting.

## **11. CALLING OF MEETINGS**

11.1. The Principal will convene all meetings under this Charter by giving not less than seven days' notice of such meetings. The Principal may determine the manner by which such notice is given.

## **12. CONDUCT OF MEETINGS**

12.1. Unless otherwise provided by this Charter, at every meeting convened under this Charter:

- (a) the Principal must be Chairperson or in his/her absence, a member of the Leadership Team;
- (b) the Chairperson must conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings;
- (c) every question, resolution or decision must be decided by consensus but should a deadlock occur, a vote of all members of the Advisory Group present will be taken and a majority decision will apply;
- (d) should a vote be required, every member present will be entitled to one vote, and where a vote is tied, the motion lapses so that the status quo is maintained;
- (e) voting will be by show of hands or a division of members, unless a simple majority of members present move that a secret ballot be conducted, in which case, the Chairperson must appoint two Members to conduct the secret ballot in such manner as the Chairperson determines, and the result of the ballot as declared by the Chairperson will be deemed to be the resolution of the meeting at which the ballot was demanded;

- (f) the Secretary must take full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting (i.e. annual general meeting, general meeting and special meetings).

### **13. ALTERATION OF CHARTER**

- 13.1. Notice of any proposed amendment to this Charter must be given in writing to the Principal. Subject to clause 13.2, this Charter cannot be amended by the Advisory Group without the Principal's prior written consent.
- 13.2. The following clauses of this Charter cannot be amended by the Advisory Group:
  - (a) clause 5;
  - (b) clause 6;
  - (c) clause 13;
  - (d) clause 14;
  - (e) clause 15; and
  - (f) clause 16.
- 13.3. Upon receipt of the Principal's written consent in accordance with clause 13.1, notice of any proposed amendment will be tabled and discussed at a general meeting.

### **14. FUNDS**

- 14.1. The income collected and any property acquired in connection with this Charter must:
  - (a) be managed solely by the School;
  - (b) only be used and applied solely in promotion of the objectives under this Charter.
- 14.2. The financial year of the Advisory Group shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 14.3. The funds of the Advisory Group must be banked by the School in an account or sub-account including the name of the Advisory Group, so far as is reasonably practicable.
- 14.4. The School must provide such reports evidencing the transactions and balance relevant to the Advisory Group at such times as are reasonably required at the written request of the Advisory Group.

### **15. NO AGENCY OF THE SCHOOL**

- 15.1. The Advisory Group will not hold itself out as agent of the School and has no authority to bind the School.

15.2. All legal dealings in connection to the Advisory Group and its operations must be done in the School's name.

**16. COMPLIANCE WITH SCHOOL POLICIES AND PROCEDURES**

16.1. The Advisory Group must comply with the School's reasonable directions, policies and procedures notified to the Advisory Group from time to time in relation to:

- (a) the safety, security and operational requirements for the School; and
- (b) the conduct of the Advisory Group, including but not limited to the conduct of each individual member, in connection with this Charter.

**17. DISSOLUTION**

17.1. The Advisory Group will be dissolved:

- (a) if the Membership is less than three persons; or
- (b) if a resolution to that effect is carried by a vote of  $\frac{3}{4}$  majority of the members present at a meeting convened to consider the question.

17.2. In such event, the property and other assets of the Advisory Group remaining after the payment of all expenses and other liabilities shall, be handed over to the School.

**CERTIFICATION**

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

Aquinas College Parent Connect (AQPC)

(NAME OF ADVISORY GROUP)



(SCHOOL PRINCIPAL)

DATE:

11/02/2026

## BY-LAWS

**Attach your P&F Advisory Group's by-laws on this page.**

*A by-law is a law made by your local Parents and Friends Advisory Group pertaining to a particular issue. They must relate to functions and powers of the P&F Advisory Group.*

*Examples:-*

1. *Meeting of St Joseph's P&F Advisory Group must not be longer than 1½ hours without a motion from the meeting being passed to allow for special circumstances. [25 May 2003].*
2. *A P&F fundraising levy will be levied on every family at St Joseph's School at the rate of \$50 per student annually (to a maximum of \$100 per family). This levy will be collected on the school fees at a rate of \$12.50 per term per student and then passed to the P&F Advisory Group by the school. [25 August 2003].*