



Guidelines for Class Parent Representatives, Treasurers, Fundraisers

Class Parents

- Parents appointed at first meeting of the year
- Good to have 1 experienced parent and 1 new parent each year
- Class 1 should have 3 class parents
- Work with class teacher and parents of the class
- Chasing up parents
- Preparing an effective chain of communication for the class and keeping class mail / phone lists up to date
- Activating the email / phone tree when necessary
- Assisting with organisation of events e.g. phone class and rosters for trips, festivals
- Camp organisation, outings, EOTC (e.g. forms home to families)
- Alerting teacher to any concerns; keeping communication alive between class parents and teacher
- Induction of new families into the class
 - Ensuring they are on communication lists,
 - Intro to other parents / buddy family
 - welcoming social and follow ups to ensure new families are in the loop
- pastoral care of families in need
 - meal rosters and support networks as needed
- Class social events
- Ensuring minutes are taken and emailed to the class teacher for proof reading before distributing
- Check in liaison with fundraising team
- Familiar with school protocols / procedures re concerns, complaints, FAQs, keeping abreast of events calendar, announcements, etc and directing parents through the appropriate channels

Specific to Class 1:

- Over Term 4 and Christmas holidays prior to entry into Class 1, 1 parent from each kindergarten to liaise with the class teacher and facilitate the setting up of the class resources (e.g. ensuring chair covers have been completed for all students, crayon holders, dying of CLOTHS, other items); setting up BANK account.

Fundraising Parents

- Appointed in the first meeting of each year
- Liaise with class teacher and class parents in the coordination of fundraising activities
- Ensuring fundraising is on the agenda and events discussed and agreed
- Ongoing treasurer reports

Class Fair Coordinators

- Appointed in the first meeting of each year
- Liaise with overall fair coordinator to:
 - set up rosters
 - organise resources
 - report progress at class meetings
 - co-opt parents as needed

Treasurer

The intention with class accounts is that the class teacher / kaitiaki directs the use of these funds in keeping with the following school practices:

- Appointed at the first meeting of each year
- Signatories on class accounts are the class teacher and treasurer. Both signatures required.
- Reports at each meeting on the balance of the account
- Responsible for managing and running of class account
- Assistance with student camp costs / fees
- Extra resources for class and extra activities
- Maintaining a healthy account balance (suggested \$2000)
- Maintaining privacy / confidentiality
- Liaising with class teacher regarding sensitive information
- Upholding above school practices around fundraising and use of class funds