

## **Diocese of Maitland Newcastle Parent Engagement Group model**

- a. The focus of this meeting group is to be on authentic community engagement and include an educative component that builds capacity amongst parents and carers.
- b. The educative component is to be determined in collaboration with the principal and may reflect goals or implementation strategies articulated in School Plans or the Annual School Improvement Plan (SIP).
- c. Meetings of the group should be held regularly. They may be held each month during the school term or once a Term. This decision should be made at the Inaugural PEG meeting and agreed to by the majority.
- d. The PEG operates using a structured meeting with a published agenda.
- e. Note/Minute taking is to be managed by the principal or a volunteer to be identified for this purpose. The Principal will maintain and store copies of Minutes. Copies of the Minutes shall be made available to the community
- f. At the first or Inaugural meeting, the group should co-construct group operating norms to ensure empowerment of all.
- g. The group will maintain an ability to fundraise if desired by the community. Subgroups can be formed for this purpose and will report directly to the Principal (or their delegate). A report will also be made available to the PEG.
- h. Any funds remaining following the dissolution of a P & F Association are to be held in the school account in a separate dissection account titled 'PEG' and the acquittal of funds is to be treated using the rules set out in the Constitution
- i. "Project groups" such as garden, craft, hospitality groups can be developed based on need and the interests of the school and parent body. These groups will report directly to the Principal (or their delegate). A report will also be made available to the PEG.
- j. For the purpose of funds management for the PEG, the school Principal will maintain and report on the financial records for the PEG with these records to be made available at PEG meetings. Auditing of the funds will be included as part of the routine auditing process by the CSO.
- k. The principal will deposit all fundraising monies into the school Catholic Development Fund (CDF) account with use of any funds to be made following collaborative decision making and recording of such decisions at a PEG meeting.

l. The Principal (or their Delegate) will provide to the PEG the balance of the account at each meeting as well as any expenditure in line with decisions made at previous meetings.

m. If funds are to be used for the purpose of holding a fundraising event (such as a BBQ), the school can cover the cost of these expenses with the monies to be reimbursed following the event unless the PEG agree to monies being used for this purpose.

n. Any use of funds will need to be managed in accordance with Sections 4, 5 and 19 of the P&F Constitution to ensure s83c of the Education Act and appropriate governance requirements complied with.

o. Federation Delegate(s) are to be elected as this maintains a diocesan parent presence