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**Home and School Operating Framework 2020-2021**

**Reviewed and Adopted 10th August 2020**

**Governance Structure**

The H&S is a parent committee operating under the auspices of the Board of Trustees.

**Purpose**

The purpose of the Home and School Committee is to:

* Raise funds for the school
* Foster positive and welcoming relationships between the school, parents and wider community
* Provide hospitality and/or organisation for school events. (Pet Day)(Hangi)

**Membership and Meetings.**

There is automatic membership.Any parent or caregiver of child/children enrolled at the School will automatically become a member of the Home and School Committee. Teachers and other interested adults may also be involved.

Working/Executive Committee

A working committee is established each year for the year and consists of no less than 5 members and the Principal and a Representative of the Board of Trustees.

The Working/Executive Committee shall be determined at an Annual General Meeting to be held in Term 2 of each year. The Committee shall elect their officers at the first meeting following the AGM and shall include a Chair, Secretary and Treasurer. The Principal and Board Rep cannot be an executive officer of the subcommittee.

Sub committees can be formed to organise events or for other special activities.

General Meetings shall be held once a term where all members are invited to attend.  The Principal and Board Rep are automatically given rights to attend any and all meetings held under the name of the school.

H&S personnel have no rights other than members of the public when they attend board of trustee meetings.

Most board of trustee members have the same rights as anyone else when attending H&S meetings if they are either parents or staff.

**Fundraising**

Operating guidelines for fundraising are based on the following understandings and principles:

* Fundraising target is set annually in consultation with the Board as part of the annual planning process.
* The H&S are able to consult the members and develop a wish list for fundraising items by October each year so that it can be considered for target setting within the Board’s annual planning process and in the preparation of the budget.
* The Board will communicate to the H&S what the fundraising target has been allocated to when the budget has been adopted.
* Money raised gets transferred term by term following the general meeting of each term and the H& S shall not retain reserve funds in excess of $500 without good reason and without consultation with the Board.
* When the target fundraising has been surpassed the Board may consult with the H&S and the wider school community before allocating the expenditure of these additional funds
* Negotiations should take place about what the money will be spent on before any money is “unconditionally gifted” to the board of trustees.
* H&Ss have no right to spend their funds on, say, an adventure playground, when the board of trustees wishes to commit all available money to improving the library resources.
* All money raised by the H&S belongs to the H&S, is held in its own bank account, and is not controlled by the board of trustees. (ie: Board members cannot be signatories and bank accounts are clearly distinctive from school bank accounts).
* No money raised and held by the H&S is subject to audit along with board of trustees’ money.
* Any funds raised by the H&S become board of trustees’ money only when it is given to the board of trustees.
* Any money should be as an unconditional gift to avoid GST implications.
* H&Ss must obtain the permission of the board of trustees to use school buildings and/or grounds for their activities.
* H&Ss must obtain the permission of the board of trustees to use the school name in any event they organise, be it a fundraising event or not.
* H&S must have all letters to the community and/or sponsors approved by the board of trustees before they are sent. The board of trustees will need the information one month before the intended sending date.
* No specific items for purchase should be included on letters to sponsors unless prior approval has been given by the Board. All purchases and allocation of funds raised are decided on by the Board of Trustees.

**School curriculum events (Eg: Pet day and Hangi)**

The Home and School often organise parents to provide the hospitality for various school events such as Cross Country, Carols in the Caves, End of Year production etc.

The Home and School have provided the organisation and manpower for school events such as Pet Day, Hangi and Agri-kids.  This comes about through delegation by the Principal to the Home and School Committee.

The Principal is responsible for curriculum delivery and achievement of the Annual Goals that are based around student achievement and learning.  In the past organising and running the Pet Day has been done by the Home and School. This was at the request of the Principal and means that the level of delegation can change from Principal to Principal and from time to time.  Generally there is no role for the Board.

**Home and School events/activities for building strong relationships**

Home and School can also take on the role of supporting the school by running events and activities to welcome new families into the school and provide networking opportunities for school families to build a co-operative and collaborative wider school community.

For such events the following understandings apply:

* H&Ss must obtain the permission of the board of trustees to use school buildings and/or grounds for their activities.
* H&Ss must obtain the permission of the board of trustees to use the school name in any event they organise, be it a fundraising event or not.
* The H&S must notify the Board and Principal of the activity to avoid any potential conflict that may arise (eg: is it a permissible activity, a suitable date and time etc.)

**General Practices**

* The school consults the community at least every 2 years to determine whether we have a combined Pet Day or continue running our own.
* New parents need to be provided with opportunity to help with organising events to help establish a culture that parents are expected to be a part of the school.
* It is important that the Principal and a Board Rep attend H&S meetings to ensure that the relationship can be maintained and consultation can happen naturally.

The relationship between the Home & School and Board has always been strong and supportive of the children’s learning and developing a cohesive and co-operative parent body for the school.  The financial support this has resulted in has been particularly phenomenal and has enabled a huge amount to be accomplished at Hauroko Valley Primary School in the quest for providing the best primary school education we can for our children.

Date of adoption: May 2019 Review Date: August 2020