



**IPSWICH GIRLS'  
GRAMMAR SCHOOL**  
— & —  
**IPSWICH JUNIOR GRAMMAR SCHOOL**

## Parents & Friends Association Handbook

*An opportunity for parents and friends to partner with the School to inspire our children to grow into confident well-educated young women, girls and boys.*

# President's Welcome

*The purpose of this Handbook is to outline the purpose of the Parents and Friends Association (P&F). This year's theme for the P&F is **ENGAGEMENT**.*

Parent and family engagement in learning is the capacity of families, in partnership with our school, supporting student learning and achievement by promoting interactions with children that nurture confidence and positive attitudes towards learning.

Parental engagement in learning underpins children and young people's cognitive and social and emotional development, shapes family practices and behaviours, and can impact the nature of the School community and the experience of schooling. Parental engagement is therefore highly significant for enhancing the academic attainment and wellbeing of children and young people (Emerson, Fear, Fox & Sanders, 2012, p. 34).

The P&F has a long and proud history of supporting the School. Parents and friends have always been active in organising and attending events as well as fundraising to progress the School's interests and the students' welfare. It is important that the P&F continues this tradition, and there are several opportunities for community involvement outlined in this Handbook.

To new parents and friends joining our school community, welcome. I invite you to take an active role in our Association. To continuing parents and friends, this year is full of promise and the P&F Executive is looking forward to the continuing involvement in your Association and support of the School.

The P&F is looking forward to another dynamic and successful school year and playing its role in achieving those outcomes. I encourage all parents and friends to become active members of the Association and I look forward to working with you for the betterment of our children's education.

Your sincerely,

Clinton Abel

President - Ipswich Girls' Grammar School including  
Ipswich Junior Grammar School's Parents and Friends Association

# Background

## *What is the Parents and Friends Association?*

The School's Parents and Friends Association is governed by its Constitution and exists to provide a forum for parents and friends to partner with the School to achieve a set of objectives.

## *Objectives (simplified)*

1. To advance the School's interests, the welfare of its students and to represent the interest of the parents and friends.
2. To execute appropriate services, events and activities by means of the Auxiliaries.
3. To assist the School with functions that aim to better the School, as well as the provision of amenities as the Association may deem fit.
4. To use any profits and any other income that are not otherwise used or allocated by the Auxiliaries, for the above purposes or any other purpose which the management committee may decide.
5. To abide by and support the philosophy and goals of the Board of Trustees of Ipswich Girls' Grammar School including Ipswich Junior Grammar School.
6. Establish and maintain a close working relationship with the Principal & CEO and Board of Trustees on all matters regarding the school.

Further details regarding the powers of the Association can be found in Section 3 of the Constitution.

## *Who can become a member of the Association?*

Membership is open to all parents, guardians and other persons actively interested in matters relating to the School and the welfare of its students.

There are two classes of membership of the Association:

1. **Parents** - Any person who is a parent or guardian of a current enrolled student at the School shall automatically be eligible for a Parent membership of the Association. To officially be recognised as a Parent member with voting rights persons eligible must fill out a membership form and provide their contact details to the Secretary. Only Parent members are entitled to vote at any meeting of the Association, and the Annual General Meeting.
2. **Friends** - All applications for Friend memberships will be considered at the following P&F committee meeting and shall be decided by a majority vote.

Parents and carers of students who are scholarship recipients are expected to actively support the Association, by attending meetings, assisting at events or joining one of the auxiliary support groups (further information below). There are lots of opportunities for parents to become involved as P&F members.

There shall be no limit to the number of members of either class and no membership fees. Further details regarding membership can be found in Sections 5 - 9 of the Constitution.

## *Who manages the Association?*

The current management committee of the Association consists of:

- President - Mr Clinton Abel, p&f@girlsgrammar.com.au
- Senior Vice President - Mr Paul Landy, juniorgrammarsupporters@juniorgrammar.com.au
- Junior Vice President - Mrs Belinda Winks, sportssupporters@iggs.qld.edu.au
- Secretary - Mrs Eldene Darnell, pfsecretary@iggs.qld.edu.au
- Treasurer - Mrs Tina Knox, pftreasurer@iggs.qld.edu.au

Any other members the Association members elect or appoint at a general meeting.

Further details regarding management of the Association can be found in Sections 10 - 19 of the Constitution.

## *When does the Association meet?*

General meetings for all members are held on the second Wednesday of each month during school terms and commence at 6:30pm. Meetings are held in the secondary school common room on the ground floor of the Administration building.

At any general meeting, the number of members required to constitute a quorum shall be seven. No business is to be carried out at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

Further details regarding association meetings, including the Annual General Meeting, can be found in Sections 23 - 25 of the Constitution.

## *Why should you become a member of the Association?*

Four reasons why you should become an active member of the Association:

- **Have a voice** - Have your say about what is important to you.
- **Be informed** - Be the first to know about what is going on in your School community.
- **Social connections** - Mix with other like-minded parents who also have a vested interest in the School community, with the aim of driving a broader community culture.
- **Lend a hand** - Learn how you can contribute and get the chance to lend a hand so we can make our school a better place for everyone.

By being an active member of the P&F, parents, friends and families are better able to provide strong examples to their children on the benefits of participating and volunteering within a larger community. They are at the same time sending a positive message of the value they place on the School and the education it provides.

## *What the Association is not.*

The P&F Association is not a forum for personal grievances or negative comments. Matters of this nature should be directed to the School. Commendations are welcomed and any areas for improvement are to be framed in a constructive, forward looking manner. The Association aims to contribute to building a strong, positive, supportive School community that works to fulfill its objectives.

For the Association's Code of Conduct please refer to Appendix A.

## *What has the Association done?*

The Association has long, proud record of being an active participant in the School community. The Association has a strong focus on partnering with the School to build a positive, inclusive community based on the School's values and works to fulfil the objectives outlined above.

Recent achievements include:

- Offering constructive feedback in forums on a range of school initiatives.
- Assisting the School to:
  - Refurbish parts of the Boarding House.
  - Install the LED sign on Queen Victoria Parade fence line.
  - Install a shade structure at the Junior School Ring Road.
  - Support the School's Open Day and various student events.

Each year, the Principal & CEO informs the Association of the School's current interests and how the Association might be able to assist.

## *What are the Auxiliaries?*

The Association oversees the operation of a range of Auxiliaries (commonly referred to as Support Groups). Parents and friends with interests may avail themselves to opportunities to target their involvement by way of being an active member of an auxiliary.

The Support Groups are:

**SPORT SUPPORTERS:** The purpose of this auxiliary is to support student sporting events and advance the School's sporting endeavours.

The Sport Supporters have assisted the School with installing an irrigation system on the main sports fields, and provide funding for the purchase of the QGSSSA Open Team uniforms.

Opportunities to be involved include helping at the Secondary School Swimming Carnival, the Cross Country and the Athletics Carnival. The Sport Supporters provide a barbeque lunch and drinks to students at these events, and home bake is always welcome.

The Sport Supporters Coordinator is Mrs Belinda Winks, [sportssupporters@iggs.qld.edu.au](mailto:sportssupporters@iggs.qld.edu.au).



**MADD (MUSIC, ARTS DRAMA AND DANCE) SUPPORTERS:** The purpose of this auxiliary is to support performing arts events and endeavours within the School.

The MADD Supporters have supplied prop boards for Wakikirri performances, provided meals for students at music events and support the MADD prizes at both the IGGS Speech Night and Junior Grammar Presentation Night.

The MADD Supporters Coordinator is Mrs Louise Brown, [maddsupporters@iggs.qld.edu.au](mailto:maddsupporters@iggs.qld.edu.au).

**JUNIOR SCHOOL SUPPORTERS:** The purpose of this auxiliary is to provide support at Junior School events and fundraise for projects that benefit students from Prep to Year 6.

The Junior School Supporters have fundraised for significant projects in the Junior School, including new play spaces and the extended shelter at the Ring Road.

The Junior School Supporters have opportunities for parents and friends to be involved at Junior sporting events, including Swimming, Athletics and the Cross Country Carnivals, as well as Junior Grammar Carols.

For more information, please contact the Coordinator, Mrs Katie Cotton, [juniogrammarsupporters@juniorgrammar.com.au](mailto:juniogrammarsupporters@juniorgrammar.com.au) and join the Junior Grammar Supporters Facebook page (search for IJGS - Junior Supporters Group).

## *Conflict of Interest*

The Association's members must declare any conflict of interest either perceived or actual. A conflict of interest is where your Association's duties and activities might benefit the private interest of a member/s of the Association.

Further details regarding conflict of interest can be found in Appendix B of this Handbook.

## *Where can I get a copy of the Association's Constitution?*

Copies of the Ipswich Girls' Grammar School including Ipswich Junior Grammar School's Constitution can be obtained from the Association's Secretary.

## *Disputes*

In the event of a dispute arising between any members of the Association, a member must place their dispute in writing to the Secretary of the Association.

Further details regarding dispute resolution can be found in Section 33 of the Constitution.

# Parents & Friends Association Calendar

*The P&F Association provides opportunities for parents and friends to further enhance their engagement in their children's learning. Examples of family-led learning include shared reading, homework support and positive parent-child relationships.*

Examples of family-school partnerships include communication about what children are learning and specific information from key teaching staff about what families can do to support their children's learning.

The following calendar details opportunities for parents and friends to become involved in and engaged with the School, throughout the second semester of 2021.

Note: The following dates and times are correct at the time of publishing. Any changes will be communicated to parents and friends through the School's newsletters and the IGGs & JGS app.

Date	Event	Time	Place
9 February 2022	General Meeting	6:30pm	Online Only
9 March 2022	General Meeting	6:30pm	Secondary School Common Room
27 April 2022	General Meeting	6:30pm	Secondary School Common Room
11 May 2022	General Meeting	6:30pm	Secondary School Common Room
8 June 2022	General Meeting	6:30pm	Secondary School Common Room
11 July 2022	General Meeting	6:30pm	Secondary School Common Room
3 August 2022	General Meeting	6:30pm	Secondary School Common Room
14 September 2022	General Meeting	6:30pm	Secondary School Common Room
19 October 2022	General Meeting	6:30pm	Secondary School Common Room
9 November 2022	AGM	6:30pm	Secondary School Common Room
November	Junior School Carols Evening	TBC	TBC

# Appendix A

## *The Parents and Friends Association's Code of Conduct*

The Code of Conduct applies to all members, friends, volunteers and employees of the Association while undertaking any role or activity related to the Association.

### *Principles*

The Code of Conduct is based on the School's values - Diligence, Excellence, Respect, Integrity and Care.

### *Diligence*

The Association's members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially.
- Seeking to attain the highest possible standards of performance.
- Exercising care for others in the Association's activities.
- Ensuring outside interests do not interfere with the Association's member's duties or responsibilities.
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an Office Bearer of the Association.

### *Excellence*

All Association events are acquitted to high standards.

### *Respect*

#### **For the Law**

The Association's members must act in accordance with State and Commonwealth laws.

#### **For all Persons**

The Association's members are expected to treat students, the School's staff, and all members of the community with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own.
- Courtesy, fairness and responsiveness in dealing with others.
- Making decisions that are procedurally fair to all people according to the principles of natural justice.
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction.



- An awareness and respect for cultural difference.
- Engaging in rational, calm debate allowing for alternative points of view to be expressed.
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

## *Integrity*

The Association's members shall be honest in carrying out their duties and avoid conflicts between their private interests and the Association's roles and responsibilities with respect to:

- Personal relationships.
- Financial relationships.
- Receipt of gifts.
- Employment.
- Use of confidential information obtained during the Association's duties.
- External activities and public comment.

## *Care*

The Association and its members will adhere to the Parents and Friends Code of Conduct whilst fulfilling all roles and responsibilities.

## Appendix B

### *Conflict of Interest*

The Association's members must declare interests which are a conflict, either perceived or actual, with your Association's duties and activities that might benefit the private interest of a member/s of the Association.

Association members must always act in the best interest of the Association and adopt a process to disclose and address the potential conflicts.

A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests.

### *Conflict of Interest Disclosure*

Where a Conflict of Interest has been identified, it is expected that the conflict must be brought to the attention of the Management and the members and be disclosed or addressed in a meeting. Breaching and/or violating the Conflict of Interest may result in removal from the Association in line with Code of Conduct policy.

### *How is Conflict of Interest dealt with?*

Identified Conflict of Interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.

Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.

The person(s) with the Conflict of Interest may be prevented from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.

The person(s) with the Conflict of Interest may be restricted access to confidential information and sensitive documents relating to the conflict of interest.

In the event where a Conflict of Interest is very significant and prevents the person(s) with the Conflict of Interest to perform their role and responsibilities, the Association may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their role on the Association.

### *Privacy and Confidentiality*

The Association must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.

The Association must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the Association, unless there is a lawful authority for its disclosure.

The Association must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.

All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the Association.

All personal and sensitive information when no longer required must be disposed of securely.

Confidential information of the Association must not be used, disclosed, copied, published or removed by any member of the Association.

### *Grievances, Complaints and Procedures*

Breaches of this Code of Conduct or other policies of the Association will be addressed by way of Section 33 of the Constitution.