



Clearview Primary  
Te Kura o Marama

# Parent Community Group (PCG) Constitution

Skilled thinkers and communicators stepping out with confidence

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# 1. PCG: Purpose

- 1.1 To bring about cooperation between the home, school and community.
- 1.2 A not for profit group that organises fundraising when and where necessary for the benefit of the school/pupils.

# 2. PCG: Operation

## 2.1 PCG

The parent community group is composed of:

- a. Executive committee - Chairperson, Deputy Chairperson, Treasurer, Deputy Treasurer and Secretary, which are elected from the nominated parent representatives;
- b. Nominated parent representatives
- c. The Principal and an elected Staff Representative
- d. Quorum to be six members of the membership. This must include two office holders.

## 2.2 Additional Responsibilities

Members of the PCG are delegated with certain responsibilities. These responsibilities will usually be based on experience and interest of the members. It is important for PCG members to enlist the support of willing parents to assist and run upcoming events. This ensures that it does not always fall on the committee members to run every event.

## 2.3 Other Sub-Committees

The PCG may form ad hoc committees if necessary. Such committees would normally be established to oversee special fundraising opportunities or major events. All sub-committees must report back and make recommendations to the full PCG. Sub-committees cannot act outside of the boundaries approved by the PCG.

# 3. Delegations:

It is expected that the PCG executive committee members will see out a minimum term of one year (unless for unforeseen circumstances they are unable to see the term through) and aim to attend at least 50% of PCG meetings in order to fulfil their role.

## 3.1 **Chairperson**

- a. To succeed she/he needs to secure participation, cooperation, harmony and a sense of responsibility from the members and to display initiative, working spirit and ability.
- b. The Chairperson should aim to have a complete knowledge of the organisation and its possibilities

### **3.1.2 Chairperson Responsibilities**

- a. Oversee general performance of, provide leadership to, and ensure that the work of the PCG is completed and the PCG works as a team.
- b. Establish and maintain systems for the flow of information to the PCG.
- c. Effectively organise, attend and chair PCG meetings.
- d. Make recommendations to PCG about prudent management of the PCG.
- e. Establish and maintain ongoing working relationships with the Principal.
- f. Be the spokesperson for the PCG and promote good communication between the PCG and the wider community.

### **3.2 Deputy Chairperson**

- a. The Deputy Chairperson presides at meetings and does other work in the absence of the Chairperson. He/she endeavours to take as much administrative weight off the Chairperson's shoulders, particularly in routine affairs.

### **3.3 Treasurer**

- a. He/she receives and disperses funds on behalf of the organisation and is responsible for accurate financial recording keeping.
- b. The treasurer will report to the PCG on the financial statements and any arising issues at every meeting. The report should summarise the income and expenditure outlining the committee's expectation for the remainder of the year.

#### **3.3.1 Treasurer Responsibilities include:**

- a. The Treasurer and two nominated people have signing and internet banking access authority and hold ASB banking tokens. ASB requires two people to release any ASB internet banking transaction
- b. Ensuring receipts are presented before reimbursement.
- c. Ensuring accounts of the Clearview Primary Parent Community Group are reviewed bi-annually
- d. Ensuring verification of any financial review is presented at the AGM.
- e. All financial processes are up to date and adhered to by the committee.

### **3.4 Deputy Treasurer**

- a. The Deputy Treasurer presides at meetings and does Treasurer work in the absence of the Treasurer. He/she endeavours to assist the Treasurers with their role.

### **3.5 Secretary**

- a. The Secretary is to keep the official records of meetings through taking the minutes.
- b. He/she is to deal with all inwards and outwards correspondence.
- c. The Secretary will ensure that minutes are sent 7-14 days from the date of the last meeting.
- d. Regularly check the PCG emails and disseminate to the appropriate people, and file in applicable email folders

### **3.6 Committee Members**

- a. Refer to member code of conduct
- b. Lead or assist in organising various events and fundraising

## **4. PCG: Code of Conduct & Resignations**

### **4.1 Code of Conduct: PCG**

#### **The PCG will:**

- a. Respect the needs of the students at all times.
- b. Uphold the vision/values and character of the school.
- c. Be honest, reliable and fair.
- d. Maintain the highest levels of integrity in their relationships with the students, staff, parents and the community.
- e. Declare any conflicts of interests in PCG discussions and abstain from any decision making processes in these cases.
- f. Accept and follow PCG decisions and not act independently of the PCG.
- g. Represent the school positively in all forms of communication including social media.

### **4.2 Resignations Procedure**

- a. Resignation from a PCG member must be given in writing to the chairperson.
- b. The PCG committee will be notified by the chairperson.

## **5. PCG: Meeting Structures**

PCG meetings are open to all interested parties

### **5.1 Timing of PCG Meetings**

- a. The PCG will meet twice a term, on days and times agreed by the committee.
- b. An agenda will be sent in advance of the meeting, aiming for at least 3 days prior as a minimum.

### **5.2 AGM - Meetings**

- a. The AGM will take place in February and the public will be notified of this two weeks (14 days) before the meeting
- b. The AGM Agenda will include the following:
  - i. Chairperson welcomes and opens meeting
  - ii. Apologies

- iii. Confirmation of previous AGM minutes
- iv. Annual Report from the Chairperson
- v. Annual Financial Statements of the year
- vi. Election of parent committee representatives
- vii. Election of executive committee by secret ballot
  - a. if a draw is reached then the school Principal will the cast the deciding vote
- viii. Appointment of an accounts reviewer (if applicable for year)
- ix. Alterations to constitution

Any amendments to the constitution are to be made at a general meeting provided notice of proposal of changes to the constitution is given to the community in writing 7 days prior to a general meeting.

### **5.3 PCG Meeting**

- a. Chairperson welcomes and opens the meeting.
- b. Apologies
- c. Confirmation of the previous meetings held
- d. Correspondence/Verbal presentations
- e. Reports:
  - i. Principal
  - ii. Staff representative
  - iii. Treasurer
- f. Matters arising from the previous meeting
- g. General business
- h. Event planner update/review

### **5.4 Winding up**

- a. The Clearview Primary Parent Community Group may be wound up following a resolution to this effect passed by a two-thirds majority of the entire committee and including the Principal at the Special General Meeting called for this purpose.
- b. Any surplus assets after all liabilities have been paid will be given to the school's Board of Trustees.
- c. No surplus assets may be applied for or to the personal benefit of any member.
- d. No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding up clause.
- e. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.
- f. This Constitution shall be deemed to come into force on 25 February 2019 and shall be binding on all members until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are passed.

## 6. Relationship between the BOT and the PCG (and other parent groups)

“While there are no official guidelines concerning the relationship between a Board of Trustees and any parent group in the school (eg PTA, Whanau Group) there are a few simple principles to keep in mind....This list is indicative rather than exhaustive.” (NZSTA)

- a. The Board of Trustees and Parent Groups are separate organisations and are autonomous although there may be personal overlaps.
- b. Boards run schools but Parent Groups are often also useful mechanisms for such undertakings as community forums.
- c. All money raised by a Parent Group belongs to the Parent Group, is held in its own bank account and is not controlled by the Board of Trustees.
- d. No money raised by the Parent Group is subject to audit along with the Board of Trustees’ money.
- e. Any funds raised by the Parent Group become Board of Trustees’ money only when it is given to the Board of Trustees.
- f. Any money given should be as an unconditional gift or donation to avoid GST implications.
- g. Negotiations should take place about what the money will be spent on before any money is “unconditionally gifted” to the Board of Trustees.
- h. Parent Group personnel have no rights other than members of the public when they attend Board of Trustees meetings.
- i. Board of Trustees’ members have the same rights as anyone else when attending Parent Group meetings if they are either parents or staff.
- j. Unless specifically excepted after consultation between the Parent Group and BOT, Parents Groups have no right to spend their funds on , say, an adventure playground, when the BOT wishes all available money to go to improving the library resources.
- k. Parent Groups must obtain the permission of the BOT to use school buildings and/or grounds for their activities.
- l. Parent Groups must obtain the permission of the BOT to use the school name in any event they organise, be it fundraising or not.
- m. Through the development of positive relationships the BOT and Parent Groups can together achieve much good in the education of the children.