

FUNCTION and HISTORY OF THE PARENT ENGAGEMENT NETWORK

Function:

The St Rose Parent Engagement Network (PEN) is a very active organisation that aims to strengthen the partnership between family, school, parish and the wider community for the benefit of our children's overall development and learning. It provides much needed funds for the school, offers social opportunities for parents, and is a means of informing and educating parents on school matters.

History:

St Rose has always had a welcoming and active parent group. The Parent Engagement Network (PEN) is principally responsible for building community and organising social functions. It also works to raise funds for items or experiences which ALL students benefit from. Since 2006 the PEN - formerly known as the P&F - have raised funds for items and programs such as;

- New play equipment
- Installing air conditioning in all classrooms
- Installing the very first Interactive Whiteboards
- Increasing the literature collection for the library and classrooms
- Purchasing Robotics and Maths equipment
- Visits from Life Education's 'Healthy Harold'

How the St Rose PEN looks today:

In 2015, with a significant focus on Parent Engagement and building community, the Catholic School Parents (CSP), formerly known as the Diocesan Parent Council (DPC), challenged all school communities to re-imagine the functions of their school P&Fs and how we could align the group with a 21st century learning community.

At St Rose we revisited the Constitution and the role of various team members, and worked on creating a flexible team that met the needs of our specific context. This review saw a focus on the Class Parent group as a conduit between the wider parent body and the core positions within the Parent Engagement Network. Given the important role that the Class Parents hold as part of the PEN, functions such as the meeting held once each term were offered during the day as well as the evening to allow as many Class Parents as possible to attend. Further, the role of Class Parent was separated in to three functions to share the role with more parents in one class; thereby lightening the load for all. The three Class Parents roles are Communication, Social and Finances. All three Class Parents assist with Fundraising.

POSITION TITLE	FUNCTION
PEN EXECUTIVE TEAM	
President	<ul style="list-style-type: none">➤ Meets as required with Principal to discuss matters for consideration, organisational items and fundraising events (minimum meeting of once per term)➤ Liaises with Principal to ensure timely and accurate information is communicated to parents about various parent related matters➤ Chairs the PEN and Class Parent meetings (if available for both)➤ Works closely with the Vice President on the major social event and fundraising activity
Vice President	<ul style="list-style-type: none">➤ Overall responsibility for the major social event / fundraiser➤ Liaises with the Class Parents to co-ordinate the major fundraiser➤ Assigns and communicates information about responsibilities and tasks➤ Supports the PEN President with all PEN matters and responsibilities
Treasurer	<ul style="list-style-type: none">➤ Ensures all invoices and reimbursements are paid promptly➤ Reconciles the PEN account after the major fundraiser

	<ul style="list-style-type: none"> ➤ Provides a simple Treasurer's Report as required (for each PEN Meeting; 4 per year) ➤ Maintains PEN account ➤ Prepares cheques for donations to school ➤ Prepares annual accounts for auditors
Secretary	<ul style="list-style-type: none"> ➤ Take minutes at Class Parent and PEN meetings
Catholic School Parents (CSP) Representative	<ul style="list-style-type: none"> ➤ Attends Catholic School Parents Northern Beaches cluster meetings ➤ Shares ideas from St Rose with other schools in the cluster ➤ Feedback to PEN team ideas gathered from other schools
OTHER PEN ROLES	
Pastoral Care	<ul style="list-style-type: none"> ➤ Liaises with school to purchase plant on behalf of PEN for bereaved families.
Scholastic	<ul style="list-style-type: none"> ➤ Liaises with Teacher/Librarian to place book club orders ➤ Prepares orders ➤ Sorts orders to be distributed ➤ Distributes Book club catalogues
Uniform	<ul style="list-style-type: none"> ➤ Maintains second-hand uniform store ➤ Opens store once a month
School Banking	<ul style="list-style-type: none"> ➤ Operates the school banking facility each week ➤ Take deposits and bank on behalf of student bankers ➤ Maintain reward system
Class Parents	<p>The Class Parent role in the PEN is to foster FAITH, FRIENDSHIP AND FUNDRAISING and attend PEN and Class Parent meetings each term.</p> <p>The role of a Class Parent is to assist with social functions within the school, welcome new families to the class or year group, and organise their own social get-togethers (usually one per term). Class Parents also provide an important communication channel by assisting the Principal and PEN team to distribute general school information (usually via a class Facebook page).</p> <p>As representatives of the class, the PEN Executive team will approach the Class Parents to disseminate information regarding support of families, and assisting with fundraising and whole school social events.</p> <p>The Class Parents also manage the Class Kitty and attend the PEN and / or Class Parent meetings each term.</p> <p>It is recommended that there are three Class Parents for each year group with responsibilities divided in to Communication, Social and Finances. All three Class Parents assist with Fundraising.</p>

POLICY DATES			
Formulated	2014	Adopted	2015
Implemented	2015	Reviewed	2019
Next Review Due	2025		
POLICY AUTHORISATION			
Principal	Josie Vescio	Signature	