

## School Board and P&F Nominations

### Dear Parents

All members of the School Community are invited to attend the Annual Community Meeting in the School Hall at 6.00pm on Thursday 21 February. At this meeting the School Board and P&F Association will report on activities in 2012 and elections will be held for both bodies for 2013.

### St Matthew's School Board

The School Board is responsible for the planning and financial direction of the school.

#### Functions of the School Board:

- Planning for the present and future operation of the school
- Providing membership on selection panels for the employment of staff to the school
- Passing on information about the school and about Catholic Education to the persons and organisations in the community
- Liaising in all matters relating to the financial management of the school with persons and organisations in the local Catholic community
- Managing all finances associated with the school
- Provide and advisory service to the Principal with respect to school policy

#### Criteria for Membership of the Board will be:

- Possession of special skills that will be an asset to the Board
- A deep interest in the welfare of all students and staff
- A desire to give service to the Catholic community
- A keenness to promote Catholic schooling
- An ability to work co-operatively and constructively with all other members of the Board
- A sufficiency of time to devote to Board duties

### St Matthew's P&F Association

The P&F is the organization of the school's parent body and is an important part of the Catholic School structure.

#### Functions of the P&F:

- Strive to develop at the school a real community of parents, teachers and students
- Work closely with the Principal to achieve common goals
- Provide a healthy forum for ideas and discussion
- Work to provide additional resources which are considered necessary for the children
- Endeavour to have all parents enjoy the experience of their children's years of schooling by active participation and personal involvement in school programmes
- Assist in planning and organising functions with the social, sporting, cultural and educational life of the school
- Organise guest speakers for the P&F Association on current and suggested parent educational programmes, faith development and other matters of interest

On behalf of last year's committees I encourage you to continue the cohesive and enthusiastic participation of our meetings by considering nomination as a School Board Member or P&F Office Bearer or Committee member.

Please return the form attached to this newsletter indicating your nomination by **FRIDAY 15 FEBRUARY 2013**.



**ST MATTHEW'S SCHOOL SCHOOL BOARD  
NOMINATION FORM**

I \_\_\_\_\_ wish to nominate for election  
to the School Board.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ST MATTHEW'S SCHOOL  
PARENT AND FRIENDS ASSOCIATION  
NOMINATION FORM**

I \_\_\_\_\_ wish to nominate for:  
(please print)

- President**
- Treasurer**
- Secretary**
- Committee Member**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_