



Parents & Friends Association

Rules of the Our Holy Redeemer Parents & Friends Association

1. INTRODUCTION

1.1 Name

The name of the incorporated association is “Our Holy Redeemer Parents & Friends Association Inc”, referred to in these rules as “**the PFA**”.

Before the PFA was incorporated under the *Associations Incorporation Reform Act 2012* (Vic), as amended from time to time (“**the Act**”) in 2021, it operated as an unincorporated parent elected committee (first established with the approval of the Principal in December 2009).

1.2 School Description and Mission Statement

Our Holy Redeemer is a Catholic Primary School located in Surrey Hills, Victoria (**school**).

Its Mission Statement is as follows:

For children to Grow, Learn and Succeed.

We strive to:

- Develop children’s awareness of Christ’s presence in the world and its people;
- Promote a sense of the tradition of the Church and understanding of Catholic heritage, whilst accepting the beliefs of others;
- Support parents as primary educators in preparing their children to take a responsible place in the wider world;
- Foster a love of learning that encourages creativity and reflective thinking;
- Recognise and develop gifts and talents and celebrate the achievements
- within the individual, group and wider community;
- Develop children’s awareness of cultures and their place in the global community;

- Create a safe and nurturing environment that is a place of harmony and humour;
- Instil a sense of resilience and wellbeing in our children; and
- Cater for the individual, as well as offering a broad and balanced curriculum in the nine Curriculum Learning Areas.

2. PURPOSES

The PFA sees as its mission the:

- Fostering of a spirit of cooperation and collaboration within the school. The PFA aims to ensure the school community remains inclusive and welcoming and that all families who wish to participate in an activity of their choice are given the opportunity to do so;
- Provision of pastoral care initiatives to all members of the school community including the promotion of social interactions across all year levels in the school and support of teaching and administration staff at a classroom level;
- Coordination and support of fundraising activities at the school, including oversight of the Tuckshop; and
- Involvement of parents in the upkeep of the school through the coordination of school working bees.

The PFA is to be as inclusive, accessible and transparent to all members of the school community as possible.

3. FINANCIAL YEAR

The financial year of the PFA is each period of 12 months ending on 30 June.

4. POWERS OF THE PFA

Subject to the Act, the PFA has power to do all things incidental or conducive to achieve its purposes.

Without limiting the above, the PFA may:

- acquire, hold and dispose of real or personal property;
- open and operate accounts with financial institutions;
- invest its money in any security in which trust monies may lawfully be invested;
- raise and borrow money on any terms and in any manner as it thinks fit;
- secure the repayment of money raised or borrowed, or the payment of a debt or liability;
- appoint agents to transact business on its behalf;

- enter into any other contract it considers necessary or desirable.

The PFA may only exercise its powers and use its income and assets (including any surplus) for its purposes.

5. NOT FOR PROFIT

The PFA must not distribute any surplus, income or assets directly or indirectly to PFA members. However, this does not prevent the PFA paying a PFA member:

- reimbursement for expenses properly incurred by the PFA member; or
- for goods or services provided by the PFA member,

if this is done in good faith on terms no more favourable than if the PFA member was not a member.

The PFA may provide benefits to PFA members, parents with children enrolled at the school (“**Current Parents**”) and members of the school community through the enjoyment of facilities or services provided by the PFA for social, recreational, educational or other similar purposes.

6. OPERATION/MANAGEMENT OF THE SCHOOL/USE OF PARISH AND SCHOOL PROPERTY

The PFA has no authority in the day-to-day operation or management of the school.

The PFA will seek the consent of the Parish Priest and the Principal for activities that affect the parish or school property and its use.

7. MEETINGS OF THE PFA

7.1 General

PFA Meetings may be held in-person or via video conference at the discretion of the President and Secretary, with reasonable advance notice to PFA members and Current Parents regularly attending PFA meetings of any change from an in-person format.

Representation or voting by proxy will not be accepted.

A PFA member who has a material personal interest in a matter being considered at a PFA meeting must disclose the nature and extent of that interest to the PFA meeting. That PFA member must not vote on the matter.

7.2 Annual General Meeting of the PFA

The Annual General Meeting of the PFA will be held in November of each year or as near to that month as is possible.

The Annual General Meeting will follow the following format:

- The format for an ordinary PFA meeting as set out in paragraph 7.6 of these Rules;

- Followed by an election of Current Parents to PFA offices.

All PFA offices (other than Principal and Parish Priest) will be deemed vacated at the start of the election process at the Annual General Meeting. The Principal shall chair the Annual General Meeting until such time as the President is re-elected or a new President is elected.

The Treasurer's portfolio report at the Annual General Meeting must include the annual financial statements and comply with the Act.

7.3 Special PFA Meeting

"**Special PFA Meeting**" means a meeting of the PFA for which notice has been given in accordance with paragraph 13 of these Rules at which a Special Resolution is proposed to be moved and voted upon.

"**Special Resolution**" means a resolution to amend or rescind these Rules or a resolution to wind up the PFA passed by a three-quarter (75%) majority of PFA members voting at a Special Meeting.

7.4 Extraordinary meeting

An "**Extraordinary meeting**" is a meeting convened in accordance with paragraph 7.7(b) of these Rules.

7.5 Ordinary PFA Meetings

The PFA will endeavour to meet on a monthly basis (excluding December and January). Dates of meetings will be published at the commencement of the school year via the calendar on the school website. The calendar in the school newsletter will notify of any PFA meetings coming up in the relevant period of the newsletter. Reasonable advance notice to PFA members and Current Parents regularly attending PFA meetings will be given of any changes to the dates or times of PFA meetings.

In addition, an ordinary PFA meeting can be called whenever there is a need to discuss an urgent issue or make an urgent decision and provided reasonable notice of the PFA meeting is given to PFA members and Current Parents regularly attending PFA meetings.

All PFA meetings are to be chaired by the President or a Vice President (in the absence of the President) or nominee where this is not possible.

Meetings are open to all Current Parents and will follow a set agenda.

7.6 Format of an ordinary PFA meeting

The format for an ordinary PFA meeting is as follows:

- Opening prayer
- Members Present

- Apologies
- Previous Business
- Portfolio report:
 - President
 - Treasurer
 - Principal
 - Fundraising Vice-President
 - Social Vice-President
 - Class Rep Coordinator
 - School Advisory Council Rep
 - Tuckshop Coordinator
 - Food Bank Coordinator
 - Working Bee Coordinator
 - E-communications and Website Coordinator
- New or other business

The President and Secretary will develop the agenda for each meeting, in collaboration with the Principal. Anyone seeking inclusion of items on the agenda must notify the President, Secretary or Principal in advance to ensure adequate time is available for discussion of suggestions at the relevant meeting.

7.7 Process for decision making

(a) Ordinary PFA meetings

Decisions that can be made at ordinary PFA meetings will be made by a majority vote of members present. Should a vote be equal, the chairperson is entitled to one extra casting vote.

(b) Extraordinary meetings

- Should an urgent decision on a PFA matter be required, this can be made by the PFA at an Extraordinary meeting in the presence of the President, Principal, Treasurer and Secretary.
- The matter will be determined by majority vote. If a vote is equal, the President is entitled to one extra casting vote.

- The intention to hold an Extraordinary meeting will be notified to all PFA members and Current Parents regularly attending PFA meetings at least 24 hours prior to the Extraordinary meeting.
- In the spirit of transparency, decisions made at an Extraordinary meeting will be communicated to all PFA members and Current Parents regularly attending meetings at the earliest opportunity.
- A Special Resolution (which considers changes to these Rules) cannot be considered at an Extraordinary meeting.

7.8 Minutes of meeting

The PFA must ensure that minutes of each PFA meeting are taken and retained. The Secretary or the secretary's nominee must take minutes of each PFA meeting, and must record the following details:

- the names of the members and other Current Parents in attendance at the meeting;
- the business considered at the meeting;
- any resolution on which a vote is taken and the result of the vote;
- any material personal interest disclosed under paragraph 7.1 of these Rules.

7.9 Decisions regarding spending of PFA funds

- For expenditures of funds \$300 and below* – The decisions regarding the expenditure of PFA funds of \$300 and below will be agreed upon and signed off by the President, Treasurer and at least one other member.
- For expenditures in relation to social and fundraising activities above \$300* - The decisions regarding the expenditure of PFA funds will be agreed upon by at a PFA meeting and signed off by the President, Treasurer and at least one other member.
- For all other expenditures above \$300* – The decisions regarding the expenditure of PFA funds over \$300 shall be discussed and decided as per the “OHR PFA Fundraising Expenditure Policy” in Schedule 1 of these Rules.
- Particulars of all expenditure of PFA funds must be recorded in writing and presented at the next ordinary PFA meeting and in the annual financial statements in the Treasurer’s portfolio report for the Annual General Meeting.

7.10 Quorum

The quorum for an ordinary PFA meeting will be a minimum of six (6) PFA members of which at least four (4) will comprise the President, Vice President, Treasurer, Secretary, Class Rep Coordinator and the Principal.

The quorum for a Special PFA Meeting will be a minimum of eight (8) PFA members of which at least four (4) will comprise the President, Vice President, Treasurer, Secretary,

Class Rep Coordinator and the Principal.

The quorum for an Extraordinary meeting shall be a minimum of four (4) members present, including the officeholders as per paragraph 7.7(b) of these Rules.

Should a quorum not be available for an ordinary PFA meeting, a Special PFA Meeting or an Extraordinary meeting (as relevant), the meeting will be adjourned to another time as decided upon by vote of those attending.

8. CONCERNS, COMPLAINTS AND DISPUTES

Concerns and complaints regarding the activities of the PFA are to be addressed to the President by telephone or in writing. Concerns and complaints that cannot be resolved by the President will be referred to the Principal.

The PFA is **not a forum** for parent grievances concerning classroom issues, school or educational policy or issues, and as such, these matters will be referred to the Principal, the Parish Priest or the School Advisory Council as is appropriate.

Disputes between PFA members or a PFA member and a Current Parent are to be resolved between themselves and, if unsuccessful, referred to the Principal.

9. FINANCE AND FUNDRAISING

9.1 Fundraising activities

The PFA will organise activities and functions throughout the year for the purpose of fundraising for the school. The participation of school families is purely optional. Social functions which may also net small profits, will be forwarded into the PFA bank account after costs have been covered.

9.2 Processes for money coming in and going out of PFA

Funds raised by or on behalf of the PFA must be banked promptly and fully intact into a bank account in the name of the PFA.

All expenses will be paid for by cheque or electronic funds transfer.

Requests for payment of expenses will be met by the Treasurer via cheque or electronic funds transfer following receipt by the Treasurer of:

- the invoice or receipt for the expenses; and
- a completed PFA requisition form including signatures showing the approval of the President, Treasurer and Principal.

9.3 Signatories for PFA Bank Account

Authorised signatories to the account are as follows:

President/Treasurer (**one** of these two)

as well as

Principal/school office manager (**one** of these two)

At the end of their term of office or other vacating of office, the above officeholder's signatures must be removed and replaced by the signatures of the incoming officers.

10. CURRENT PARENTS AND MEMBERS OF THE PFA

The members of the PFA are the committee members for the time being holding the positions set out in paragraph 11 of these Rules. The initial members are each person holding a committee position for the unincorporated PFA on the date of incorporation of the PFA.

With the exception of the Principal and Parish Priest, all members must be Current Parents. A PFA member who ceases to be a Current Parent may continue to be a PFA member until the next Annual General Meeting, unless the person resigns their membership prior to that time.

Any member may resign with immediate effect by giving notice in writing (including by email) to the President.

All Current Parents of the school are welcome to:

- attend PFA meetings;
- be heard at PFA meetings; and
- request the minutes of any PFA meeting.

However, only the office bearers of the PFA are members of the PFA and entitled to vote at PFA meetings.

The Secretary must:

- give a copy of the minutes of a recent PFA meeting to any member of the PFA or Current Parent on request;
- give a copy of these Rules (as amended from time to time) to any member of the PFA or a Current Parent on request; and
- keep a register of PFA members in accordance with the Act.

Any Current Parent can nominate to be an office bearer of the PFA (and therefore a member of the PFA) where a position is vacant:

- as notified prior to an Annual General Meeting;
- at any other time:
 - where the position was not filled at an Annual General Meeting; or

- where the position becomes vacant because, for example, the outgoing office bearer has resigned from their position in writing to the President.

The PFA may:

- in the Annual General Meeting; or
- in an ordinary PFA meeting or an Extraordinary PFA meeting,

where there is a vacant office and a Current Parent nominates to fill that vacancy, appoint that Current Parent to fill the relevant office of the PFA.

If the position of Secretary becomes vacant, the PFA must, within 14 days, appoint in a PFA meeting a replacement Current Parent to fill the position.

If only one Current Parent is nominated for a position, the chairperson of the meeting must declare the Current Parent elected to the position. If more than one Current Parent is nominated, a vote will be held in such manner as is decided by the chairperson. The nomination receiving the most votes will be elected to the position.

11. RESPONSIBILITIES OF PFA MEMBERS

The PFA members are collectively responsible for ensuring that the PFA complies with the Act and that individual members of the PFA comply with these Rules.

PFA members must exercise their powers and discharge their duties with reasonable care and diligence, in good faith and in the best interests of the PFA and for a proper purpose.

In addition to any duties under these Rules, a PFA member must perform any other duties imposed from time to time by resolution a PFA meeting.

Each PFA member (other than the Principal and Parish Priest) holds their respective office until the positions of the PFA are declared vacant at the next Annual General Meeting. A PFA member may be re-elected to their office or another office on the PFA.

The PFA may continue to act despite any vacancy in its membership.

The Offices and Roles of the PFA are:

Office	Role
Principal or Acting-Principal	Ex officio member
Parish Priest	Ex officio member
President	<ul style="list-style-type: none"> • Oversees the running of the PFA and chairs each PFA meeting.

Office	Role
	<ul style="list-style-type: none"> • Makes decisions in the best interest of the school and the PFA. • Fosters community spirit and is a welcoming approachable presence at the school. • Works closely with the Vice-President in a hands on way to ensure all fundraising and social event requirements are met.
Vice-President (Fundraising)	<ul style="list-style-type: none"> • Organises and coordinates with the President and Principal all fundraising activities for the year. • Co-ordinates the process for the allocation of PFA funds via the OHR PFA Fundraising Expenditure Policy in Schedule 1 of these Rules.
Vice-President (Social events)	<ul style="list-style-type: none"> • Organises and coordinates with the President and Principal all social activities for the year. • Leads the PFA with individual event coordinators for all social events and activities.
Secretary	<ul style="list-style-type: none"> • Attends each monthly meeting and keeps minutes of the resolutions and proceedings of each meeting and then distributes them to PFA members and Current Parents who regularly attend meetings, as well as those who request minutes. • Keeps a record of attendees and apologies for each meeting. • Responsible for all outgoing correspondence. • Must perform any duty or function required under the Act to be performed by the secretary of an incorporated association, including: <ul style="list-style-type: none"> ○ notifying the Registrar of Incorporated Associations in the required form under the Act within 14 days of appointment to the role of Secretary; and ○ lodging the PFA's annual statement with the Registrar of Incorporated Associations in the time and in the form required by the Act.
Treasurer	<ul style="list-style-type: none"> • Collects and receives all moneys due to the PFA and makes all payments authorised by the PFA. • Keeps correct accounts and books showing the financial affairs of the PFA with details of all receipts and expenditure connected with activities and events.

Office	Role
	<ul style="list-style-type: none"> • Prepares a financial report for each ordinary PFA meeting. • Performs any duty or function related to the financial records of the PFA as required by these Rules or the Act, including to: <ul style="list-style-type: none"> ○ Ensure the financial records of the PFA are kept in accordance with the Act; and ○ Prepare the financial statements of the PFA and organise their certification prior to their submission to an Annual General Meeting in accordance with the Act.
School Advisory Council Rep	<ul style="list-style-type: none"> • Attends PFA meetings and School Advisory Council meetings. • Ensures that both the PFA and the School Advisory Council are aware of the relevant discussion and decisions for each committee and reports to each committee on significant issues.
Working Bee Coordinator	<ul style="list-style-type: none"> • Coordinates and organises the school working bees. • Delegates and oversees the work requested to be done by the Principal and school office manager. • Coordinates refreshments and food to be shared by families on working bee days.
Class Rep Coordinator	<ul style="list-style-type: none"> • Fosters community spirit among school families by encouraging involvement and participation in the day-to-day life of the school. • Coordinates the recruitment of two or three class reps for each grade. • Oversees the activities of the class reps such as – year level social events, staff birthdays, Grandparent & Special Friends day, Mothers & Fathers day stalls, First Communion, Confirmation and Grade 6 Graduation. •
Foodbank Coordinator	<ul style="list-style-type: none"> • The OHR Foodbank is a roster of parents who are willing to be called upon to provide a meal for school families during a time of need (e.g following the birth of a baby or during a time of illness or bereavement). • The Coordinator organises meal rosters and acts as a trusted and confidential contact.

Office	Role
Tuckshop Coordinator	<ul style="list-style-type: none"> • Oversees the smooth running of the Tuckshop. • Prepares rosters at the beginning of each term and Tuckshop price lists. • Ensures fridges and pantries are fully stocked and maintained. • Carries out regular cleaning of the Tuckshop and reports to the council inspector as required.
E-communications and Website Coordinator	Distributes all PFA correspondence to the current parent and former parent community on behalf of the PFA and Class Rep Coordinators and liaises with the school to manage and update the PFA section of the school website.
General Committee Member	Attends monthly meetings and helps the Vice-President to coordinate activities as required.

For the sake of clarity:

- Other than Principal, President and Parish Priest, the PFA may determine at any time that any of the roles above may be shared by two or more Current Parents;
- where there is more than one Current Parent sharing a role and these Rules require the person performing that role to be attendance at a PFA meeting, that requirement will be met where one Current Parent performing that role attends; and
- the Vice-President (Fundraising) and Vice-President (Social events) may be performed by the one person.

12. RECORD KEEPING AND ACCESS TO RECORDS

The PFA must keep financial records that:

- correctly record and explain its transactions, financial position and performance; and
- enable financial statements to be prepared as required by the Act.

The PFA must retain the financial records for 7 years after the transactions covered by the records are completed.

The Treasurer must keep in his or her custody, or under his or her control:

- the financial records for the current financial year; and

- any other financial records as authorised by the PFA.

13. NOTICE OF SPECIAL PFA MEETINGS AND AMENDMENT OF THESE RULES

These Rules may only be amended or rescinded if a Special Resolution has approved such amendment or rescission.

Any PFA member may propose an amendment to these Rules in accordance with these provisions.

Notice will be given to the Secretary of any proposed amendment or rescission.

The Secretary must give each PFA member not less than 21 days written notice of any proposed Special PFA Meeting, including reasonable details of the proposed Special Resolution together with the date, time and place of the Special PFA Meeting.

An ordinary meeting of the PFA can be declared a Special PFA Meeting for the purposes of this section provided notice has been given in accordance with the preceding paragraph.

In accordance with paragraph 7.7(b) of these Rules, an Extraordinary meeting cannot be declared a Special PFA Meeting.

Any Current Parent or PFA member present and wishing to be heard will be given the opportunity to speak at a Special PFA Meeting before any Special Resolution is moved and voted upon.

The amendment or rescission of these Rules takes effect only when the Principal approves it in writing.

14. WINDING UP AND CANCELLATION

The PFA may be wound up voluntarily by Special Resolution in accordance with paragraphs 7.3 and 13 of these Rules.

In the event of the winding up or the cancellation of the PFA, the surplus assets of the PFA must not be distributed to any PFA members or former PFA members.

Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the PFA and which is not carried on for the profit or gain of its individual members.

The body to which the surplus assets are to be given must be decided by Special Resolution in accordance with paragraphs 7.3 and 13 of these Rules.

15. NOTICE

Any notice under these Rules can be given by phone, via the school newsletter or via email.

Schedule 1

OHR PFA Fundraising Expenditure Policy

This policy:

- recognises the Melbourne Archdiocese Catholic Schools policy relating to Parents as Partners in Catholic Education, whereby the principles of Contribution, Partnership and Whole-system Approach are supported and promoted within the school.
- acknowledges the commitment parents and friends make to the school in addition to their regular involvement in the school. It recognises and congratulates the parents who spend considerable amounts of time organising and supporting fundraising events.
- aims to ensure that funds raised by the school community are managed thoughtfully and with due diligence.
- aims to promote PFA fundraising investment as worthwhile as a means of motivating others to do the same into the future.

The following outlines the process for the allocation of funds raised by the PFA to support and enhance the education experience of the children at the school:

1. Prior to 4 September each year, upon advice from the Treasurer, the PFA will determine the amount that is available for expenditure in the year's funding round.

The PFA will ensure that a sufficient amount is kept in reserve in the PFA bank account to underwrite the following years fundraising efforts and to ensure any previous years funding commitments that are unspent can be met.

2. Fundraising money will be allocated using an annual application process that is open to proposals from:
 - (a) school staff via the Principal;
 - (b) Current Parents; and
 - (c) students through the School Parliament.

From these groups, a combined list of proposals will be compiled.

3. Proposals must be submitted using the application form (below) to the Secretary by 4 September of each year. There will only be one call for funding proposals in any one year. Any surplus funds will then be available for the following year's process.
4. Proposals for items of significant amounts to be funded over more than one year are encouraged. A plan outlining a potential longer term delivery and expenditure should accompany the proposal.

5. The application form will contain:

- (a) Item description
- (b) Itemised cost estimates and details of potential suppliers

Cost estimates are to be presented in accordance with the below requirements:

OHR School Staff (via Principal) proposal

Value of items	Number of quotations required*
Items between \$1000 and \$2000	One quotation
Items between \$2000 and \$5000	Two quotations
Items over \$5000	Three quotations

Current Parent or School Parliament proposal

Value of items	Number of quotations required*
Items over \$1000	Two quotations
Items over \$5000	Three quotations

*Further quotations for any item may be requested by the PFA Fundraising Expenditure Subcommittee if required.

- (c) Proposer(s) and contact details for further information
- (d) A brief description of how the proposal links to the funding criteria

6. The funding criteria, in order of importance, include that the money will be used:

- (a) For a direct benefit to the school children's education and welfare
- (b) For a medium - long term investment (i.e. has a minimum useful life of 3 years)
- (c) For one-off capital items rather than an ongoing or recurrent commitment
- (d) When funding is not available elsewhere (e.g. school budget, cyclical maintenance budget, cyclical computer replacement budget, CEO Melbourne, philanthropic, governments)

- (e) Not for items that are generally funded by the school budget process
 - (f) When funding may be available, but not in the near future (e.g. OHR Master Planning process)
7. The timeline for the application process is as follows:
- (a) The opening of the application process is advertised to the school community at least one month prior to 4 September.
 - (b) Proposals are emailed to the Secretary by 4 September.
 - (c) The PFA Fundraising Expenditure Subcommittee will meet within 14 days of 4 September.
 - (d) The “**PFA Fundraising Expenditure Subcommittee**” comprises: the President, Treasurer, Vice-President (Fundraising) and two other PFA members as elected at the previous PFA meeting.
 - (e) The PFA Fundraising Expenditure Subcommittee assesses each proposal to ensure that the criteria are met. The PFA Fundraising Expenditure Subcommittee may request further information from applicants as needed.
 - (f) The PFA Fundraising Expenditure Subcommittee provides a non-ranked list of eligible proposals to the Secretary.
 - (g) The Secretary emails for consideration the non-ranked list to all PFA members at least 7 days prior to the next PFA meeting.
 - (h) The next PFA meeting after 4 September will discuss the applications and an anonymous vote will determine the ranking of items for the funding year.
 - (i) Votes will be tallied by the PFA Fundraising Expenditure Subcommittee and reported back to the PFA meeting.
 - (j) Funds are allocated to proposals in ranked order until the budget is exhausted. It is likely that some eligible projects may not be funded.
8. Applicants and the school community will be notified as soon as practicable after the list of successful proposals is determined.
9. Applications which do not receive funding in any one year may be re-submitted the following year to be considered.
10. Where possible, advice of a more appropriate source of funding will be provided to applicants if relevant.

PFA Funding Proposal Application Form

Please email applications to the PFA Secretary by [insert]

1. Item description:

2. Itemised cost estimates and details of potential suppliers:

Refer to below extract of *OHR PFA Fundraising Expenditure Policy*

3. A brief description of how the proposal links to the funding criteria:

Refer to below extract of *OHR PFA Fundraising Expenditure Policy*

4. Proposer(s) and contact details for further information:

Extract of the OHR PFA Fundraising Expenditure Policy (Schedule 1 of the PFA Rules)

1. Itemised cost estimates and details of potential suppliers

OHR School Staff (via Principal) proposal

Value of items	Number of quotations required*
Items between \$1000 and \$2000	One quotation
Items between \$2000 and \$5000	Two quotations
Items over \$5000	Three quotations

Current Parent or School Parliament proposal

Value of items	Number of quotations required*
Items over \$1000	Two quotations
Items over \$5000	Three quotations

*Further quotations for any item may be requested by the PFA Fundraising Expenditure Subcommittee if required.

2. A brief description of how the proposal links to the funding criteria

6. The funding criteria, in order of importance, include that the money will be used:
- (a) For a direct benefit to the school children's education and welfare
 - (b) For a medium - long term investment (i.e. has a minimum useful life of 3 years)
 - (c) For one-off capital items rather than an ongoing or recurrent commitment
 - (d) When funding is not available elsewhere (e.g. school budget, cyclical maintenance budget, cyclical computer replacement budget, CEO Melbourne, philanthropic, governments)
 - (e) Not for items that are generally funded by the school budget process
 - (f) When funding may be available, but not in the near future (e.g. OHR Master Planning process)