



<b>Policy Title</b>	Parents in Partnership - PIP
<b>Date Policy Approved</b>	May 2015
<b>Policy Owner &amp; Position</b>	Board
<b>Team Responsible for Policy</b>	Principals
<b>Authorised by</b>	Board
<b>Who is the Policy for?</b>	Parent Body
<b>Version Control</b>	1
<b>Statutory / Legislative Requirement</b>	Working with Children Act
<b>Relevant cross references</b>	Working at Leighland, Confidentiality Agreement, Code of Conduct, Privacy Act, Grievance Policy, OH & S, Child Protection Policy.
<b>Include during Induction</b>	Yes
<b>Review Date</b>	2016

<p>Purpose of the Policy</p>	<p><b>OUR MISSION</b></p> <p>PIP’s mission is to serve our School community by encouraging, engaging and sowing seeds of God’s unconditional love, grace and acceptance into the students, staff and school families and programs through delivery of various activities. The parent body will partner with the School community to grow and foster a close knit cooperative school family community.</p> <p><b>PIP ... MAKING A POSITIVE DIFFERENCE IN OUR SCHOOL COMMUNITY</b></p> <p><i>Ephesians 4:15-16, Ephesians 2:10</i></p> <p><b>WHAT WE DO...</b></p> <p>PIP’s key task is to take on activities which invest in our School family’s lives, to encourage and engage them in a Christ-like community. PIP must be mindful of the diverse range of families that join our School community and their financial burdens. Therefore, fundraising activities will be carefully scheduled so as not to burden families. It is imperative that all events are well scheduled in respect of both Leighland Christian School Campuses.</p> <p>This policy is to clarify the purpose of PIP and affirm the value of PIP in our School culture.</p>
<p>Responsibility for management of the Policy</p>	<p>The Principals on behalf of the Board.</p>

### Why PIP?

PIP- Parent participation is at the heart of any school but at Leighland the value of parents is seen in the pursuit and valuing of 'partnership'. Parents under God are acknowledged as the first teachers of their children. Under God Leighland Christian School will work in 'partnership' with each family. The parent group too will work in 'partnership' with the School to enhance the relationship and provide a Christ-centered school family.

### The PIP Coordinator:

- must be an Association Member and actively living a Christian life engaged in Church life.
- must display character traits of...*Fruits of the Spirit. Galatians 5:22 But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.*
- Must hold a Working with Children Card.
- Represents the Parent voice on the Uniform Committee.

### The PIP Coordinators' Role:

- is to lead and encourage a team of willing parents/carers to serve the School community along with Leighland Christian School Christ-Centeredness. In saying that, it is stressed that by sharing the workload with a team, the load for the Coordinator is eased tremendously. Therefore the PIP Coordinator must be a team player.
- will have leadership qualities and abilities to work with a team of school parents and carers, empowering them to work and sow seeds of God's love to wherever and whoever is in need as decided as a corporate body.
- will work with 'PIP Team Leaders' to serve the School community.

### Character:

***The PIP Coordinator will display a genuine love of God and of people:***

The PIP Coordinator will not be one to work as an individual but will see potential to encourage all members of the PIP team to take on various roles as needed. Leighland Christian School believes everyone has a God given ability to show love and grace to the School community and beyond. Leighland Christian School believes PIP is a great place to begin empowering and building on those God given abilities. Therefore, the PIP Coordinator is to coordinate the activities of the parent body. Allowing members to be involved with the hands-on roles empowers them to feel a part of the School community.

**PIP Decisions:**

Whilst the PIP Coordinator has the coordination role it must at all times encourage decisions “as a team”, not of the individual coordinator. If the PIP Coordinator is only making decisions this will dis-empower the PIP body and relations built could quickly become severed with team numbers decreasing, as well as the School family morale. We fully appreciate the coordinator and their abilities and express the need to “care” for their wellbeing and hours of service that can quickly add up if not followed closely. It is imperative decisions are built as a team and the work load is shared and distributed across all members of PIP.

A position description will be made available to the PIP Coordinator and if needed to Team Leaders.

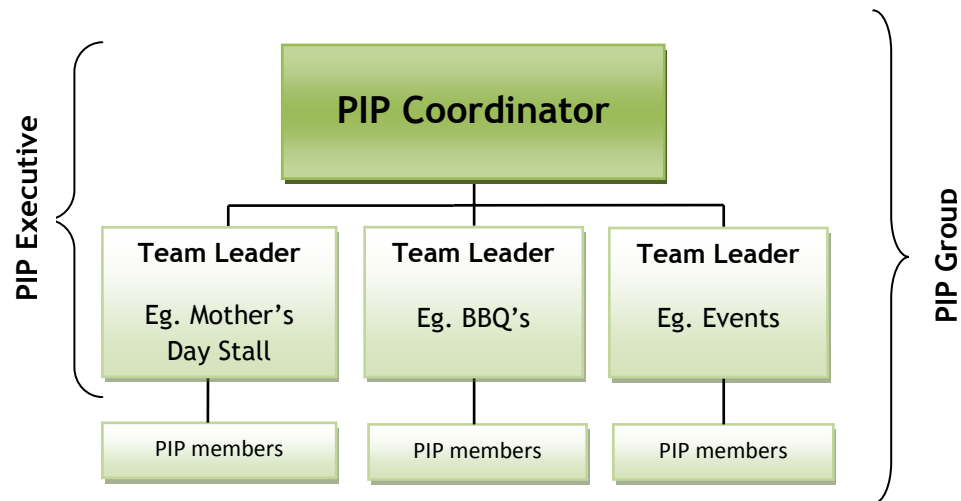
Any required training will be provided by the School. Eg ERM, Finance procedures, Administration procedures.

Professional support may be made available if needed. Eg Food Handling, OH & S.

**The Procedure**

Parents in Partnership group will operate on each Campus to serve each School community and embrace the uniqueness.

**PIP Model**



- The PIP Coordinators will work with the Principals to plan events for the Leighland Christian School wider community.
- The PIP Coordinator will work together with the Principal to plan events for their respective Campuses.
- Key events are to be endorsed by the Board via the Principals.
- Prayer- All PIP meetings must commence in Prayer. All actions and events must be God honouring and in accordance with our Christian Faith.

### **PIP Meetings**

- The regularity of PIP meetings is essential to sustain interest and build relationships. Meetings should be placed on the Calendar and the Website. Meetings should be held monthly or twice per Term- 8 meetings per year. Meetings will only be held during School Terms.
- The PIP Executive team may need to meet more frequently.
- The Principal or delegate will attend each meeting.

### **PIP Coordinators - Inter Campus Expectation**

- Many of our parents are involved across both Campuses. It is important that our PIP Coordinators work harmoniously together to develop this unity whilst accepting the diversity of each campus. It is important that the Calendar of Events will be well coordinated. Open communications and shared events are essential.

### **PIP and Parent Forums**

- PIP may share in promotion and presentation of Parent Forms in conjunction with the Principal.

### **The Website**

Pip will be prominently supported on the School Website with such details as:

- What PIP is?
- What it does?
- How to be involved?
- Meeting times
- Event Calendar

### **Finances**

- PIP must work with the Principal to define the priorities for spending PIP funds for each campus.
- PIP must work with Principal to define the process for spending PIP funds for each campus.
- All monies collected must be handed in as soon as possible to the Finance Department or the School. In an event of fundraising, there must be a 'Responsible Finance Representative' to handle the money. No PIP money is to ever travel to a member's home.
- Any money to be counted must be carried out with 2 people present.
- PIP will use the established School Financial Protocols for ordering, purchasing, receipting and banking.

- Once finalised and in conjunction with the Principal, any fundraising and purchases/use of the monies are to be announced to the School community within the shortest time span possible to ensure transparency, shared excitement of achievement and increase further interest in new projects.

### **Administration Support**

Any Administration requests will be received by the usual administration system. Support will be given by the Admin Team.

### **Correspondence**

- All PIP correspondence to outside agencies must be authorised by the School, where the logo is used.
- All PIP correspondence should go via the PIP Coordinator.
- The PIP Coordinator signature to be co-signed by the Principal.
- All School correspondence bearing the School logo must be authorised by the Principal.

### **Public Responsibility**

Whilst the Leighland Christian School Board truly love, accept and attempt to foster a passionate Christian heart in those of its School community; there must be taken on board by the PIP Coordinator a responsibility for airing concerns in public. We acknowledge many staff and volunteers are also parents of our School thus wearing “two hats”. It is imperative when wishing to air a concern it is done so professionally, diligently and respectfully and taken to a Senior Staff member to deal with. It is not for public concern. If not, this can damage respect and morale of the ‘general’ school community.

### **Social Media**

Any person representing/involved with Leighland Christian School/PIP must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that:

1. Targets any Leighland Christian School staff/parent/staff person/student with perceived malicious intent or
2. Undermines the name/or good will of the School.

Harassment, hate speech and inappropriate content should be reported- in the first instance to the Principal. Police may also need to be contacted.

### **Annual Plan**

An Annual Plan is required of activities and meeting dates due to the Board at the 1<sup>st</sup> meeting each year.

	<p><b>Identity</b> A badge will be issued to the PIP Coordinator.</p> <p><b>Reporting to the Board</b> Twice per year in writing.</p> <ol style="list-style-type: none"> <li>1. Prior to the A.G.M</li> <li>2. Prior to the Magazine</li> </ol> <p><b>Magazine Article</b> Due in mid-November. A brief article capturing the heart of PIP for the year. The role of PIP will be shared in the Staff Handbook.</p> <p><b>Filling the PIP Coordinator Position</b></p> <ul style="list-style-type: none"> <li>• An Application form is required for those seeking to undertake the PIP Coordinators position.</li> <li>• The applicant will be interviewed by a panel consisting of 2 members from the Board and the Principal.</li> <li>• See attached Application form</li> <li>• The PIP Coordinator position is for One school year initially.</li> <li>• The PIP Coordinator should not be a staff or Board member due to potential conflict of interests.</li> </ul>
Effectiveness of Policy	<p>The Policy will be viewed each year as PIP and the School undertake Annual reflections.</p> <p>The PIP Coordinator will be supported by the Principal/or representative and a Board member.</p>
Associated Policy and Procedure Documents	<ul style="list-style-type: none"> <li>• Grievance Policy</li> <li>• Finance Procedures</li> <li>• Privacy Policy</li> <li>• Confidentiality Agreement</li> <li>• W H &amp; S training</li> <li>• Working at Leighland/Faith Clause</li> <li>• Working with Children Card</li> <li>• Anti-Discrimination Policy</li> </ul>