

# IMMACULATE CONCEPTION SCHOOL POLICY

## MANDATE OF IMMACULATE CONCEPTION SCHOOL PARENT SUPPORT GROUP

### MANDATE

(Amended March 3, 2011)

## Role of Parent Support Group at Immaculate Conception School

### I. Background

The Parent Support Group (PSG) at Immaculate Conception School is very supportive of the school and desirous of assisting Council in its role of overseeing the school operations as mandated by Catholic Independent Schools of the Diocese of Prince George (CISPGD). The ICS Council appreciates their desire to assist and support the school in all ways and encourages them in their endeavours. We remain united in the common goal of supporting a well-rounded Catholic Education at ICS. This document has the purpose of defining the role and operation of the Parent Support Group at ICS and it is based on:

1. ICS School Philosophy
2. Mandate given to us by the Catholic Independent Schools (CIS)
3. Mandate and recommendations of the Federation of Independent School Association (FISA) for Group 1 and Group 2 Independent Schools.

### II. CIS and FISA Policies Regarding Role and Functions of Parent Support Groups

#### Principles

**Immaculate Conception School Council**, along with all the school councils in the Prince George Diocese, is constituted by the authority of the Catholic Independent Schools of the Diocese of Prince George and is an advisory body, directly responsible to the Society and the Bishop.

Parents are an integral part of the school community and are invited and encouraged to become involved in the activities and endeavors of the school. It is the responsibility of the School Council to approve and direct any parent group working or acting on behalf of the school (Source: “Mandate of School Council” CISPG)

“The Parent Support Group may also be mandated to raise funds for the school budget or capital construction with the expenditure of such funds under the final control of the School Council” (FISA Directive)

“The authority should define how the PSG is structured, what its mandate is, and as part of the mandate, include the receipt expenditure of gaming funds. (FISA Directive)

Gaming Funds: The PSG must be free to have genuine decision-making ability in selecting how to spend gaming commission funds. While they may report their activities in managing the funds to Council, the acquisition and spending of the funds will be at arms length according to the law.

### **School Philosophy**

To provide an all round education that will enable each individual student to develop according to his or her abilities and talents, physically, spiritually and intellectually.

To promote and convey our Catholic tradition, fostering a strong spirit of love, respect and service within the individual. These Gospel values will be integrated within the school community and hence the extended community.

### **III. Role of Parent Support Group**

Support school philosophy and objectives. As the first educators of their children, all parents play a vital role in the school.

#### ***Spiritual***

Support the religion programme, encourage family prayer, participate in school masses, Holy Childhood, sacramental preparations, etc.

### ***Intellectual***

Support Council, Administration and staff in providing excellence in Catholic Education that follows recommended outlines and enhance this by ensuring that the necessary textbooks, supplies and other additional resources are available for all students.

### ***Social***

Organize events that allow for community building and children to socialize (dances, etc).

### ***Physical***

Support all sport activities (coaching-transportation of students/purchasing PE Equipment/play ground equipment/enhance school play fields, etc.).

### ***Fundraising***

Fundraising is an essential part of the operation of a Catholic School since 50% funding is provided by the government and low tuition fees do not allow for the school to meet all requirements to support our stated goals.

## **Guidelines**

1. All parents of the school are automatically members of the PSG.
2. There is an elected executive consisting of four elected executive members (chairperson, vice-chair, treasurer and secretary). If there are less than three of the above, the PSG will be dissolved. If the executive is dissolved, or ceases to function, all general funds, apart from Gaming Commission, come under the jurisdiction of the School Council.
3. The principal and one Council member are non-voting members of the executive.
4. There must be a School Council liaison appointed to attend PSG meetings.
5. Communication between PSG and Council should occur between these two appointed people.
6. The principal is the administrator of the school and should be consulted before fundraising projects are undertaken and before funds are spent on projects. If necessary, the principal will consult with Council.
7. Any change in the grounds or buildings that are being considered must be approved by Council and CIS.

8. PSG should make a yearly plan of events to be approved by the principal.

### **III. Expenditure of Funds**

A distinction has to be made between:

1. **General Funds:** Are general monies raised by various fundraising endeavours. Each year, as part of the budget-making process, the PSG should be consulted as to how they could contribute to the budget to help in providing necessary expenditures for the operation of the school.  
Any other funds raised should be spent at the discretion of the PSG for extras with the approval of the principal and according to the guidelines mentioned.
2. **Gaming Funds:** Money provided by Direct Access Funding grants for school parent groups an automatic grant of \$20.00 per pupil. This money is administered separately and according to Ministry guidelines.

Banking procedures in general, must have the approval of the Council and correct transparent accounting procedures should be followed. The financial year for the ICSPG shall run from September 1<sup>st</sup> to August 31<sup>st</sup>.

Banking statements, records, etc, must be sent to the school and kept in the building with the knowledge of the principal.

A report of items bought and support given to the school, both from the general funds and Gaming Commission funds should be made available to all parents.

**All activities organized by PSG will be in accordance with School Council and CIS policies and approved by the principal.**