

Memorandum of Understanding between Forrest Primary, the Deakin Preschool Parents Association and Forrest P&C regarding the winding up of the Deakin Preschool Parents Association and the creation of a P&C sub committee

Purpose

This document has been written to describe:

- Reasoning for winding up the Deakin Preschool Parents Association (DPPA) and the creation of a sub committee of the Forrest P&C.
- Benefits of the creation of a sub-committee
- Proposed attributes and charter of the sub committee

Stakeholders

- Forrest Primary Parents P-6
- Forrest Parents and Citizens Association
- Forrest Primary School Board
- Deakin Preschool Parents Association

Reasoning for the wind up of the DPPA and creation of a sub committee

The Deakin Preschool Parents Association (DPPA) is a fundraising and social events co-ordination group that forms with new members each year to benefit the community of students, parents and teachers at Deakin Preschool.

Prior to the amalgamation of the Deakin Preschool and the Forrest Primary School, the DPPA had a vastly different remit, as the role of primary financial support for the preschool. Since 2015 the DPPA no longer collects voluntary contributions from Deakin Preschool Families to fund the preschool, this responsibility has passed to Forrest School, and DPPA funds are now solely raised through fundraising activities. Given the changes to funding, the 2016 DPPA has carefully considered its' future viability. In the context of the relatively high financial, tax and regulatory obligations of continuing as an independent association, DPPA members have agreed to explore the possibility of an alternative structure.

The DPPA considers the formation of a sub-committee of the Forrest P&C, Deakin Preschool Parents sub Committee (DPPC) would best continue the function of the DPPA, allowing the DPPA to be officially wound-up.

Benefits of the formation of a Deakin Preschool Parents sub Committee

We believe there are benefits for the Forrest P&C, the Deakin Preschool Community and the Forrest School Community:

- Increase the connection between the Forrest Primary School and the Deakin Preschool families.
- Allow members of the DPPC to be automatic members of the Forrest P&C, thereby encouraging active DPPC members to remain active within the Forrest P&C in subsequent years.
- Ease the transition of families from Deakin Preschool to Forrest Primary School.
- Preschool families can be confident that funds raised by the DPPC will be used solely by the DPPC on the Deakin Preschool.

Proposed attributes and charter of the Deakin Preschool Parents sub Committee

The DPPA suggest that a proposed new sub-committee would have the following attributes

- DPPC Members would consist of parents and carers of pupils of Deakin Preschool
- DPPC would fundraise for the additional financial support of the Deakin Preschool
- DPPC would organise volunteer events to support the Deakin Preschool (e.g. vegie garden working bees), and social events to support the Deakin Preschool Family Community (e.g. welcome picnics).
- DPPC would have its own bank account for funds raised by the DPPC to be used solely by the DPPC on the Deakin Preschool
- DPPC would be able to expense items independently from the P&C after (1) a budget has been presented to, and accepted by, the P&C; and (2) the funds expensed are not in excess of those funds in the account.
- DPPC office bearers would be elected at the 1st DPPC meeting of a calendar year. A representative of the P&C could be present to oversee the election.
- DPPC would be comprised of a minimum of three office bearers
 - Chairperson
 - Sub committee secretary
 - Sub committee finance officer

Additional roles may be given, however, are not mandatory. Further information regarding the responsibilities of these roles can be found in the document titled 'Deakin Preschool Parents sub Committee Role & Responsibilities.

- DPPC would hold a minimum of four sub committee meetings per year
- DPPC would keep accurate minutes of all sub committee meetings.
- DPPC would keep accurate financial records of all income and expenditure including expense receipts.

Asset ownership and Future Management

On the 11th May 2016 all assets owned by the DPPA were gifted to Forrest Primary School. This gifting occurred with the understanding that the resources will be stored at the preschool and are primarily for the use of the preschool.

This Memorandum of Understanding being entered into on the XXX day of XXXX 2016 by, the parties:

Chris Pilgrim
Forrest Primary Principal

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Forrest Primary Board Chair

Tui Davidson
Forrest Primary P&C President

Hannah Bates
Deakin Preschool Parents Association President

