

Memorandum of Understanding

Between:

NEGS Parents and Friends Body (NEGS P&F)

And:

NEGS Ltd (the School)

14 August 2024

Background

This Memorandum of Understanding (MoU) sets out the terms and understanding between NEGS Parents and Friends Body (hereinafter referred to as "NEGS P&F") and NEGS Ltd. (hereinafter referred to as "the School") regarding the transition of NEGS P&F from an incorporated association to a body under the School.

Objectives

The primary objectives of this MoU are to ensure a seamless transition while maintaining the integrity and operational functionality of NEGS P&F. This includes preserving the roles and responsibilities of the Management Committee, maintaining financial transparency and accountability, and ensuring the continued success of the association's initiatives.

The School and NEGS P&F recognises and values the role that parents/caregivers play in the education of their children. We aim to promote the interests of the school and students by bringing parents together.

The objectives of NEGS P&F are as follows:

- a) Raise funds via the NEGS P&F Levy and fundraising activities to meet fundraising objectives.
- b) To promote a sense of community amongst parents in association with the school.
- c) To encourage a closer understanding and friendship between parents of students attending the school.
- d) To provide parents and friends with information on the latest trends in education.
- e) To promote the interests and spread the knowledge of the aims of Christian education at NEGS.

Fundraising of the NEGS P&F

The NEGS P&F are supported by the P&F Levy that is to be paid by each family annually. Any other fundraising by the NEGS P&F or any of the sub-committees or individual parents, must be approved by the NEGS P&F committee and ultimately the approval of the Principal. All fundraising undertaken for the School by the NEGS P&F will be allocated to the NEGS P&F ledger account.

The objectives of the NEGS P&F fundraising are:

- a) provide teaching aids and School equipment;
- b) provide sporting and playground equipment;
- c) engage in any other activities in the interests of the School and for the welfare of the students;
- d) assist in the improvement and maintenance of School grounds and buildings;
- e) to raise funds for all or any of these purposes.

Terms of Agreement

Membership as an ordinary member to the NEGS P&F is open to:

- a) All parents of a student attending the School, who have paid the annual levy.
- b) The Principal of the School and their representative(s).

NEGS P&F Management Committee

The Management Committee is the group responsible for the management of the NEGS P&F. All positions within the current Management Committee will remain the same with the same roles and responsibilities:

- i) The President
- ii) The Vice-President
- iii) The Secretary
- iv) The Treasurer
- v) The Principal of the School or their designated representative

Voting procedures for the NEGS P&F Management Committee will remain the same. No person shall be eligible for election unless they are a paid member of the NEGS P&F Body. Nominations for all positions are to be lodged to the Principal at least three (3) days before the Annual General Meeting. If necessary, nominations can be taken from the floor.

The Management Committee has the power to make decisions at executive meetings on behalf of the NEGS P&F when appropriate as agreed by the Principal and within the limits of the financial criteria. The Management Committee is responsible for ensuring that the NEGS P&F and all its committees, work collaboratively and cooperatively with the Principal and school community.

Finance

a) Role of the Treasurer

The Treasurer will liaise with the School's Finance Manager to ensure that the accounts are current. This includes providing Profit & Loss statements for events and ensuring that reporting is available for all Ordinary General Meetings and the Annual General Meeting. The Treasurer will liaise with the School's Finance Manager for floats, EFTPOS facilities and reimbursements for events.

b) Approval of Financial Expenditures

Items paid for from the NEGS P&F account need approval from the Management Committee, either through Minutes at Ordinary General Meetings or through a Flying Minute.

c) Financial Transactions

All financial transactions are to be processed and authorised through the Treasurer. The Treasurer will then process these transactions through the School's Finance Department following the School's purchasing procedures.

d) Levy

The levy structure will remain the same as previous and allows membership to the P&F as an ordinary member.

e) Allocation of the Wishlist

The Wishlist and the distribution of funds will remain the same, ensuring that all raised funds are utilised for the benefit of the students and the School.

f) Financial Reporting

Financial report sits with the timeframe of the school. The School will, as part of their audit process, include the P&F ledger account and present the annual report at the Annual General Meeting.

Limitations of the NEGS P&F Body

- a) The P&F (including all the sub-committees), has no legal identity separate from the school. It is a body established under the auspices of the Principal and School.
- b) The P&F has no authority in the day-to-day operation, teaching staff or management of the school.
- c) The P&F, all sub-committees and individual parents must seek permission for all activities which affect the school or use any school property.

Meetings

The meeting structure will remain the same. At all meetings the President, and in their absence the Vice-President takes the Chair. Every ordinary member present is entitled to a vote on every motion. Every ordinary member may vote in person or by proxy. The quorum at all meetings shall be five ordinary members. Minutes for each meeting will be taken by the Secretary.

- a) Ordinary General Meetings – to be held each term as required.
- b) Annual General Meeting – shall be held each year, in line with the School reporting.

Governance

This MoU will be governed by the principles outlined in the current NEGS P&F constitution and the policies of NEGS Ltd. The transition to being a P&F Parent Body under the School does not alter the objectives or operational principles of NEGS P&F as stated in the previous Constitution. Moving forward the MoU will replace the current Constitution.

Signatories

This Memorandum of Understanding is agreed upon and signed by the representatives of both parties.

For NEGS Parents and Friends Association Inc.:

Name: Fiona Macarthur

Position: President

Date:

Name: Belinda Keogh

Position: Treasurer

Date:

For NEGS Ltd.:

Name: Liz van Genderen

Position: Principal

Date:

Name: Shaun Cassidy

Position: Chief Operating Officer

Date:

This MoU will take effect upon the signing of both parties and will remain in effect until terminated by mutual agreement or superseded by a formal agreement.

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