

Parents of Stuartholme (PoS)

There are lots of ways to get involved within the parent community at Stuartholme School. In general, our ethos is to connect with as many parents as possible and welcome everyone to the Stuartholme parent "village". Lending a hand, where you can, is a great way to get involved with like-minded parents, make new friends and contribute to the life of the school. There is an inclusive, relaxed and fun vibe to the "work" we do.

The Parents of Stuartholme (PoS) goal is to maximise parent engagement, working in partnership with the school towards outcomes which assist our daughters with their learning and development and to enhance the Stuartholme School community.

Parents of Stuartholme (PoS) Role descriptions

- Coordinator roles (4)
- Year Level representatives (up to 25; Day x 2, Boarder x 2, per year level + 1 international boarding)
- Co-curricular representatives (8)
- Event organisers (2 or more as required)
- PoS Member (open to all Parents)

PoS Liaison Coordinator

Purpose of role:

- This is a key role providing liaison between the PoS community and the School.
- Facilitates regular communication between all PoS Coordinators and Representatives and the School.
- Is a focal point of contact for Parents, helping to connect them with the most appropriate member of the PoS Committee, drawing on the PoS contact list or via myStuartholme Parent Portal.
- Supported by the Community Engagement Manager, the PoS Liaison Coordinator organises and Chairs PoS Executive Committee meetings and PoS meetings.
- Coordinates agenda and collates reports and updates as required from PoS Coordinators and Representatives.
- In collaboration with the Community Engagement Manager, the PoS Liaison Coordinator provides regular PoS updates and communication to all Parents via the school newsletter and myStuartholme.

Communicates with: regular liaison with the Stuartholme Community Engagement Manager, PoS Executive Members, PoS Committee and Parents.

Anticipated commitment: Two (2) x PoS Executive meetings per term and one (1) x PoS meeting per term, PoS key events (e.g. annual All Parent Welcome).

Boarding Parent Coordinator

Purpose of role:

- This is a key role providing liaison between the Boarding community and the School.
- Facilitates regular liaison between Boarding Year Level Parent Representatives and the Dean of the Boarding.
- Is a focal point of contact for Boarding Parents and ensures regular communication with the Boarding community, including encouraging Boarding families to engage with both boarding and their daughters' Year Level Facebook pages for wider communication options.
- Supported by the Community Engagement Manager, organises the Stuartholme Boarder Parent Network meetings and coordinates the agenda.
- Ensures that all Boarder Parent Representatives are aware of their role & responsibilities.

Communicates with: regular liaison with the Dean of Boarding, Stuartholme Community Engagement Manager and Stuartholme Boarding Parents.

Anticipated commitment: Two (2) x PoS Executive meetings per term and one (1) x Boarder Parent Network meeting per term, PoS key events (e.g. annual All Parent Welcome) and PoS meetings as required.

Care & Concern Coordinator

Purpose of role:

- This is a key role maximising support for Stuartholme boarders, day girls and their families.
- Communicates with Dean of Boarding and Dean of Student Wellbeing to facilitate support as required including:
 - organising events like boarder pet therapy afternoons
 - creating a Birthday cake roster at the start of the year to provide birthday cakes for boarders
 - creating a “transport” roster drawing on day girl parents to assist the Health Centre with accommodating boarder transport requirements for boarders’ appointments
 - coordinating care packs for boarders to provide extra support at key times e.g. before final exams
 - coordinating meals or offers of help to support Stuartholme families who may find themselves in a time of need.

Communicates with: regular liaison with the Dean of Boarding and the Dean of Student Wellbeing.

Anticipated commitment: Two (2) x PoS Executive meetings per term and one (1) x PoS meeting per term, PoS key events (e.g. annual All Parent Welcome).

Finance Coordinator

Purpose of role:

- This is a key role in the annual management of PoS funds.
- In conjunction with the Stuartholme Finance department and the Community Engagement Manager, the Finance Coordinator implements the *PoS Finance and Budget Process* for each term.
- Leads discussion at Pos Executive meetings and Pos meetings on the allocation of the annual PoS budget (set by Stuartholme each year) according to the *PoS Finance and Budget Process* and facilitate expenditure accordingly.
- Provides finance reports on expenditure at regular PoS Executive and PoS meetings.
- Liaises between the PoS Committee (including Event Organisers) and the School over the financial management of approved PoS social events.
- Liaises between the PoS Committee (including Event Organisers) and the School over the financial management of approved activities and events that fundraise for the PoS – including requesting event budget and ensuring payment of invoices and associated costs.
- Is the focal point of contact for the PoS and the School in relation to the management of PoS funds.

Communicates with: regular liaison with the Stuartholme Community Engagement Manager and Finance department, PoS Executive Members, PoS Committee and Parents.

Anticipated commitment: Two (2) x PoS Executive meetings per term and one (1) x PoS meeting per term, PoS key events (e.g. annual All Parent Welcome).

Year Level Parent Representatives

2 x Reps for each Year for Day

2 x Reps for each Year for Boarding

Purpose of role:

- Each Year level is represented by up to two day parent representatives and up to two boarder parent representatives, sharing the role may be beneficial in busy times, allowing more points of contact and ideas to be shared.

- With the PoS Liaison Coordinator and Stuartholme Community Engagement Manager, the Reps coordinate parent involvement and facilitate communication across each Year level.
- Reps provide a focal point of contact for Parents, helping to connect them with the most appropriate member of the PoS Committee, drawing on the PoS contact list or via myStuartholme Parent Portal.
- Reps also provide a channel to pass parent feedback (positives & concerns) to the School.
- Reps organise year level events and access their allocated PoS event funding.
- Facilitated by the Community Engagement Manager, connect with the school's Year level Leader of Student Wellbeing to work together on items requiring broader parent engagement.
- In collaboration with the Community Engagement Manager, Reps provide regular updates and communication to Year level Parents via the school newsletter and myStuartholme.
- Communicate to their Year level via Year level Facebook groups.

Communicates with: Stuartholme Community Engagement Manager, Year level Leader of Student Wellbeing, PoS Liaison Coordinator and Parents.

Anticipated commitment: one (1) x PoS meeting per term, minimum of one (1) x Year level Leader of Student Wellbeing meeting per year (plus regular ongoing communications), Year level social event(s), PoS key events (e.g. annual All Parent Welcome).

Co-curricular Parent Representatives

1 x Co-curricular Parent Rep for Music, Debating, Tennis, Swimming, Rowing, Athletics/Cross Country, Equestrian, Netball and others as required.

Purpose of role:

- Each Co-curricular Rep leads a Parent Support Group (PSG) to assist the Head of their respective Co-curricular activity, to coordinate parent involvement and facilitate communication about that activity across the School community.
- Reps provide a focal point of contact for Parents in relation to that co-curricular activity.
- Liaise with the nominated Co-curricular staff contact to ensure communication via the school newsletter, myStuartholme and Facebook groups.
- Awareness of PoS framework for organising fundraising events using PoS Events guide.
- Provide a channel to pass parent feedback (positives & concerns) to the School.

Communicates with: Head of their respective Co-curricular activity and nominated Co-curricular staff contact if applicable, members of their Parent Support Group (PSG), PoS Committee and Parents.

Anticipated commitment: one (1) x PoS meeting per term, regular PSG meetings, regular attendance of their co-curricular activities, PoS key events (e.g. annual All Parent Welcome).

Event Organisers

2 (or more as required) x Event Organisers per event.

Purpose of role:

- Event Organisers lead a working party/event committee to plan and manage key PoS social and fundraising events (e.g. Mother's Day Lunch, Father's Day event etc).
- Liaises with the Stuartholme Community Engagement Manager, the PoS Finance Coordinator to devise, plan, budget and reconcile approved PoS social activities as well as events that fundraise for the PoS. This includes:
 - Ensure event is an approved PoS social event or activity to fundraise for the PoS
 - Devise event budget and seek approval for expenditure
 - Work within the PoS framework to ensure events follow the *PoS Events Guide*
 - Ensure timely payment of invoices and associated costs
- Provide updates and reports to PoS meetings.
- Provide a focal point of contact for Parents in relation to that event.

- Liaise with the Community Engagement Manager to ensure communication via the school newsletter, myStuartholme and the Stuartholme Facebook page.

Communicates with: the Stuartholme Community Engagement Manager and Finance department, PoS Committee, Parents, event partners and providers

Anticipated commitment: working party/event committee meetings as required, event attendance as required, PoS key events (e.g. annual All Parent Welcome).

PoS Member

All parents are invited and welcome to attend PoS meetings and functions, get involved and enjoy being part of the Stuartholme community.