



Parent Liaison Group Constitution **Updated November 2022**

Purpose

The Parent Liaison Group (PLG) is a voluntary organisation of parents who encourage closer links between home and school. In addition to organising fundraising events, the group also has a proactive social function and provides an opportunity for parents, staff and students to meet with one another.

Roles and Responsibilities

There are essentially 2 ways to be involved in the ISCT Parent Liaison Group (PLG).

(a) Member of a Portfolio Team

There are several portfolios for parents to be involved in such as the Nearly New Uniform Shop, Founder's Day, the Big Walk etc. These portfolios are led by one or two people with a small team of parents to help in organising and planning. The group of parents involved in portfolios form the core group of the PLG and all offices of the PLG will be filled by parents from this group.

- The portfolio and amount of work will determine the number of people in it.
- Meeting frequency & time will be dependent on the events coming up and how much needs to be discussed (will be left up to the lead of each portfolio).
- A full PLG committee meeting will be held at the end of each term to prepare for the next term's events.

(b) Member of the Volunteer Group

Calls for volunteers will be made for events during the year. Parents are encouraged to participate in the event without any expectation of commitments to other future events - e.g. help for events like the Big Walk or being present in the drop & go zone for specific campaigns.

- This is more ad hoc and is unlikely to involve any meetings (email & whatsapp mostly), with the expectation for parent volunteers to be available to help when possible.

Office Bearer Roles and Responsibilities:

Chair: Elected annually, for a maximum of 2 years

- Manage the relationship between the school and the PLG through regular communication and monthly meetings with the Principal and Business Manager.

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- Oversee general activities of the PLG and ensure that the mandate of the PLG is upheld at all times.
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
- Maintain relationships with related parties such as outreach partners and other fundraising initiatives (e.g. My School Card).
- With the other committee members establish and confirm an agenda for each meeting. Ensure the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting.
- Officiate and conduct meetings.
Ensure there is sufficient time during the meeting to fully discuss agenda items. Ensure that discussion on agenda items is on topic, productive and professional. Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting.
- Assist with any PLG activities and events as required.
- Ensure that information and feedback is provided to the parent body as required through school newsletter inserts and website updates.
- Oversee the financial administration and disbursement of funds in accordance with the policies and procedures.
- Sign off annual financials by the end of January each year for the preceding year along with the vice-chair and present these to the Business Manager.

Vice-Chair: Elected annually for a maximum of two years with the possibility of succeeding the Chair.

- Support the chair in ensuring overseeing the general activities of the PLG and ensure that the mandate of the PLG is upheld at all times.
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
- Stand in for the chairperson if s/he is away (tasks and responsibilities listed above).
- Assist the chairperson with matters between meetings with responsibilities listed above.
- Sign off annual financials by the end of January each year for the preceding year along with the chair.
- Assist with any PLG activities and events as required.

Treasurer:

- The main role of the treasurer is to maintain a financial overview of the organisation.
- Manage petty cash and disbursements/refunds as outlined in the policies and procedures.

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- Oversee, prepare accounts and financial statements for termly PLG meetings.
- Ensure that appropriate accounting procedures and controls are in place.
- Liaise with relevant people about financial matters.
- Present the annual accounts for sign off by the end of January for the preceding year.
- Assist in with any PLG activities and events as required.
- Transfer all financial records to the incoming treasurer in a timely and coherent manner.
- Work in close liaison with the school accounts department

Secretary:

- Ensure meetings are effectively organised and notification is given to all PLG members timeously.
- Keeping all minutes etc. for meetings, ensuring that all decisions are recorded accurately.
- Distribution of minutes to PLG members within one week of meeting.
- Uploading of final minutes in shared drive (at this time in the PLG Google drive).
- Manage the maintenance and administration of PLG records.
- Assist in with any PLG activities and events as required.
- Help in preparing the termly newsletter (should this be created in addition to the school newsletter) to parents and help the chair manage the PLG website (should there be a need for a specific website).

Finance Policies and Procedures

1. Payment Approvals

a. All payments must be approved as below table:

Amount	Signatures Required	Approvals Required
R 1 – R 2499	2 Office bearers (one of which must be the chair or vice-chair)	Notification to PLG on an FYI basis only.
R 2500– R14 999	2 Office bearers (one of which must be the chair or vice-chair)	A majority of members that attend PLG meetings or reply to email.



R 15000 +	2 Office bearers and 1 general committee member	Agreement from the school Business Manager and Principal and a majority where a meeting has quorum.
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- b. Payments to be made for activities/supplies related to PLG activities year can be made as follows:
- The PLG member makes payment and submits a claim with all the relevant slips signed off as referenced in 1.a and can be refunded from petty cash or EFT
 - The PLG member requests petty cash from the treasurer with the approximate amount and once purchase is done the receipt (and any change if there is) is given back to the treasurer
 - If the amount is over R1000 a request for the finance department to do an EFT to the supplier can be made. An invoice is required for this to be done and can be handed to the treasurer to ensure payment is made.

2. Annual Key Stage Wish List (Comprising “Nice to haves”)

- All submissions should be submitted in writing to the Chair via the Principal of ISCT (or his/her delegate).
- Requests for funding should be made to the PLG at the PLG quarterly meetings in Term 1 and Term 3.
- Requests for funding should be detailed regarding the scope of work along with the budget needed.
- If sufficient detail is available, the request for funding will be approved via the Table in 1a.
- Once a request is approved, owners of the project will be identified who will be responsible for ensuring the works are completed as presented and remain within budget. If there is a change in scope or an increase in budget needed, this needs to be raised as soon as possible to the PLG Chair and/ or Vice-Chair. If additional funding is needed, approvals will be required as in Table 1a.
- If sufficient detail is not available or a quorum is not achieved, a temporary placeholder can be noted in the budget but the item will need to be put to a vote again at the next meeting.

3. Other Spending Requests

- As with the ‘Key Stage Wish List’ all submissions should be in writing to the Chair with sufficient information of scope and budget.
- If sufficient detail is available, the ‘request for funding’ will be approved via the

Table in 1a. If not enough information is available, it can be resubmitted.

4. Feedback to Parents

- a. Parents should be notified as early as possible about approval and the progress of requests in the PLG or school newsletter.
- b. A best practice when scoping requests is to put an appeal to parents (via newsletter) to see if there are parents who can help in the form of a contact who could offer competitive rates or may have these items unused at home.

5. Management of Financial Accounts

- **Monitor the Funds**

- a. The Bank Account**

- i. The Bank Account is not in the name of the PLG but is a shared account with ISCT.
- ii. The account ledgers are prepared by the ISCT Bookkeeper.
- iii. The ledgers are shared with the Treasurer who reconciles it with expected movements within the bank account.
- iv. The Treasurer does not have any signatory privileges on the Bank Account, all withdrawals, EFT's, deposits must be made by the Bookkeeper.

- b. The Nearly New Petty Cash Box**

- i. The box is to be left in possession of the Bookkeeper when the shop is not open.
- ii. Sales and refunds through the shop are to be recorded and provided to the Treasurer.
- iii. The balance in the box should be kept to as close to 500 Rand as possible with the balance being given to the Bookkeeper for deposit and notifying the Treasurer to include in the Petty Cash Box.
- iv. The box should be counted in the presence of two people, one being an office bearer, once a quarter.

- c. The Petty Cash Box**

- i. The box is to be left in the possession of the Treasurer. It must be kept in a secure location.
- ii. The balance of this should be kept as low as possible with a maximum of 2,000 Rand. Any excess over 2000 Rand shall be deposited by the Bookkeeper.
- iii. This is to be used for small cash distributions and deposits.
- iv. The box should be counted in the presence of two people, one being an office bearer other than the Treasurer, once a quarter.



2) Reporting

- a) Monthly/ quarterly reporting must be presented at each PLG meeting.
- b) Information to be included are all movements within the accounts and balances and how they compare to the Budget for requests for funding.

Portfolios

1.Fundraising

- Planning and coordination
- Raising ideas e.g. the Big Walk, Founder's Day.
- Event management including volunteers necessary permission/ permits etc.
- Updates in the newsletter.

2. Nearly New Uniform Shop

- Managing the shop
- Manning the shop

3. Special projects

- My School Card
- PLG Constitution updates
- Communication (newsletters, Parent's Guide, new parent welcome coffee mornings)
- Website/Social Media coordination
- School anniversary celebrations