



**Memorandum of Understanding  
Between St John's School Board [Board], St John's School PTFA [PTFA]  
and St John's School Principal [Principal]**

Dated: 14 April 2021

### **Purpose**

The purpose of this memorandum of understanding is to outline the complementary roles that the Board, PTFA and School Management (through the Principal) play in enabling the school to deliver on its strategic objectives.

### **Principles**

The following principles shall guide how the Board, PTFA and Principal act and interact with each other.

- A. All dealings will be undertaken under **good faith** based on honest and open engagement.
- B. There will be **respect** for each other's roles and how each contributes to the outcomes of the school.
- C. A **"no surprises"** approach will be followed as a result of regular communications.
- D. In undertaking their roles all will recognise that they are representing the school and so will act **professionally** to maintain the reputation of the school.

### **Roles**

1. Role of the Board is to **Govern** the school, by ensuring the school has a clear sense of purpose through strategic objectives and priorities, seeking assurances from management that the right programmes are in pace and that resources are being used optimally, and monitoring the school's performance.
2. Role of the Principal is to **Manage** the school, performing the role of the chief executive of the Board and the school, by complying with the Board's general policy directions, with discretion as to the day to day administration of the school.
3. Role of the PTFA is to **Support** the Board and Principal by complementing the communication link between students, parents and community, as well as strengthening relationships, supporting school activities, fundraising and encouraging new families to integrate into the school's supportive Catholic environment.

### **Commitments**

1. Board and PTFA commit to share information regularly so as to ensure a healthy level of awareness of what the other is doing.
2. Board representatives will attend PTFA meetings to provide updates on Board business that may be of mutual interest or importance.
3. Board will seek confirmed funding levels from the PTFA when preparing its annual budget.
4. Board will organise joint meetings throughout the year to brainstorm opportunities and barriers to success.
5. Board or PTFA members will recognise their obligations as hosts, including health & safety and responsible host obligations, when hosting events.
6. Board and PTFA will recognise that any proposed initiatives relating to the school fall under the responsibility of the Principal and must be agreed with the principal.
7. Board and PTFA will act in a manner consistent with their respective charter or constitution, as well as in compliance with legislation and adopted policies of the school.
8. Board and PTFA will consult on any decisions that affect the other party before finalising.