Dear Lorien families

This is an exposé of the mysterious and sometimes misunderstood group of people whom you may have seen around our school, animatedly discussing the higher meaning of sausage sizzles and slushie magic. Fundraising aficionados, event organiser extraordinaires, and enthusiastic social engagers… they are the Lorien Novalis Parents & Friends (P&F).

What the P&F is and what it could be are two different things.

What it is… a small group of highly dedicated parents who work hard to improve the learning experiences of the children through their tireless work in fundraising and social organising.

What it could be… a larger group representing the parent body and developing all aspects of ‘culture of community’.

Our school needs a vibrant and dynamic P&F to develop financial support mechanisms for things that directly benefit and affect the children, to encourage and build the social fabric of the parent body, and to help bring unity of purpose to every member of the community.

Ensuring Lorien is accessible to as many families as possible means we strive to keep our school fees as low as we can. In this regard the fees parents pay go to cover academic and teaching costs; yet we all know that a healthy and holistic education is far more than our experience in the classroom. This is where the P&F come in. Through their efforts to raise funds we are able to offer our students a better environment in which to thrive.

We therefore need the support and generosity of every family in volunteering their time to make the various events held throughout the year a great success. Every contribution helps the school and builds our wonderful community, and when our families participate in this way we can continue to avoid using fundraising levies and/or volunteer quotas (used widely by other independent schools).

So, how can you get involved? It can be as simple as donating food to sell at cafes or volunteering for a shift of dish washing; or it can be more involved, like assisting in organisation or promotion of an event. While everyone is welcome to attend P&F meetings, you can be an active member without attending meetings.

Who do you contact? You can speak to your P&F Class Representative (see list on the next page) and also join the Lorien School Community Facebook group to stay up to date on upcoming events and how you can help: https://www.facebook.com/groups/LNSCommunity

Thank you for your continued support.

Norman Sievers
Director of Teaching and Learning

Please note: communication between Lorien and all families is an integral part of giving your child their best experience and making sure you are aware of upcoming events; so as a one-off we are sending this hardcopy letter home with the students, as well as emailing you.

If you did not receive this newsletter via email – or the school newsletters sent from the office every week – please contact us with your current email address.
Every class has a **P&F REP** who is the 'bridge' between the P&F organisers and the parents in their class. Their aim is to share information about upcoming events and help parents get more involved at a class and school level.

- **Preschool** - Brad Aicken
- **Little Kindy** - TBA
- **Big Kindy** - Artemiss Keyhani
- **Class 1** - Tara Darlington
- **Class 2** - Cheryl Watkins
- **Class 3** - Artemiss Keyhani
- **Class 4** - Brad Aicken
- **Class 5** - Cheryl Watkins
- **Class 6** - Tara Darlington
- **Class 7** - Cheryl Watkins
- **Class 8** - Arthur Sannen
- **Class 9** - Angela Cice
- **Class 10** - Cayte Moxom
- **Class 11** - Cheryl Watkins
- **Class 12** - Snjezana Baudille

The current **P&F PROJECT TEAMS** and their contacts are listed below. If you would like to get involved or find out more information please get in touch.

- **Admin** (liaise with P&F Class Reps, Facebook groups etc) - Artemiss Keyhani
- **Craft Group** - Donna Sherman
- **Grounds & Gardens** - Angela Cice
- **Mallorn Tree** - Kirstan Sadlon
- **Parent Education** - Tara Darlington

**There are many ways you can get involved...**

- For community/fundraising events, as well as Open Day Cafe, we need people to donate salads and cakes/savouries, work a shift in serving, help with decorating, work the BBQ, wash dishes, and assist in clean up.
- Offer to bring a plate to a Parent Education session, or help us set up or clean up.
- Volunteer for a few shifts at Mallorn Tree during the week or on Market Days.
- Come to Craft Group, learn new skills or put your existing ones to use, and create items to sell at the Craft Stall while enjoying a cuppa with other parents.

We have included the P&F Principles so everyone can gain an understanding of how things work.

*If you have any comments or questions, please contact the P&F on:*

pandf@lorien.nsw.edu.au
P&F Principles

1) OUR VISION
To support Lorien Novalis School (LNS) in providing our children with an inspiring and fulfilling experience.

2) OUR MISSION
To create a respectful and cooperative environment where LNS parents and friends can contribute to enhancing our community’s educational and social experience.

This is achieved through:
- Raising funds to enhance our school
- Fostering an inclusive community spirit
- Building a collaborative community to undertake projects and events
- Caring for the physical buildings and grounds
- Increasing understanding of Rudolf Steiner’s philosophies
- Building our school’s image and promoting the benefits of education at LNS to the wider community
- Working in partnership with our school.

It is essential that all activities of the P&F are congruent and supportive of the LNS ethos and Steiner philosophies which underpin the school.

This encompasses, but is not limited to, environmental factors and materials used, holistic way of life that includes wholesome foods and reduction of chemicals, attention to natural rhythms and seasons, respect and support for all beings, and education of the whole child.

3) MEMBERSHIP of the Parents & Friends Association (P&F) consists of:
- Ordinary members – parents and/or carers of each child enrolled at LNS
- Ex-officio members – School Leadership and their nominees
- Friends of the school – LNS teachers and staff.

4) ROLES AND RESPONSIBILITIES

TREASURER: position held for school year
- Keep accurate financial records of all receipts and expenditure to/from P&F members and Project Teams, using existing format supplied by outgoing Treasurer
- Payments under $100 may be approved at the discretion of the Treasurer; those in excess of $100 must be approved by a majority vote during a General Meeting
- Present up-to-date accounts at General Meetings.

COORDINATOR: position held for school year
- Liaise with P&F members in-between meetings to support progress of active projects, communicate with the greater community and undertake other administrative tasks as required
- Liaise with School Principal(s) and office staff as required
- Answer P&F email and other correspondence
- Compile agenda for General Meetings.

MEETING CHAIR: rotates amongst members, appointed at each meeting
- Prioritise agenda items to ensure all essential topics are discussed
- Facilitate a fair meeting, allowing everyone to be heard, keeping conversation on-track
- Assist Minute-taker with accurate documentation of motions and voting decisions.

MEETING MINUTE-TAKER: rotates amongst members, appointed at each meeting
- Take minutes during meetings, ensuring inclusion of key points:
  - Name of all present, date and start/end time of meeting
  - Motions made (exact wording, who proposed it, result of vote)
  - Reports made (name of member presenting and any action taken; if report was in writing attach it, if given orally summarise briefly)
  - Other actions, assignments and deadlines, resolutions, and recommendations (summarise briefly).
- Email draft minutes to everyone at meeting within 14 days, with allowance of 5 days for feedback. If extensive changes are required, revised minutes to be re-distributed for review and approval. Once approved, minutes are emailed to LNS in PDF format to be uploaded to School Website and posted to Facebook page.

5) APPOINTMENT OF ROLES
The roles of Treasurer and Coordinator are up for re-appointment at the end of every school year to be in place for active duty the following school year.

Eight weeks prior to the end of the school year announcements are made in the School Newsletter, Website and Facebook page, inviting anyone interested in holding those roles to attend the next General Meeting of the year where a vote will be taken from those present.

If only one person is nominated, the position is deemed theirs. If more than one person is nominated, a vote is taken by a show of hands. There are no limits to the number of times a person can fill the same position.

If the Treasurer and/or Coordinator can not fulfil their responsibilities during their tenure then a re-appointment process will be undertaken as per above.
6) MEETINGS

GENERAL MEETING

• Held on a regular basis as agreed to at the first meeting of the year (usually 2 per term). Dates and times are advertised in the School Newsletter, Website and Facebook page with minimum 5 days notice.
• Run as “group think tank” sessions where ideas and solutions are discussed with all present. By welcoming input from as many people as possible, P&F projects can better serve our community’s needs. All key decisions are voted on by those present.
• Facilitators give updates on their Project Team’s progress, sharing ideas and seeking input/feedback as required.
• Four members form a quorum; while any matter can be discussed, no voting can take place without a quorum present.
• Meetings should cover:
  - Opening by Chair (possible reading of Steiner passage)
  - Call by Chair for any topics to be added to agenda
  - Treasurer’s report / Coordinator’s report
  - General business as per agenda

SPECIAL MEETING

• Can be proposed by any member to discuss a specific topic by sending a written request to the Treasurer and/or Coordinator, outlining the objective of the meeting
• Request for Special Meeting must be supported by at least three additional P&F members
• General guidelines for conducting a General Meeting apply.

7) PROJECTS & EVENTS

Each project or event (one-off or ongoing) starts by presenting its ideas at a General Meeting for group discussion and voting. If it is considered congruent with the principles of the P&F and LNS, then a Project Team can be created for its implementation. Project Teams:

• Must have a facilitator as the contact person for accountability and liaison with the Treasurer, Coordinator and participants
• Are required to present major decisions and requests for funds at a General Meeting for discussion and voting
• Will decide amongst themselves on how to undertake their daily activities.

8) ONLINE DISCUSSION & PLANNING GROUPS

In order to facilitate progress in-between scheduled General Meetings, online discussion groups may be established by the Treasurer or Coordinator.

All who attend a P&F Meeting are invited to join the online administrative group.
All who are interested in a specific project/event can join the online group for that (once established). Although minor decisions can be voted on in these online discussions, all major decisions (eg establishing a new Project Team, a change in direction for a Project Team, request for funds over $100) must be brought to a General Meeting.

9) AMENDMENT TO THESE OPERATING PRINCIPLES

Amendments to these P&F Principles must be presented in writing at a General Meeting for discussion and voting. Any amendments supported by the majority of those present must be approved by the School Principal(s) and School Board to ensure they are inline with LNS ethos.

Lorien Fair
August 27, 2016

The Lorien Fair is the premier event of our school calendar. This is the day when the wider community (current families, past students and all with a vested interest) come together to participate and celebrate being part of Lorien.

While previously this event was organised by the school and a small group of parents, this year the P&F will be the main coordinating body, working in conjunction with school leadership, so…

We need you!

And there are many ways you can get involved… brain-storming, designing, decorating, organising, promoting, catering, serving, crafting etc

Please note that you do not need to attend Fair meetings to be involved – please email pandf@lorien.nsw.edu.au with your interest and we will keep you in the loop!

Fair meetings – all welcome!

Wednesdays 7.30pm in Novalis College
March 2, March 30, May 4, May 25, June 15,
July 20, August 10 & August 24