

Periwinkle Preschool PMC Welcome Booklet

Dear Committee Members,

Welcome to the Parent Management Committee. You have joined a very important part of Periwinkle's ability to operate. We hope you enjoy the experience and benefit from being a part of the Committee. We will certainly benefit from your help and support.

The Parent Committee, working together with the Director and staff, help to provide the foundation threads for the rich and nourishing environment that is Periwinkle. Attached to this letter is an overview of the roles and the overlaps with the three main groups involved in Periwinkle management - the Teachers, the Committee and the Guardians.

To help orientate you on this journey, you will find a booklet of practical information about the roles and responsibilities of the Committee members, staff and Guardians. For more detail regarding specific roles, as well as basic financial information and meeting procedures, you can refer to the CCSA, and the CCCC Handbook, which is located in the office at Periwinkle.

A copy of the national regulations and law, the Periwinkle constitution and Periwinkle's policies and procedures are also available on the web and hard copies are available in the office.

Thank you for making the commitment to support Periwinkle over the next year.

Warm regards,

Lilly Stafford
Director

A Brief Overview of Rudolf Steiner Preschool/Kindergarten Philosophy

Rudolf Steiner believed that the preschool and kindergarten period is the most important period of all in the education of the child. The reason for this is that a child of this age imitates all that goes on around her or him and in this period the foundations are laid for 'the most important impulses of life'. Steiner said that what matters in a kindergarten is that the children should have a 'harmonious relationship' to those caring for them and that these people should behave quite naturally so that the children are naturally led to imitate them. Thus, the teacher guides the children through her warmth and understanding and through the activities they see the children doing.

These activities may be:

- Artistic (painting, modelling, singing)
- Craft (sewing, felting, woodwork)
- Domestic (cooking, cleaning).

The child is not taught in the formal sense at this age but it is what you are that matters. Steiner calls the young child a 'sense organ' and compares him/her to the human eye in that it is acutely sensitive to the impressions of the world. In the early years of the child there is an emphasis on the natural surroundings, materials and playthings. Colours and textures are soft and harmonious. Imagination is at its height in the young child and natural materials provide food for the imagination rather than limiting it as some modern playthings do.

In the kindergarten, or 'child's garden', everything is taught through creative play, imitation and imagination. Children of 0-7 years naturally imitate those around them, so the home atmosphere is crafted to enhance this imitation. Cooking, gardening, listening to stories, singing, painting, drawing, bushwalks and playing become the foundation of their learning to follow in the primary school. The early years are a place where even the tiniest caterpillar is a great wonder of the world, helping to create love for the world.

The Teacher

Under the banner of guidance and the star of protection the preschool teacher must ensure that the spiritual nature of the young child is disturbed as little as possible. Yet all the while, the teacher, in this guiding, must know that on a spiritual level the young children are our equals - our brothers and sisters. The gifts of innocence, empathy and imagination that the child brings to earth are the interpenetrations of the spiritual and the physical. It is important to work with these.

Broad Aims of Periwinkle Preschool

- To operate and manage a community-based, non-profit preschool that provides experiences which promote total development and wellbeing of the young child.
- To work from and foster the educational philosophy and principles of spiritual science, as indicated by the late Dr Rudolf Steiner, in their application to the education of children and training of Teachers – a platform from which we embrace and link our daily practices to the National Quality Standard, Early Years Learning Framework and national law.
- To undertake fundraising activities to provide funds for additions and/or replacement equipment and resources.
- To encourage parent and community involvement as an essential part of the operation of the preschool so that aims and objectives of the centre are fulfilled.
- To provide opportunities and support for ongoing teacher training, students, parent workshops and courses, and family/community activities.

Periwinkle Roles & Responsibilities Overview

College of Teachers (Assistants, Teachers, Director)

- Assist with children and the teaching environment
- Provide the children with a nurturing environment
- Provide ongoing anthroposophical care
- Daily program and record keeping
- Develop themselves spiritually and artistically
- Develop educational policies
- Develop ongoing parent education
- Attend Management Committee meetings where applicable
- Involvement in ongoing care of the physical environment
- Support new staff
- Support the Director in their role.

Management Committee (President, Secretary, Treasurer, Fundraising Coordinator, Maintenance Coordinator, Communications Coordinator)

- Attend all Management Committee meetings
- Develop goals and directions, strategies and business plans
- Administration duties including financial and legal aspects
- Funding and registration
- Preparation, endorsement and implementation of policies
- Develop an understanding of the constitution
- Maintenance and purchase of equipment
- Maintenance of grounds and building
- Identify and monitor risks
- Interviewing and selection of new staff
- Newsletter
- Communication with all staff regarding working conditions
- Administrative support to the college

Parents

- Elect parent members of the Management Committee
- Contribute skills and talents by committing to an Executive Committee, Coordinator or Support role.
- Participate in the ethos and spirit of Periwinkle.
- Attend working bees.
- Increase skills and knowledge of Rudolf Steiner education in early childhood through attending Parent Curriculum Nights, craft groups, etc.,

Guardians

- Keepers of law, history, e.g. offering guidelines, fostering cohesion
- Long-term keepers of spirit, vision and viability of Periwinkle
- Ideally have had past working experience at Periwinkle
- Participate in selecting, interviewing and appraising the Director
- Contribution to parent/community education
- Attend Management Committee meetings when needed
- Assist in resolution of any disputes

Guardians, Teachers and Management Committee Overlap

- Induction process for new Committee (orientation)
- Attend AGM
- Organise and provide support for festivals, social events and parent education
- Selection of Directors, staff and Management Committee
- Carry understanding of anthroposophy
- Attend crisis meetings
- Oversee structure and day-to-day operation of Periwinkle
- Provide support to parents
- Offer guidance to each other for decision-making processes
- Develop policies and procedures
- Work on self-development

Periwinkle PMC Office Bearers Role Descriptions

President

- Plan, attend and chair all Management Committee meetings
- Lead the meetings through the agenda, keeping discussion relevant
- Participate in Periwinkle's planning and evaluation process
- Work as a part of a team with all other Committee members
- Communicate with parents about events and issues relating to Periwinkle
- Keep informed about issues affecting Periwinkle
- Support the Director and staff in decision-making
- Support other Management Committee members
- Be available for any other duties that pertain to the effective delivery of services by Periwinkle that is agreed upon within the Management Committee
- Conduct Annual Performance Review of the Director with Guardian and assist with staff appraisals as required
- Sign and maintain the confidentiality policy of the organisation.
- Ensure the aims and objectives of Periwinkle are pursued.

Secretary

- Plan and attend Committee meetings and document the meetings by recording minutes
- Email minutes to all attending Committee members & ensure all motions are recorded accurately
- Lead the meetings through the agenda (alongside the President), keeping discussion relevant & within the time allocated
- Preparation of the agenda items for discussion during Management Committee meetings
- Participate in Periwinkle's planning and evaluation process
- Work as a part of a team with all other Committee members
- Ensure the aims and objectives of Periwinkle are pursued.
- Maintain a list of action items agreed at the meetings and ensure actions are closed out in a timely fashion
- Maintain a list of current members and ensure >50% responsible persons test is met for purposes of maintaining the Building Fund Deductible Gift Recipient status
- Upload all documents (including minutes & agendas) to Periwinkle Dropbox
- Ensure all members upload their documentation to Dropbox and the folders are organised well.

Treasurer

- Take responsibility for the financial management of Periwinkle
- Oversee the financial management of Periwinkle with the finance and administration officer (meet with Marj at least monthly)
- Ensure that Periwinkle maintains compliance with government regulation and reporting requirements
- Ensure the aims and objectives of Periwinkle are pursued
- Ensure the rules of Periwinkle and its constitution are followed
- Ensure the business of Periwinkle is conducted honestly
- Ensure that Periwinkle complies with all laws and any contractual obligations
- Ensure that Periwinkle keeps proper financial records and can pay its debts (remain financially solvent)
- Attend Committee meetings
- Participate in Periwinkle's planning and evaluation process.
- Work as a part of a team with all other Committee members
- Oversee Christmas Fair treasury role & requirements
- Sign and maintain the confidentiality policy of the organisation.

Periwinkle PMC Ordinary Committee Member Role Descriptions

Communications Coordinator

- Liaise with Admin Role to provide any newsletter content from parents
- Create PMC role map each year.
- Oversee Christmas Fair PR
- Oversee Periwinkle Branding (2020)

Fundraising Coordinator

- Take responsibility for fundraising for the Preschool, including the coordination and event management of Christmas Fair (if PMC concurs to focus on that as the main fundraising effort.)
- Liaise with centre Director
- Follow up on fundraising ideas suggested by staff and parents
- Attend Committee meetings
- Motivate and encourage families to be involved in fundraising
- Work as part of a team with all other Committee members
- Ensure the aims and objectives of Periwinkle are pursued.
- Oversee the following Fundraising + Event Coordinators:
 - *Ribbon Stall Coordinator*
 - *Fundraising - Auction Coordinator*
 - *Fundraising - Raffle Coordinator*
 - *Fundraising - PR/Marketing Coordinator*
 - *Fundraising - Stall Coordinator*
 - *Fundraising - Entertainment Coordinator*
 - *Baking/Catering Coordinator*
 - *Craft Coordinators (Wattle + Banksia)*

Maintenance Coordinator

- Organise working bees
- Ensure materials are organised for the working bees
- Attend Committee meetings
- Liaise with staff and the Management Committee regarding maintenance required
- Support Christmas Fair with setup, pack down, ordering extra compost bins, achieving Zero Waste aims, etc.,
- Work as part of a team with all other Committee members

- Ensure the aims and objectives of Periwinkle are pursued.

Periwinkle PMC Members Of Association (Coordinator) Role Descriptions

Craft Coordinators (Wattle & Banksia)

- Organise and hold a regular craft group
- Prepare and make craft items for sale or for activities stalls at the Christmas fair if needed
- Liaise with Fundraising Coordinator and Stall Coordinator regarding concepts, organisation, set-up and roster for running of the craft stall at the Christmas Fair

Fundraising Coordinator - Grant Writing

- Consultation with Periwinkle Director to ascertain areas of potential interest
- Investigate opportunities for grants for the preschool
- Assist with the grant seeking process including the writing & submission of grant applications on behalf of the preschool
- Assist the preschool in understanding the terms of any grant funding received, including any reporting or spending deadlines
- Liaise with Fundraising Coordinator and others as required

Ribbon Stall Coordinator

- Organise supplies and making of silk ribbons
- Organise rosters, set up and pack down
- Oversee the running of stall at CBRSS Spring Fair

Fundraising - Auction Coordinator

- Decide on auction mechanism and theme (e.g. silent art auction)
- Work in conjunction with Raffle Coordinator for donations
- Collect donations
- Set up gallery and organise bidding sheets
- Organise delivery of items to winners
- Send thank you notes to donors with Raffle Coordinator

Fundraising - Raffle Coordinator

- Send request emails for prize donations.
- Track donations
- Order ticket and distribute ticket books to parents
- Organise sale of additional raffle tickets at farmers markets, etc
- Organise and draw raffle at fair and deliver prizes
- Send thank you notes to donors

Fundraising - PR/Marketing Coordinator

- Liaise with Graphic Support role to create posters
- Print and distribute posters to be put up locally
- Place ads in local papers, write and distribute press releases
- Liaise with Communications Coordinator and Preschool Director for approvals

Fundraising - Stall Coordinator

- Coordinate activity stalls (with support from craft coordinators)
- Coordinate and organise external stall holders
- Liaise with Fundraising Coordinator - stall requirements and layout
- Oversee set up and pack down requirements
- Follow up on any financial remuneration

Fundraising - Entertainment Coordinator

- Coordinate musicians, storytellers, performers
- Source small stage and PA; install and run system on the day
- Act as MC and create running order and provide appropriate background music

Baking/Catering Coordinator

- Oversee organisation, donations and preparation of vegetarian food for sale at Christmas Fair food stall, as well as hygienic wash station, etc.,
- Organise donations of baked goods from Support parents for baking stall
- Manage rosters for stalls
- Ensure the event is Zero Waste
- Organise Support parents to provide ad hoc baking as needed for Teacher events, festivals, etc.

Periwinkle PMC Members Of Association (Support) Role Descriptions

Maintenance Support Role

- Assist Maintenance Coordinator in providing repairs, building maintenance, grounds maintenance and other special building projects.
- Assist with set up and pack down of Christmas Fair
- Attend working bees

Craft Support Role

- Assist Craft Coordinators in preparing crafts for fundraising activities (e.g., Cape Byron Ribbon Stall and Christmas Fair stalls)
- Participate in roster for activities such as Cape Byron Spring Fair Ribbon Stall and Periwinkle Christmas Fair craft/activity stalls

Fundraising - Stall Support Role

- Assist Stall Coordinators in preparing, organising and creation of stalls
- Participate in roster for stall hosting, set up and pack down

Catering & Baking Support Role

- Assist Catering Coordinator by preparing food /baked goods for Christmas Fair
- Participate in roster for catering stall at Christmas Fair
- Provide ad hoc baking as needed for Teacher events, festivals, etc.

Photography Support Role

- Support Fundraising PR/Marketing Coordinator by providing photos as needed
- Support Newsletter Coordinator if additional photos are needed
- Support Communications Coordinator with photography for website

Graphic Design Support Role

- Support fundraising efforts and Fundraising PR/Marketing Coordinator by designing marketing materials, ads and posters for Christmas Fair, etc., that suit Periwinkle's philosophy

Legal Support Role

- Provide legal support to PMC President and Preschool Director as needed