

Handbook



The Official Handbook of Wattle Grove Public School Parents and Citizens Association

Contents

<i>Introduction to WGPS P&C</i>	2
Prescribed Constitution for Incorporated Associations	3
WGPS P&C Bi-Laws	7
Code of Conduct	9
Grievance, Complaints & Disputes Procedures	11
Social Media Policy	13
Funding Policy	14
Record & Document Storage Policy	16
Executive Committee Members	17
Non-Executive Committee Members	18
Sub-Committee Operating Guidelines	20
Preparation for New Committee Members	31
Annual General Meeting Checklist	32
Additional Information & Document Templates	34

Why Join WGPS P&C

Introduction to WGPS P&C

The parent committee is the voice of the parents. It's at these meetings that decisions affecting your child at school are made.

Joining WGPS P&C is a great way to:

- Get the inside story on what's really happening in the school (not the gossip).
- Influence school policy;
- Have a say in the development of school activities;
- Contribute to the school's resources through various fundraising projects; and
- Meet other parents.

Committee meetings are usually held once a month. Any parent or guardian can attend. We are always joined by our Principal and the Deputy Principal. They report on plans and changes concerning the school, Department guidelines and policies, school grounds and other school business.

Your contribution can be as large or small as you can manage, but your ongoing support of the P&C Association is invaluable.

Outcomes for children are the best when families, schools, communities and governments work together. Parents are important partners in schooling by virtue of their role as the central provider and carer, and the role they play in their children's learning and development.

The money that the P&C raises must be used to benefit all students and the whole school community. But as a member, you'll get to vote on how funds are used!

Along with raising money for the school and our children, the P&C is also a great way to engage with others and to foster a close and caring school community of parents, children and teachers. We are always keen to hear about any issues affecting your children as well as ideas for improving the school environment, activities for the school and new fundraising ideas that you may have in mind.

As part of the P&C team it is important to be familiar with the role you have taken on.

There is a lot of information and assistance available, but you must know where to look. Sometimes this can be difficult. This handbook aims to give you guidance that will allow you to perform your role in an informed way and to quickly find the information and support you will need.

The work you do is appreciated, needed and fundamental to the development of a successful school community.

Enjoy every step of your P&C journey and take the time to celebrate your successes.

Value everyone's contribution!

Say "No" if you need to".

Meet new people and have some fun!

WGPS P&C ASSOCIATION CONSTITUTION

Prescribed Constitution for Incorporated Associations

Section 117 of the Education Reform Act 1990 requires that the prescribed constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Association of New South Wales Incorporation (Amendment) Act 1991, be published by the Minister in the Education Gazette.

This prescribed constitution is as follows:

1. Name

This body shall be known as the Wattle Grove Public School Parents and Citizens' Association, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

2. Object and Functions

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990, which include:

The objects:

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

The functions:

- (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
- (b) to assist and co-operate with the teaching staff in public functions associated with the school;
- (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;
- (d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).

3. School Staff

The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.

4. Membership

Membership will be open to all parents and guardians of pupils attending the school and to all citizens within the school community.

The association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee.

If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

5. Office Bearers

The executive committee, which shall be constituted of the Officers of the association and up to six other members, shall carry out the decisions of the association.

Members of the executive committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.

The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.

The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.

The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.

The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. Casual Vacancies

Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting.

A casual vacancy shall have arisen where a member of the Executive Committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfill the functions of the position.

7. Annual General Meeting

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the association.

The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an office bearer of the association shall be appointed.

The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the association.

8. General Meetings

A general meeting shall be held at least once during each school term.

9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Quorum

Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 11 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.

11. Liability

A member or Officer of the association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.

The association must effect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12. Subscriptions

The annual subscription shall be set by the rules but shall not be less than 50 cents.

13. Subcommittees

The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

14. Dissolution

The association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to

members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.

The association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed.

Where the association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organization will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 16. If the association is registered for GST, dissolution shall not be finalized until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.

Where the association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

15. Rule-Making Power

The association shall make such rules as are required to carry out its functions.

The rules shall not contravene the terms of this Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976.

The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month notice has been given. Such notice shall include details of the proposed changes.

The rules shall provide for the procedure to be followed:

- (a) at meetings of the association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

16. Accounts

The funds of the association shall be banked in the name of the association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance.

The account shall be operated by two or more officers of the association delegated in that behalf by the association.

No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the association.

The association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Training.

WGPS P&C BI-LAWS

WGPS P&C Bi-Laws

To accompany the Prescribed Constitution

1. These rules are made under the constitution of Wattle Grove Public School Parents and Citizens Association.
2. The P&C Association is formed for the benefit of the students of the school, which will;
 - a. promote the interests of the school by fostering co-operation between the parents and the school;
 - b. participate as much as possible in the activities of the school and communicate with all members of the school community;
 - c. Contribute to resources and facilities for the school
 - d. all P&C funds raised are to be used for the benefit of the school and its students;
 - e. promote the recreation and welfare of all students
 - f. co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales; and
 - g. promote the interests of public education.
3. The achievement of the above objectives is underpinned by fundraising through the year.
4. The financial year of the association will close on 31 December each year.
5. The annual general meeting (AGM) of the P&C Association will be held in February of each year. An ordinary general meeting of the P&C Association will be held immediately following the AGM.
6. The agenda of the AGM shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.
7. A general meeting of the P&C Association will be held on the third Wednesday of each month during term time at 7pm.
8. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer.
9. P&C Membership can be paid:
 - a. at any general meeting (*in person*),
 - b. By submitting a completed P&C Financial Member form along with the relevant membership fee, to the office, in an envelope marked to the attention of the P&C Treasurer (*manually*).
10. Due to the fact that the membership register is not updated until after each general meeting, new members are not eligible to vote at the meeting at which their membership has been paid (*in person*) or received and paid (*manually*).
11. Membership remains current until the close of the annual general meeting in the following year.
12. New P&C members may be nominated for P&C Executive and Coordinator roles at the AGM. They must pay their P&C membership for the coming year at the AGM that they are being

nominated; however they are not entitled to vote at that AGM, as their membership does not become active until the end of the AGM.

- 13.** The Secretary shall be responsible for maintaining an up-to-date register of membership.
- 14.** At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be one plus one-tenth of the number of members.
- 15.** If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association.
- 16.** In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.
- 17.** All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
- 18.** Each meeting of the P&C Association will be conducted as follows;
 - a.* Welcome and formal opening of meeting:
 - b.* Apologies
 - c.* Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - d.* Business arising from the previous meeting Minutes
 - e.* Correspondence
 - f.* Reports [including Treasurer/sub-committee/Principal's/representative]
 - g.* General Business [motions to put on notice or those already notified to members]
 - h.* Meeting Close
- 19.** The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.
- 20.** A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
- 21.** Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
- 22.** The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

WGPS P&C Bi-Laws s adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

WGPS P&C CODE OF CONDUCT

Code of Conduct

The Code of Conduct applies to all financial members and volunteers of Wattle Grove Public School P&C Association while undertaking any role or activity related to the Wattle Grove Public School P&C Association.

The Principles

The Code of Conduct is based on the following fundamental ethical principles:

1. *Respect for the Law*

Wattle Grove Public School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

2. *Respect for all Persons*

Wattle Grove Public School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

3. *Integrity*

Wattle Grove Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

4. *Diligence*

Wattle Grove Public School P&C Association members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities.

Working with Children

The Wattle Grove Public School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures.

Conflict of Interest

P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

Confidentiality

Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure

Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, complaints and procedures policy. Violations may result in removal from the Wattle Grove Public School P&C Association.

Wattle Grove Public School P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

WGPS P&C Code of Conduct as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

GRIEVANCES, COMPLAINTS & DISPUTES

Grievance, Complaints & Disputes Procedures

The WGPS P&C Association is committed to providing an environment where all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, staff of Department of Education and Communities and students enrolled at Wattle Grove Public School concerns are dealt with in a timely and appropriate manner.

A grievance or complaint may be received by the P&C Association in relation to a fellow member, volunteer or P&C Association employee.

Where a complaint relates to a Department of Education and Communities employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education and Communities.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles:

1. Complainants should not instigate grievances that are frivolous, vexatious or malicious.
2. Grievances and information arising from the handling of the grievance must be treated confidentially.
3. Concerns should be raised as early as possible after the incident relating to the complaint has occurred.
4. The principles of natural justice will be observed throughout.

This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

Procedures:

Complainants should endeavour to resolve the issue themselves with the relevant parties face to face.

If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to the P&C Association President, or the Vice President where the complaint is about the President.

Where the complaint is about the P&C Association Executive it may be raised with (WGPS Principal or NSW P&C Federation) along with a copy of these procedures and all relevant policies.

The supervisor/President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.

The complainant may have an independent witness attend any meetings.

The supervisor/President or person handling the complaint as described in these procedures will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.

If the matter pertains to another P&C Association member or volunteer that person will also be informed, in writing, within 7 days of the grievance being lodged.

The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.

Grievances are to be resolved no later than six weeks after the complaint is lodged.

The outcomes of a formal grievance process may include (but not limited to):

- (a) recommendation to amend policies;
- (b) recommendation to alter practices;
- (c) agreement by parties regarding interactions;
- (d) access to training and development; or
- (e) disciplinary action including a restriction on membership.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or to P&C Federation where the matters involve volunteers.

WGPS P&C Grievances, Complaints and Disputes Procedures as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

WGPS P&C SOCIAL MEDIA POLICY

Social Media Policy

Policy

WGPS P&C Association is committed to providing a safe and healthy environment for all members of the school community. This includes ensuring effective and positive communications in all mediums.

Policy Objectives

The WGPS P&C Association intend to utilise all forms of communication to promote the work of the P&C Association, the school and to engage community.

Responsibilities

The President and Secretary are responsible for the administration and moderating of all WGPS P&C Association social media.

Social media is defined as a group of online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content.

Purpose of social media is to facilitate conversations in a dialogue, an opportunity to promote, listen, share, collaborate and respond to our colleagues and communities.

In using social media all P&C members agree to follow WGPS P&C Association policies including the Code of Conduct.

Members agree to be clear in representing the P&C Association. Where a member is not representing the P&C Association it should be made clear that comments are made by you as an individual. Members shall be mindful that your role with the Wattle Grove Public School may create a connection between what you say online and the P&C Association itself. Identify yourself when discussing P&C Association related topics or issues.

Where a member uses social media they shall represent the P&C Association well and be sure that the content published is consistent with expected professional standards

Members shall be mindful that social media posts may have consequences where they are not appropriate. They will respect copyright and show respect for copyright laws and fair use of copyrighted materials owned by others, including user-generated content.

Members will be polite and considerate in all social media activities. Where a post is negative or brings disrepute to the P&C Association it shall be reported immediately to the moderator for removal. Where a party continues to post negative comments they may be blocked from the WGPS P&C Association social media accounts.

WGPS P&C Social Media Policy as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

WGPS Funding Policy

Funding Policy

Policy

The primary role of the WGPS P&C is to raise funds for additional resources and amenities for the school and its students.

The P&C will consider a variety of funding applications from the school community, throughout the academic year. Requests may be received from the School Executive, students, teachers, parents and/or caregivers.

Objectives

In disbursing funds, the P & C aims to:

- (a) Ensure that the opportunities for alternative funding (e.g. Department of Education and Training, school finances, community, business/educational partnerships, government grants etc.) have been sought and are unavailable or limited.
- (b) Ensure that quality learning environments are created that focus on student needs and foster potential skills and interests;
- (c) Ensure (where possible) that the greater number of students gain the most benefit;
- (d) Consider the views, opinions and preferences of the school community;
- (e) Seek a balance between the *Areas Funded* and student needs to ensure that funds are distributed fairly, equitably and transparently, in consultation with the School Executive;
- (f) Ensure that the school community including students, teachers, parents and/or caregivers are expeditiously informed about how, when, where, and why funds have been disbursed.

Areas Funded

Funding applications will be considered in the following areas:

- (1) P&C Sub-Committees' running costs.
 - a. WGPS P&C has sub-committees which undertake specific planning and/or task management on behalf of the association.
- (2) Learning program support.
 - a. Funding is provided for classroom resources to assist learning at the school (e.g. readers) as well as complementary programs offered at the school.
- (3) Enhancing the school environment.
 - a. Funding can be provided as required to enhance the school environment.
 - b. In recent years this has included the building of a new playground, providing a shade sail for the playground, air-conditioning the school hall, and replacing the basketball backboards.

Funding Procedures

- (1) Applications for funding should be made in writing to the WGPS P&C.
- (2) Suitable applications shall be submitted at the next available P&C meeting.
- (3) The P&C must consider:
 - (a) If the application falls within the funding objectives and areas funded?
 - (b) the availability of funds especially any previously pledged funds; and
 - (c) whether the application can be funded within the proposed timeframe.

- (4) The P&C may:
 - (a) request further information;
 - (b) defer the matter until the next meeting (matters should not be deferred for any longer than six months);
 - (c) determine that a portion of a funding application will be granted;
 - (d) establish a sub-committee to develop a proposal further;
 - (e) deny the application; or
 - (f) approve the application.
- (5) The Secretary of the P&C will log all applications and the outcomes.
- (6) All decisions will be documented in the P&C minutes and any decision made by the P&C will be final.
- (7) Successful applications should provide the P&C with a statement or reflection of the outcomes of any funding grant.

Funding Conditions

- (1) Applications over \$1,000 may necessitate funds to be accumulated. Such applications will be considered on a case-by-case basis as the P&C may be required to devise discrete budgetary arrangements.
- (2) Programs/activities that require annual funding (e.g. the Year 6 shirts) will be considered on a case-by-case basis as this also requires that the P&C devise discrete budgetary arrangements.
- (3) Distinct areas of the school (Eg: Construction Club, SRC) may seek to raise funds for a particular purpose. In such circumstances, the Fundraising Coordinator of the P&C should be provided with at least 14 days advanced notice. Accordingly, any funds raised for a discrete purpose such as this will automatically be attributed to the distinct area of the school for which the specific event/activity was conducted.
- (4) Any requests should comply with school purchasing requirements (This is not a reimbursement scheme and the request must be submitted and approved before the purchase is made).
- (5) Any items purchased remain the property of the school.

WGPS P&C Funding Policy as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

WGPS Record & Document Storage

Record & Document Storage Policy

Purpose

The purpose of this policy is to establish the framework needed for effective records management for the WGPS P&C.

The Aim of this policy is to ensure that WGPS P&C:

- (1) Has good record keeping procedures
- (2) and disposal is undertaken in an accountable way.

Keeping of Records

WGPS P&C and its members are required to ensure they are making and keeping minutes of meetings, managing the master set of minutes, agendas and business papers of the Committee, and managing the disposal of committee records.

All P&C records are to be kept for a period of seven (7) years.

Records may be kept in the follow formats:

- (a) Physical documents
- (b) Electronic documents

Physical Storage

If records are to be kept physically (hard paper copy), then they are to be maintained in lever arch files, clearly identifying the contents and dates.

All folders, except for the current one held by the relevant P&C Committee member, will be kept in the school office.

Electronic Storage

We recommend digitizing all documents and having dedicated USB devices for each executive role. Also consider using cloud based storage or a hard drive device to store all important documents, correspondence and information.

Electronic copies of records may be held by the on a Memory USB, the USB can also be keep with the hard copies of minutes.

Types of records to be kept

The following records are to be kept:

- (c) Meeting minutes – By the Secretary
- (d) Meeting attendance – by the Secretary
- (e) Important correspondence – by the Secretary
- (f) Audit reports – by the Treasurer
- (g) Financial income and expenditure reports – by the Treasurer
- (h) WGPS P&C Handbook – by Secretary

Example templates for these documents can be found at the end of the Handbook under

WGPS P&C Record & Document Storage Policy as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

WGPS P&C ROLES & RESPONSIBILITIES

Executive Committee Members

President

- Implement P&C Policy
- Chair P&C Meetings and Executive Committee Meetings
- Liaise directly with the School Principal
- Represent the School P&C at the District Council and NSW P&C Association.
- Appropriately adhere to policy
- Signatory on P&C bank accounts

Vice President

- Chair P&C Meetings and Executive Committee Meetings in the President's absence
- Liaise with all P&C Sub-Committees
- Provide comment and assist the President with policy, rules and regulations
- Represent the School P&C at the District council and NSW P&C Association
- Signatory on P&C bank accounts.

Secretary

- Prepare the Agenda for P&C and Executive Meetings
- Attend Meetings and keep a record of all business conducted
- Receive and distribute correspondence to members of the P&C
- Prepare outgoing correspondence
- Maintain the P&C Executive records

Treasurer

- Receive and deposit moneys for the P&C Executive
- Maintain financial records
- Receive and review accounts and draw cheques as required
- Prepare and present a Treasurer's Report at each P&C Meeting
- Organise Auditing of all P&C Financial dealings
- Signatory on P&C bank accounts.

Fundraising Coordinator

- Coordinate Fund Raising for the School on behalf of the P&C
- Plan Fund Raising activities and maintain Diary of coming events
- Chair Fundraising Meetings
- Assist Sub-Committee Members as required
- Liaise with the P&C Executive and report to the P&C Meetings on Fundraising matters
- Ensure Fundraising Sub Committee Guidelines are adhered

Non-Executive Committee Members

Class Parents Representatives

- At the start of each year, 1-2 parents volunteer from each class take on the responsibility of 'Class Parents'.
- Class Parents act as liaisons between teachers and parents, and assist with the smooth running of school and P&C events.
- Creation of class parent contact lists.
- Organising class parent volunteer rosters for school (classroom based) and P&C events.
- Play a key role in building social networks within the school, by building class cohesion with class social events outside of school hours.
- Find out what the class teachers needs and requirements for parent volunteers.
- Most of this communication is done via email.

Class Parent Coordinator (As necessary depending on number of CPR's each year)

- Coordinator and 1st point of contact for all Class Parents at the school.
- Assist the school and P&C in streamlining the communication between the school, parents & P&C.

Uniform Sub-Committee:

Uniforms Co-ordinator

- Coordinator suggest changes, alterations and improvements to the School uniform
- Liaise with uniform manufacturers and suppliers
- Maintain School uniforms stock as per P&C guidelines
- Run School uniform shop
- Bank moneys and maintain School uniform Bank Account
- Receive and review accounts and draw cheques as required
- Liaise with P&C Executive and report on uniform matters and finances at P&C meetings
- Ensure Uniform Sub Committee Guidelines are adhered
- Organise and manage Uniform General Members

Fundraising Sub-Committee

Assistant Coordinator

- Assist Coordinator with organisation of events in conjunction with the Coordinator.

Secretary

- Prepare the Agenda for monthly fundraising meetings
- Attend Meetings and keep a record of all business conducted
- Maintain the Fundraising Sub- Committee records and meeting minutes.

Fundraising General Members

- Organise and assist various Fund Raising activities, as agreed with the Coordinator

Fair Sub-Committee

Fair Coordinator

- Coordinate annual fair for the School on behalf of the P&C
- Plan all details of fair in conjunction with the Fair Sub Committee
- Assist Sub-Committee Members as required
- Liaise with the P&C Executive and report to the P&C Meetings on Fair matters
- Ensure Fair Sub Committee Guidelines are adhered
- Prepare the Agenda for Fair meetings
- Maintain the Fair Sub-Committee records and meeting minutes.

Sponsorship Officer

- Sourcing and collecting donations and sponsorship
- Contact point for sponsors
- Liaise with Fair Coordinator, Raffle and Auction officer/s

Food & Beverage Officer

- Ordering and sourcing food and beverages
- Coordinating all food and beverage run by the school on Fair day (excludes Market Stalls)

Market Stalls Officer

- Sourcing, booking and managing the allocation of market stallholders

Fair General Members

- Organise and assist fair activities, as agreed with the Coordinator.

WGPS P&C Roles and Responsibilities as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

WGPS P&C Sub-Committees

Sub-Committee Operating Guidelines

Uniform Committee Operating Guidelines

1. Name

The committee shall be known as the *WGPS* P&C Association Uniform Shop Committee.

2. Aims

- (a) To provide a service to children and school community at a reasonable cost.
- (b) To provide stock that complies with the community adopted school uniform policy.
- (c) To provide a source of revenue for the school, whilst encouraging parental involvement in the school community.

3. Membership of the sub-committee

The sub-committee shall consist of at least four (4) members elected annually at the Annual General Meeting of the *WGPS* P&C Association.

Membership will consist of:

- (a) Uniform Shop Coordinator;
- (b) P&C Treasurer; and
- (c) at least two (2) other financial members of the *WGPS* P&C Association.

The Principal and President shall be ex-officio members of the sub-committee.

4. Duties of the sub-committee

The sub-committee shall organise and control the full administration of the Uniform Shop. However, the sub-committee shall be responsible in all its actions to the *WGPS* P&C Association.

The sub-committee, via the Coordinator shall present a written report to each general meeting of the *WGPS* P&C Association.

The Coordinator must lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

5. Meeting of the sub-committee

The sub-committee shall meet at least once a school term.

The quorum for all meetings shall be three (3) members

6. Funds

All money received by the sub-committee shall be deposited in an account in the name of the Uniform Sub-Committee.

Proper accounting records, shall be kept of all moneys received and expended by the Uniform Shop.

All financial transactions are to be undertaken by the Uniform Coordinator and one (1) of the P&C Office-bearers who are signatories on P&C bank accounts (President, Vice Presidents or Treasurer); or if the Uniform Coordinator is unavailable, any two (2) of the P&C Office-bearers who are signatories on P&C bank accounts (President, Vice Presidents or Treasurer).

7. Uniform Shop operation

(a) Hours of trade:

The Uniform Shop will be opened: Thursdays – 8am to 9:30am.

The P&C Executive together with the Convenor shall make recommendations to the Association as to the trading hours that the Uniform Shop should be open for business and which period's particular lines should be sold.

(b) Stock:

Stock levels shall be assessed regularly, on an on-going basis. An annual stock take should occur prior to the AGM, in preparation for the Uniform Committee AGM report.

The P&C Committee in conjunction with the Coordinator will review from time to time the suppliers to the Uniform Shop, determine stock levels and order goods from approved suppliers at the best prices available.

The Convenor shall ensure that the stock is stored under appropriate conditions.

All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Uniform Shop shall remain the sole property of the Uniform Shop and be properly recorded and later accounted for at the time of stock-taking.

(c) Pricing:

The WGPS P&C shall set the required net profit percentage margin. (e.g. 50%).

The P&C Executive together with the Coordinator shall make recommendations to the association on the percentage mark up on individual items as prices change so as to achieve the required average gross margin; this will ensure that the Uniform Shop achieves the required net profit margin.

(d) Credit policy:

Credit shall NOT be extended to staff and volunteers.

No credit will be extended to students or parents.

8. Uniform Coordinator's responsibilities

The Convenor shall be responsible to the sub-committee for the proper conduct of the Uniform Shop and the adherence of the WGPS P&C Associations policies.

The Convenor will liaise between all volunteers of the P&C Association Uniform Shop and report to the P&C Association President any issues.

The Convenor will ensure that a sub-committee report is tabled to each general meeting of the WGPS P&C Association.

The Convenor will prepare and present a Uniform Committee annual report, including stock levels, for the P&C AGM.

9. Audit

The accounts of the Uniform Shop committee shall be audited annually as part of the audit of the WGPS P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and

other appropriate materials to the *WGPS* P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

10. Tenure

The tenure of the sub-committee and its members is at the discretion of the P&C. The Association has the right to dissolve, disband a subcommittee at any time by a majority vote at a duly constituted Association meeting.

Continuation of sub-committee member after 2 consecutive years is subject to an affirmative vote at the AGM of the Association.

1. Validity and Alterations

This set of procedures shall supersede all other existing Uniform Sub-Committee Procedures, and shall remain in force until superseded by a new set of agreed procedures.

Acceptance of these procedures is implied by all Uniform Sub-Committee members upon acceptance of a position on the Committee.

Any alteration to these procedures shall be agreed to by a majority vote at a general or special meeting of the P&C Association.

WGPS P&C Uniform Committee Operating Guidelines as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

Fundraising Committee Operating Guidelines

2. Name

The Fundraising Sub-Committee shall be known as the *WGPS P&C Association Fundraising Committee*.

3. Aims

The Fundraising Committee shall:-

- (a) Organise activities which are inclusive and appropriate in a School setting;
- (b) Provide both a fundraising and social service to the school community.

4. Membership

The Fundraising Committee shall ideally consist of a minimum of four (4) members elected annually.

Membership will consist of: -

- (a) Coordinator
- (b) Assistant Coordinator
- (c) WGPS P&C Treasurer
- (d) General Committee Member/s
- (e) The School Principal, as an ex-officio member.

These officers can be elected at the sub-committee meeting, however must be endorsed by the P&C at a general meeting.

All Fundraising Committee Members are required to be current financial members of the P&C Association.

Should a member resign from the Committee at any time during the year, a replacement member can be nominated by the Fundraising Committee and endorsed by the P&C Association at the next general meeting.

5. Relationship with WGPS P&C

The Fundraising Committee shall be responsible for all its actions to the P&C Association.

The P&C Association reserve the right to reorganise, disband or close the Fundraising Committee. Should this type of action be deemed necessary, then a notice to that effect, which has been signed by at least ten (10) financial members of the P&C Association, shall be lodged with the P&C Secretary. The Secretary will ensure that a copy of the notice is circulated to all financial members of the P&C Association at least seven (7) days prior to it being discussed at a general or special meeting of the P&C Association. Any decision to reorganise, disband or close the Fundraising Committee must be supported by a majority vote of the P&C Association.

6. Committee Duties

The Fundraising Committee shall:

- (a) Liaise with the School Principal when planning activities/events.
- (b) Convey an outline of the proposed function/event at the next general meeting of the P&C for approval, by a majority vote, prior to finalising or advertising or proceeding with such event.
- (c) Organise and control activities/events in accordance with the standards of the Department of Education and Training, appropriate to a primary school.
- (d) Provide a detailed financial statement of each fundraising activity/event to the P&C Association Monthly Meetings.

- (e) Maintain a “Register of Assets”, whether acquired by purchase or donation, to be utilised at an activity/event and provide a copy of this to the P&C Treasurer.

7. Committee Roles

The Co-Ordinator shall be responsible for:

- (a) An annual report of Fundraising activities held for the past year at each AGM.
- (b) A calendar of proposed fundraising events is provided to the WGPS P&C at the next meeting after the AGM.
- (c) Complete a “Notification of Event” form in accordance with the NSW P&C Federation’s insurance requirements.
- (d) Provide a report to each general meeting of the P&C Association.
- (e) Liaise with the School Principal and/or the P&C President and Secretary.
 - a. Communication made by email with the P&C Executive shall be to the P&C President and Secretary only, and they shall liaise with the P&C Executive where appropriate, and then respond to the Co-Ordinator.
- (f) Preside over all sub-committee meetings.
- (g) Keep a record of all Committee meetings.
- (h) Submit all invoices and receipts for payment or reimbursement by the P&C Treasurer as soon as possible.
- (i) Keep a fundraising assets register.
- (j) Providing financial reports to the P&C Treasurer monthly, including the original bank statement Organising floats when required for fundraising activities Ensuring proper accounting records are kept of all monies received and expended

The *Assistant Co-Ordinator* will support the Co-Ordinator in executing their duties.

The *P&C Treasurer* shall be responsible for:

- (a) maintaining records of expenditure for each function/event,
- (b) checking invoices, retaining receipts & statements;
- (c) Banking and receipting all monies received in a timely manner.

The *General Committee Members* shall assist the Fundraising Committee to handle special projects as required and contribute to the overall decision making process.

The *School Principal* shall act as an adviser to the Fundraising Committee in matters such as School Policy and Government Regulations.

8. Meetings

The Fundraising Committee shall meet regularly (preferably monthly) during each school term. Preference is for the meeting to be held one week prior to the P&C Association meeting.

The quorum for all meetings shall be three (3) members.

Matters arising at meetings may be resolved by a majority of votes of members present. The Chair has a deliberative vote in the event of an equality of votes.

Meetings are to be advertised in the newsletter.

Special meetings may be summoned by the Chairperson or by at least two (2) members of the Fundraising Committee. Seven (7) days notice of any such meeting, giving the business of the meeting, shall be given to all members of the Fundraising Committee.

9. Funds

All monies received by the Fundraising Committee shall be counted by the P&C Treasurer & one assigned Fundraising Committee Executive Member on the School's premises, where practical, and then deposited in the account in the name of the Wattle Grove Public School P&C Association account. Any monies left on the premises shall be secured in the School's safe.

Any monies removed from the premises for counting, for example when collecting orders for gift stalls, shall be promptly returned and secured on the School premises until lodged for banking.

Any monies exceeding \$2000.00 shall not be removed from the School premises for counting.

All purchases to be made by the Fundraising Committee for fundraising activities must secure *prior* approval from the P&C Association by tabling a motion at the next P&C general meeting, or the P&C Association Executive Committee (via email between meetings).

10. Volunteers

The subcommittee shall:

- (a) Invite volunteers to assist with activities.
- (b) Ensure that any volunteers who are not parents of a student at school, have a Working with Children Check before including them in volunteering
- (c) For insurance purposes will ensure that voluntary workers sign in and out of the Volunteer Register when conducting duties.
- (d) ensure that all volunteers are made aware of any policies and procedures that apply.

11. Tenure

The tenure of the sub-committee and its members is at the discretion of the P&C. The Association has the right to dissolve, disband a subcommittee at any time by a majority vote at a duly constituted Association meeting.

Continuation of sub-committee member after 2 consecutive years is subject to an affirmative vote at the AGM of the Association.

12. Validity and Alterations

This set of procedures shall supersede all other existing Fundraising Committee Procedures, and shall remain in force until superseded by a new set of agreed procedures.

Acceptance of these procedures is implied by all Fundraising Committee members upon acceptance of a position on the Committee.

Any alteration to these procedures shall be agreed to by a majority vote at a general or special meeting of the P&C Association.

WGPS P&C Fundraising Committee Operating Guidelines as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

Fair Committee Operating Guidelines

1. Name

The Fair Sub-Committee shall be known as the *WGPS P&C Fair Committee*.

In the event that a Fair Committee is not formed independently of the Fundraising Committee, then these rules shall apply to the organisation of a 'Fair' whether a market fair, fete, carnival or similar social event.

2. Aims

The Fair Committee shall:-

- (a) Organise & run a Fair event for the school & its community to come together.
- (b) Endeavour to hold the Fair every second year.
- (c) Raise funds for the P&C Association.
- (d) Develop lasting relationships with local businesses.

3. Membership

The Fair Committee shall consist of a minimum of four (4) members elected annually.

Membership should consist of: -

- (a) Coordinator
- (b) P&C Treasurer
- (c) Sponsorship Officer
- (d) Market Stall Officer
- (e) Food & Beverage Officer
- (f) General Committee Members
- (g) The School Principal, as an ex-officio member.

These officers can be elected at the Fundraising Sub-committee meeting, however must be endorsed by the P&C at a general meeting.

All Fundraising Committee Members are required to be current financial members of the P&C Association.

Should a member resign from the Committee at any time during the year, a replacement member can be nominated by the Fair Committee and endorsed by the P&C Association at any of their meetings.

4. Relationship with WGPS P&C

The Fair Committee shall be responsible for all its actions to the P&C Association.

The P&C Association reserve the right to reorganise, disband or close the Fair Committee. Should this type of action be deemed necessary, then a notice to that effect, which has been signed by at least ten (10) financial members of the P&C Association, shall be lodged with the P&C Secretary. The Secretary will ensure that a copy of the notice is circulated to all financial members of the P&C Association at least seven (7) days prior to it being discussed at a general or special meeting of the P&C Association. Any decision to reorganise, disband or close the Spring Fair Committee must be supported by a majority vote of the P&C Association.

5. Duties of the Committee

The Fair Committee shall:

- (a) liaise with the School Principal when planning functions/events;

- (b) convey an outline of the proposed activity/event at the next general meeting of the P&C for approval, by a majority vote, prior to finalising or advertising or proceeding with such event.
- (c) organise and control activities/events in accordance with the standards of the Department of Education and Training, appropriate to a primary school.
- (d) The Fair Committee shall maintain a “Register of Assets”, whether acquired by purchase or donation, to be utilised at an activity/event, and provide a copy of this to the P&C Treasurer.

6. Duties of Fair Committee Members

The *Coordinator* shall:

- (a) Liaise with the School Principal and/or the P&C President and Secretary.
 - a. Communication made by email with the P&C Executive shall be to the P&C President and Secretary only, and they shall liaise with the P&C Executive where appropriate, and then respond to the Co-Ordinator.
- (b) Set the date for the Fair, every two years.
- (c) Provide a report to each general meeting of the P&C Association.
- (d) Preside over, and keep a record of, all sub-committee meetings.
- (e) Prepare all Fair correspondence as required.
- (f) Submit all invoices and receipts for payment or reimbursement by the P&C Treasurer as soon as possible.
- (g) Provide a progressive financial statement of sponsorships, in kind donations for the fair event to the P&C Association Treasurer.
- (h) Prepare, or arrange for the delegation of preparation of all Fair publications.
- (i) Complete a Fair Task timeline, to ensure all relevant tasks are actioned at the right time.
- (j) Liaise with, and be the contact person for external contractors (such as a ride provider).
- (k) Complete a “Notification of Event” form in accordance with the NSW P&C Federation’s insurance requirements.
- (l) Be responsible for Fair safety and Risk Management.
- (m) Provide a Fair Handover folder at the end of each fair event containing all the relevant information and advice for the next Fair Committee.

The *P&C Treasurer* shall be responsible for:

- (d) maintaining records of expenditure for the Fair;
- (e) checking invoices, retaining receipts & statements;
- (f) Banking and receipting all monies received in a timely manner.

The *Sponsorship Officer* shall be responsible for:

- (a) Sourcing and collecting donations and sponsorship.
- (b) Contact point for sponsors.
- (c) Liaise with Fair Coordinator and other Committee members such as Raffle and Auction officer/s.

The *Food & Beverage Officer* is responsible for:

- (a) Ordering and sourcing food and beverages.
- (b) Coordinating all food and beverage run by the school on Fair day (excludes food market stalls).

The *Market Stalls Officer* is responsible for:

- (a) Sourcing, booking and managing the allocation of market stallholders.

The *General Committee Members* shall assist the Fair Coordinator to handle special projects as required and contribute to the overall decision making process. Specific areas that may need covering include:

- (a) Entertainment
 - a. Organise and arrange entertainment for main stage area, from within the school community and outsourced entertainment.
- (b) Volunteers
 - a. Recruiting volunteers to staff the Fair.
 - b. Organizing all Fair volunteers, including sign-up, info nights, sign-on stations.
- (c) Raffle
 - a. Organise and arrange raffle and auction.
 - b. Source quotes from various raffle companies to determine which to use – packages they offer and how they administer the raffle.
 - c. Liaise with Fair Coordinator regarding sponsorship of prizes raffle.
 - d. Collating raffle prizes.
 - e. Running the Raffle on Fair day.
- (d) 100% Profit School Stalls
 - a. Are stalls where profits made go directly to the school; and are staffed by volunteers from the school community.
 - b. Organise and arrange school run stalls.
 - c. Liaise with Fair Coordinator in determining what 100% profit school stalls to hold.
 - d. Organise mufti-days at school to support school 100% profit stalls.
 - e. Source all equipment and non-donated items needed for school stalls.
 - f. Liaise with teachers and classes, helping them manage their class stalls.
 - g. Liaise with Volunteers Officer regarding number of volunteers needed for stalls.
- (e) Publicity
 - a. Source all publicity and advertising requirements.
 - b. Prepare/source all in-house advertising such as flyers, newsletter publications, skoolbag app, and Fair Facebook.
 - c. Fair program.

The *School Principal* shall act as an adviser to the Fundraising Committee in matters such as School Policy and Government Regulations.

7. Meetings

The Fair Committee shall meet regularly (preferably monthly) during each school term. Preference is for the meeting to be held one week prior to the P&C Association meeting.

The quorum for all meetings shall be three (3) members.

Fair meetings may be held in conjunction with Fundraising Committee meetings if necessary. Reason for doing this might include:

- (a) All Fair Committee members are also Fundraising Committee members;
- (b) Fair Committee is very small, and needs the ideas from Fundraising members
- (c) A separate Fair Committee was unable to be convened, therefore the Fundraising Committee are organising the Fair.

Special meetings may be summoned by the Coordinator or by at least two (2) members of the Fair Committee. Seven (7) days' notice of any such meeting, giving the business of the meeting, shall be given to all members of the Fundraising Committee.

All expenditure requests must be submitted to the P&C at the Monthly Meeting. All funds are reimbursed to the P&C at the conclusion of the fair.

8. Fair Annual General Meeting

As the Fair is usually conducted in May of each year, the P&C AGM will not occur until the following year after the Fair. As such a Fair Committee AGM will be held within 4 weeks of the conclusion of the fair.

The Fair AGM Report is to be submitted by the Fair Coordinator at the next P&C AGM, where the Fair Committee will be dissolved and new fair committee elected.

If a new Fair Committee is unable to be elected at this point, a Caretaker will be appointed to the Fair by the WGPS P&C until a new committee is elected.

9. Funds

All monies received by the Fair Committee shall be handled by the P&C Treasurer.

All purchases to be made by the Fundraising Committee for fundraising activities must secure *prior* approval from the P&C Association by tabling a motion at the next P&C general meeting, or the P&C Association Executive Committee (via email between meetings).

All cash monies to counted by two (2) financial WGPS P&C members on the School's premises and then deposited in an account in the name of the Wattle Grove Public School P&C Association account.

All sponsorship funds are to be received via cheque or direct deposit. Cheques are not to be removed from school premises; copies should be taken and the original left for P&C Treasurer. Receipts are to be issues by P&C Treasurer for Fair Coordinator to provide to sponsors.

All takings on the day of the Fair shall only be collected by a person or persons nominated by the P&C Treasurer and lodged with the P&C Treasurer and their assistant for counting and securing/banking.

Any monies left on the premises shall be secured in the School's safe.

Any monies removed from the premises for counting, for example fees for stalls, shall be promptly returned and secured on the School premises until lodged for banking. Any monies exceeding \$2000.00 shall not be removed from the School premises for counting.

13. Volunteers

The Fair sub-committee shall:

- (e) Invite volunteers to assist with Fair activities.
- (f) Ensure that any volunteers who are not parents of a student at school, have a Working with Children Check before including them in volunteering
- (g) For insurance purposes will ensure that voluntary workers sign in and out of the Volunteer Register when conducting duties.
- (h) Ensure that all volunteers are made aware of any policies and procedures that apply.

14. Tenure

The tenure of the sub-committee and its members is at the discretion of the P&C. The Association has the right to dissolve, disband a subcommittee at any time by a majority vote at a duly constituted Association meeting.

Continuation of sub-committee member after 2 consecutive years is subject to an affirmative vote at the AGM of the Association.

10. Validity and Alterations

This set of procedures shall supersede all other existing Fair Committee Procedures, and shall remain in force until superseded by a new set of agreed procedures.

Acceptance of these procedures is implied by all Fair Committee members upon acceptance of a position on the Committee.

Any alteration to these procedures shall be agreed to by a majority vote at a general or special meeting of the P&C Association.

WGPS P&C Fair Committee Operating Guidelines as adopted by the Wattle Grove Public School P&C Association General Meeting on 21 March 2018.

AGM & New Committee Preparation

Preparation for New Committee Members

Recruit new P&C members

If members are leaving P&C, it is time to start thinking of ways to get more parents involved. It can help if retiring committee members get out and talk to other parents at the school, outline the role that they have been doing and what the benefits have been. An offer to be around during the year to help the new person can go a long way to allaying any fears. Another strategy is to divide roles and tasks between several people so that each job is not so daunting.

Prepare the handover

Imagine that your predecessor had given you all the information you needed to do the job you volunteered for! That is the sort of handover your latest recruit will love! Preserve your wisdom and knowledge and make it easier for the next committee with a short set of handover notes.

President

- WGPS P&C Handbook – does it need updating?
- List of contacts for assistance – EG: Principal, Business Services Manager, NSW P&C Federation, ATO, Department of Racing, Gaming and Liquor.
- Any passwords, including email accounts and social media accounts.
- P&C Association ABN
- ATO Change of Contact Form
- List of important issues/projects needing following up or continued by the new executive.
- Any P&C diary on issues, events and/or invitations attended by the outgoing executive.
- List of upcoming funding grants
- Insurance details
- List of active subcommittees

Secretary

- Register of P&C members
- P&C template for agenda and minutes
- P&C Meeting attendance book
- Secretary's folder/files containing previous meeting minutes, agenda and important correspondence.
- Secretary's USB/disk with electronic files

Treasurer

- Bank forms for change of signatories for all P&C accounts.
- Last audited financial statements and auditor's report
- Annual budget (if applicable)
- Certificates of Insurance
- Books of accounts for current and previous year
- Cheque, receipt, bank tokens and order books
- P&C Association ABN

Sub-Committee Coordinators

- Sub-Committee folder/files containing previous meeting minutes, agenda and important correspondence.

Annual General Meeting Checklist

Within five months of the end of the P&C's financial year, P&C needs to hold an AGM. The WGPS P&C Bi-Laws stipulate the date the P&C financial year ends and also when the AGM should be held.

Because notice of the AGM needs to be sent to all financial members prior to your AGM, it is recommended that the date of the AGM is sent, and notification is sent, before the end of the school year. The amount of notice required is specified in the WGPS P&C Bi-Laws.

Before the AGM

- Start getting ready for the AGM early - ideally before the end of the previous year.
- The treasurer must prepare a financial report and get the accounts audited.
- Talk to committee members to see who is willing to continue and approach other potential candidates in order to be able to form a new committee.
- If you're not planning to continue on the committee, make sure you make some notes for the next person in your role so your valuable knowledge is not lost.
- Choose a date for the AGM which suits parents and the school and ensures good attendance (eg linked to a popular event or school information night).
- Notify members of the meeting date (check your constitution for rules about notice).
- Call for nominations for positions on the P&C and advertise the benefits of being involved (for example, in the school's newsletter).
- The president should prepare a brief Annual Report.
- Prepare an agenda for the meeting (see our template on our website).
- Remind parents about the meeting and distribute papers.

Documents for the AGM

- Membership forms and membership register.
- Executive position nomination forms (Nominations can also come from the floor).
- List of ongoing subcommittees to be endorsed
- Letter or verbal confirmation from the appointed auditor accepting the role for the coming year
- Annual Audited Statements and Audit Report
- Previous AGM Minutes for approval
- Outgoing reports:- President, Treasurer, Fundraising, Fair & Uniform sub-committees.
- Current WGPS P&C Handbook to be given to all incoming Committee members.
- Change of bank signatories form to be signed by the incoming Executive.

After the AGM

- Ensure a good handover from the previous committee.
- Notify the NSW P&C Federation of change of office bearers.
- Tell the school community who your new P&C officers are and how to contact them, perhaps through an article in the school newsletter.
- Make new committee members signatories on the P&C's bank accounts.
- Start running the P&C! Arrange your first meeting, plan your activities for the year.

Thank everyone

Remember to let everyone at your school know what the P&C has achieved over the last year and how to get involved. You could set up a table with P&C information and pictures of recent achievements, events, or purchases for the school at your school's next event. You may even meet someone who would like to be a new committee member!

It's also important to make sure that your faithful P&C helpers are thanked for their hard work and feel appreciated. Many schools put on a morning tea for volunteers and some P&Cs head out for an end of year meal together.

Additional Information & Document Templates

Additional general information on P&C Associations can be found at the P&C Federation NSW website: <http://www.pandc.org.au/>

Please find following *examples* of the following regularly used P&C documents:

- 1) Event Risk Management
- 2) Meeting Agenda
- 3) Meeting Attendance Register
- 4) Minutes
- 5) P&C Financial Member form
- 6) P&C Committee nomination form

Digital versions of these templates are held by the Secretary.

P&C Association Risk Management Planning Template - example

Risk Assessment Plan					
P&C Association:					
Event:					
Event Date:					
Risk Assessment Date:					
Equipment/items planned to be used:					
Reference Documents:					
ACTIVITY STEPS	POTENTIAL RISKS	RISK RATING	RISK CONTROL MEASURES	RISK RATING AFTER RISK CONTROL MEASURES	RESPONSIBILITY
List the steps required to perform the activity in the sequence they are carried out.	Against each activity step list the hazards that could occur.	Rare; Unlikely; Likely; Almost certain	Describe the identified Risk Control measures.	Rare; Unlikely; Likely Almost certain	Document name of person(s) responsible for implementing risk controls.
BBQ- Setting up	Back strain from lifting, slips/trips/falls, injury from heavy objects.	Unlikely	All volunteers advised in proper processes for safe lifting. Ensure area clean tidy at all times, no objects left in thoroughfares or in places where they could cause injury.	Unlikely	Site manager/event manager
Preparing food	Cuts, grazes. Slips/trips/falls from spillages or objects in way	Likely	All volunteers advised of safe food handling processes. Site rules for cleaning spills and ensuring site is tidy at all times provided to all volunteers.	Unlikely	Site manager/event manager
Cooking	Cuts, burns.	Unlikely	Volunteers to undertake designated duties only to minimise risk of overcrowding around hot surfaces. All volunteers advised of safe food handling processes.	Unlikely	Site manager/event manager

WGPS P&C Association – Committee Meeting

DATE at 7pm

President:	P:	e.
Vice President:	P:	e.
Treasurer:	P:	e.
Secretary:	P:	e.
Fundraising Co:	P:	e.

AGENDA

1. Meeting open:

- 1.1 – Attendance/Welcome
- 1.2 – Apologies

2. Adopt Minutes from Previous meeting.

- 2.1 – Matters arising from previous minutes.
- 2.2 – Matters held over from previous meeting
 - 2.2.1 ...

3. Correspondence in/out

- 3.1 – Matters arising from correspondence

4. School reports

- 4.1 – Principal
- 4.2 – Deputy Principal

5. Reports

- 5.1 – Treasurer’s report

Sub-Committee (monthly reports)

- 5.2 – Uniform
- 5.3 – Fundraising
- 5.4 – Fair

6. General Business

- 6.1 – ...

7. Date of next meeting:

8. Meeting closed:

Notes from Meeting

P&C ATTENDANCE REGISTER

Wednesday, 21st March 2018

please keep email addresses updated for communication

<i>Name</i>	<i>Initial</i>	<i>Financial</i>	<i>Email</i>
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	

Apologies:

-
-
-



WGPS Parents & Citizens Association - General Meeting Minutes

DATE: WEDNESDAY **DATE**

TIME: 7pm

VENUE: Wattle Grove Public School, Staff Room

Attendance:			
Apologies:			
Receipt & Adoption of previous minutes:			
<i>Matters held over:</i> <i>Moved/Seconded:</i>			
Correspondence:			
Principals Report: <i>Moved/Seconded:</i>	➤ Attached as tabled at meeting by Mr Clint White.		
Deputy Principal's Report:	➤ Attached as tabled at meeting by Mrs Sam Wilson.		
Treasurers Report: <i>Moved/Seconded:</i> <i>Motion:</i> <i>Motion Carried:</i>	➤ Attached as tabled at meeting by NAME .		
Sub-Committee Reports			
Uniforms: <i>Moved/Seconded:</i> <i>Motion:</i> <i>Motion Carried:</i>			
Fundraising: <i>Moved/Seconded:</i> <i>Motion:</i> <i>Motion Carried:</i>	➤ Attached as tabled at meeting by NAME .		
Fair: <i>Moved/Seconded:</i> <i>Motion:</i> <i>Motion Carried:</i>	➤ Attached as tabled at meeting by NAME .		
General Business			
Review Action Items:			
Meeting Closed:			
Next Meeting:			
Signed:			
	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px dashed black; vertical-align: bottom;"> President NAME Date: </td> <td style="width: 50%; border-bottom: 1px dashed black; vertical-align: bottom;"> Secretary NAME Date: </td> </tr> </table>	President NAME Date:	Secretary NAME Date:
President NAME Date:	Secretary NAME Date:		



Wattle Grove Public School P&C

Cressbrook Drive, Wattle Grove NSW 2173

Email: wattlegrovepsandc@gmail.com

MEMBERSHIP FORM 2018

You are cordially invited to become a member of the Wattle Grove Public School Parents & Citizens Association (WGPS P&C). Parents of students attending this school and other interested community members aged 18 years or over (including staff members) are eligible to become members of the P&C.

The Annual Membership Fee of \$1.00 is payable with this application and entitles you to full voting rights as a Financial Member at the meeting following the one at which your membership fee was paid.

Should you choose not to pay the membership fee, you can still participate as an observer but not vote or hold office.

You may join the P&C at any time during the year, however all memberships are due for renewal in March each year at the AGM.

If you are interested in becoming a member please complete the form below and bring it with you to the next WGPS P&C meeting. If you are unable to attend the next meeting but wish to become a member please submit this form and payment to the Treasurer via the school Office.

Renewing Membership

New Membership

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

I am a parent of a student attending Wattle Grove Public School

OR

I am an interested community member and I am aged 18 years or over

I hereby apply for Membership of WGPS P&C and agree to be bound by the Constitution, Rules and By-Laws of the Association.

SIGNATURE OF APPLICANT: _____ DATE: _____

P&C Use Only

Date Membership Received: _____ Date Membership Commenced: _____

Entered into P&C Membership Register Fee Paid

Secretary's Signature: _____

P&C Committee Officer Nomination Form - 2018

Wattle Grove Public School P&C Association

I wish to nominate _____ as a candidate for the position of:
Candidate's name

Executive Officer: <input type="checkbox"/> President <input type="checkbox"/> Vice-President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Fundraising Coordinator	Non-Executive Officer: <input type="checkbox"/> Uniforms Coordinator <input type="checkbox"/> Fair Coordinator <input type="checkbox"/> Class Parent Representative
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Candidate

I accept the nomination for the position of _____

Name: _____ Signature: _____

Moved by:

Name: _____ Signature: _____

Seconded by:

Name: _____ Signature: _____

Notes:

- The candidate, nominator and seconder must be members of the Association.
- Candidates may nominate themselves.
- "Moved by" and "Seconded by" may be completed before, or at the meeting.

P&C Secretary's use only

Successfully elected:

- Yes
- No
- Membership forms received