



**BELLBIRD PARK**  
STATE SECONDARY COLLEGE

**P&C**

**Information Meeting**



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## **Resources used for today:**

- [Support Guide for P&Cs](#)
- [Quick Guide for P&C Executive Officers](#)
- [P&C Model Constitution](#)
- [Accounting Manual for P&C Associations](#)



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## **Agenda**

- What is the role of a school P&C association?
- What is NOT the role of a school P&C association?
- The BPSSC P&C
- Executive Roles
- Next steps – The Annual General Meeting (AGM)



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## **What is the role of a school P&C Association?**

- To provide feedback on school policies and activities when requested.
- To assist with providing additional resources to be used to enhanced student learning.
  - Eg: fundraising; grant writing
- To be positive advocates for the school – a vital link within the school community.



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## **What is the role of a school P&C Association?**

- To foster community interest in educational matters. E.g. – encouraging local business involvement.
- To encourage other parents and community members to be active members of the school community.
- To abide by the P&C Constitution and code of conduct for members.



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## What is NOT the role of a school P&C Association?

- To interfere in the daily running of a school.
- Policy making and decisions. Eg: Uniform\*\*
- School staffing
- Facility management
- Student management
- Behaviour management
- Responding to parent complaints/concerns about school operations. Eg: bullying.



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## **The Bellbird Park SSC P&C:**

### **Key roles:**

- To support, improve, and maintain the positive communication between school and home/community.
- To encourage parent participation in school life.
- To develop an association that people feel welcome, respected and valued.
- To be professional, but happy and fun.



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## **The Bellbird Park SSC P&C:**

- The uniform shop and canteen are school run and operated – not P&C.







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## **The Bellbird Park SSC P&C: Fundraising**

1. School councils – generally for charity
2. P&C Fundraising – investing back into the school.
  - Musical instruments
  - Shade structures and additional seating
  - Multi-media devices. e.g. iPads.
  - Supplementing school camps, ceremonies, formals, etc
  - Assisting students who have made representative sporting teams.



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### **The Bellbird Park SSC P&C: Fundraising**

- Providing additional resources – e.g. sporting equipment.
- Trophies, medals, etc. for school sport.
- Breakfast / morning tea for students during NAPLAN tests.
- School tours – e.g. music
- Classroom resources – books, etc.
- Grant applications!
- The Principal generally recommends where P&C funds should go based on the best outcomes for students at the school.



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## **The Bellbird Park SSC P&C: Fundraising**

- Air-conditioning
- School lockers





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### Other:

- The P&C may establish subcommittees; however they operate under the same constitution and supervision of the P&C Executive.
  - Eg – music supporters committee
- P&C Associations are not encouraged to have separate stand-alone social media sites:
  - All promotion/advertising, etc. through schools' official webpage, FB, newsletter, etc.



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## **P&C Members**

- Elected Officers (voted in at the AGM)
  - President
  - Vice-President
  - Secretary
  - Treasurer
- P&C Members – can attend meetings and vote.



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## P&C Executive: President

The president should:

- provide leadership
- act as a representative of the P&C
- ensure time is used effectively
- ensure decisions are made and followed up
- oversees accountability of the Association
- ensure everyone has a say
- manage dominant personalities
- foster good communication between the P&C, school and community
- encourage participation
- conduct meetings in an efficient and timely manner so that all members feel valued
- be familiar with the rules, operations and meeting procedures of the P&C.





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## P&C Executive: President

It is the president's responsibility:

- to ensure that members are aware of the contents of the Minutes of the previous meeting.
- to obtain confirmation of the Minutes and to sign the Minutes book.
- to announce business in accordance with the agenda.
- to give firm rulings and guidance to the meeting.
- to assist the discussion by guiding debate along relevant lines.
- to give all members the opportunity to speak but also to confine speakers to the matters under discussion.
- to put to the vote motions and amendments and to announce the result to determine points of order.
- to provide explanations to those in doubt about procedure or the subject matter under discussion.
- to introduce guest speakers and to arrange for movers of votes of thanks.
- to ensure that priority items on the agenda are dealt with accordingly.
- to establish the next meeting date and time and to close the meeting.



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## P&C Executive: Vice-President

The vice-president should:

- consider this position as the president's understudy
- provide support and assistance to the president
- become familiar with P&C operations, rules and meeting procedures.

The role of the vice-president is to provide essential support for the president and possibly other members of the team, i.e. assisting the secretary or the treasurer in some of their tasks. The vice-president will chair those meetings from which the President is absent and carry out any duties that have been delegated by the president. The vice president can also act as chair for any subcommittees established by the Association.





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## P&C Executive: Secretary

The secretary should:

- maintain attendance records and a register of members including life members
- assist the president in preparing an agenda for each meeting
- collate agenda papers for each meeting (including subcommittee reports)
- prepare and present minutes of P&C and officers' meetings at each general meeting
- record and deal with correspondence in/out as directed by the P&C
- generally organise, record and maintain information pertaining to the activities of the P&C
- maintain custody of P&C Association documents on the school site where possible.



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## P&C Executive: Treasurer

The treasurer has the overall responsibility for the financial management of the P&C, including all subcommittee accounts.

Treasurers must:

- comply with the *Accounting Manual for P&C Associations*
- prepare an annual budget for the P&C
- supply a financial statement at each meeting
- make all cheque books, deposit books and receipt books together with books of account, available to the auditor
- prepare annual statements, which must be audited and a copy forwarded to your DETE Regional Office.

It is the treasurer's responsibility to keep accurate accounts of receipts and expenditure. All executive officers have a responsibility in this area.

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## **Meetings:**

- Meetings are held monthly on same day, same time, same place. E.g. – the third Monday of the month; generally excludes school holidays.
- Set at AGM – general business.



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## **Who can become a P&C Member/Hold an Executive Position?**

- Parents, staff, community members, local politicians can become members/hold an executive position.
- No more than one-third of the total numbers of the executive can be school staff (1).
- Staff members with children attending the school are considered to be a parent, not staff.



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### **Next Steps – The AGM:**

- 20<sup>th</sup> March, 4.30pm

### **Order of Business:**

- P&C Membership – Principal to Chair
  - Election of Executive Officers – Principal to Chair
  - Chair is then passed to the elected President
1. Adoption of the Student Risk Management Strategy
  2. Adoption of the P&C Constitution



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## **Next Steps – The AGM:**

- General business – President to Chair
  1. Motion to set meeting dates/times
  2. Motion to set-up bank accounts and signatories