



BELLBIRD PARK
STATE SECONDARY COLLEGE

**About the Parents &
Citizens' Association and
Annual General Meeting
{AGM} in 2024**





Overview:

1. What is the role of a school P&C association?
2. What is not the role of a school P&C association?
3. Acknowledging our past BPSSC P&C executive/members – and past barriers.
4. Past highlights
5. Thoughts/ideas from our 2022 P&C members
6. Executive Roles
7. Next steps – The Annual General Meeting (AGM)



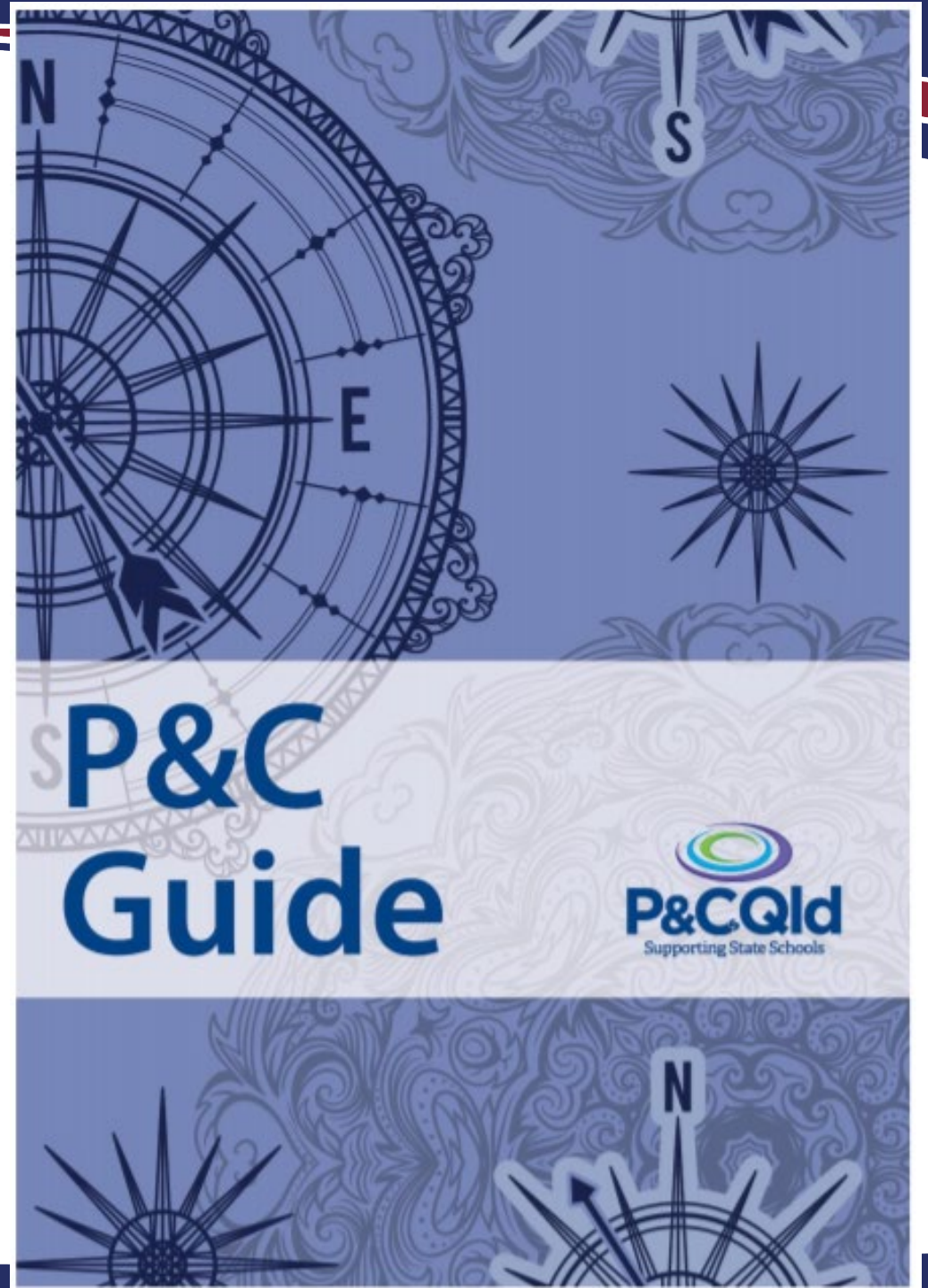
What does P&C stand for?

The P&C is a committee of people within the school's community. Many of the members are parents/guardians of students currently attending the school, however members may also be school staff, parents/guardians of past students, past students and community members interested in the welfare and wellbeing of the students.



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<http://pandcsqld.com.au/members/documents/2018/02/pc-guide.pdf>





What is the role/why join a school P&C?

Supports the school

By providing feedback on and endorsing school policies and activities.

Being a positive advocate for the school.

To participate in school activities

Opportunities to participate in school events.

Grant Writing / Endorsement

Fundraising

To purchase and provide additional resources to be used to enhance student learning, school-based programs and facilities.

Building links with the community

Encouraging local business involvement in the school.



What is NOT the role the BPSSC P&C Association?

- The uniform shop and canteen are not operated by the BPSSC P&C.





What is NOT the role the BPSSC P&C Association?

From the P&C Guide:

- 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.



Acknowledging the past work of our P&C! 2017 – 2022

- A small group of dedicated parents have come together to assist with supporting/fundraising school events (e.g. open evenings) and community events (e.g. Brentwood Forest).
- Money raised has gone back to the students/school – for example purchasing shade marquees & sponsoring awards at our annual awards night.



Acknowledging the past work of our P&C! 2017 – 2022

Some of the barriers in the past:

- People are time poor – hard to get members for our P&C and hard to get help for events.
- Multi-cultural school – language barriers.
- A lot of work – for little return \$ – eg selling pies and doing BBQs.
- Selling pies and cookie dough has not been very successful.



P&C Highlights & decisions

1. In the last couple of years, the BPSSC P&C has supported the school to receive over \$40,000 in community grants, with all money going back directly into the school to benefit the students.
2. The BPSSC P&C have supported the containers for change initiative. This fundraising has been targeted at subsidising the formal and mystery bus tour for year 12 students.
3. We have reduced the frequency of meetings – we only require 3 meetings per semester/per 6 months. And held via Zoom / Microsoft Teams.



Moving forward 2023:

- Continue to support the school with grant research and writing.
- Continue to support the containers for change initiative.
- Explore more traditional fundraising options:
 - Trivia night fund raiser.
 - Car boot sales (e.g. each car pays \$20)
 - Other ideas from parents.
- Determine what the money raised should be targeted at in 2023 (outside of the formal/mystery bus tour). For example – more seated areas for students, sponsoring student awards.



P&C Executive Roles:

- Elected Officers (voted in at the AGM)
 - President
 - Vice-President
 - Secretary
 - Treasurer – our current Treasurer is happy to continue in 2023.
- A staff member can fill one of the above if required
- Can just be a member of the P&C without taking on an executive role - can attend meetings, or even just receive the meeting minutes.



PRESIDENT

- Provides leadership and chairs meetings
- Acts as P&C spokesperson/representative
- Fosters good communication between the P&C, parents, school and the community
- Encourages participation and inclusivity

SECRETARY

- Prepares agendas and meeting minutes
- Communicates with all members
- Maintains register of correspondence
- Maintains members and volunteer registers
- Organises, records and maintains documents
- Assists with other administrative requirements of the P&C

TREASURER

- Ensures compliance with P&C Accounting Manual and other regulations
- Prepares annual budget
- Manages financial statements
- Pays accounts and maintains asset register
- Ensures accounting is open and transparent

VICE-PRESIDENT

- Provides support to the President and other executive members as required
- Chairs meetings in President's absence
- Fosters good communication between the P&C, parents, school and the community
- This role can be divided into multiple sub-roles if there is enough interest

**EXECUTIVE ROLES
& WHAT THEY DO**



What happens at The Annual General Meeting (AGM)?

WHAT HAPPENS AT THE AGM?

All memberships lapse

Memberships only last until the next AGM. This includes Executive Roles.

Join (or re-join)!

The AGM is the only meeting where a membership can be accepted without the person physically attending the meeting.

Executive Nominations

Members can nominate and be nominated for Executive Roles.
Why not give it a go!

Vote for your Executive team

Secret ballots are used when there are multiple nominations for a role.

Plan for the year ahead

Plan for the year ahead and discuss what the committee would like to achieve.



What happens at meetings throughout the year?

WHAT HAPPENS AT MEETINGS?

General Business

An opportunity to bring anything P&C related to the attention of all present for discussion.

Treasurer's Report

The Treasurer's report contains updates on all P&C accounts and any expenses arising.

Principal's Report

The Principal's Report contains updates and information concerning the school & students.

Upcoming Events

Upcoming events are discussed by all members and motions are made and voted upon.

Approve all expenditure

Members will discuss and vote on all expenses and projects.



How can you help in 2023?

- Take on the role of President, Vice-President or Secretary.
- Offer connections to businesses and services – sponsorship of school activities, prizes, etc.
- Come along to the online meetings / fundraiser activities and lend a hand.
- Volunteer any other skill or services that you have.



How can you help in 2023?

- P&C Membership forms can be found at:

<https://bellbirdparkssc.eq.edu.au/our-community/pandc>

- P&C Executive Officer Nomination forms can be found at:

<https://bellbirdparkssc.eq.edu.au/our-community/pandc>