Marian State School P&C Association - Operating Guidelines

Objectives
The objectives of the Association are to promote the interests of, and facilitate the development and further improvement of the School.

Functions
In pursuit of the Association’s objectives, the functions of the Association are to:

- foster community interest in educational matters;
- try to bring about closer co-operation between the parents of children attending the School and other members of the community, staff members of the School and students of the School.
- give advice and recommendations to the Principal about:
  - issues relating to persons who receive educational instruction at the School; and
  - the general operation and management of the School;
- give, or assist in the giving of, financial or other resources or services for the benefit of persons who receive educational instruction at the School; and
- perform any other functions, not inconsistent with the Act, as the Minister may decide.

General Powers
The Association has the powers to:

- conduct at the premises of the School a tuckshop
- help staff members of the School in their professional duties; or
- help students of the School in their studies
- employ such persons as considered necessary for the purposes of the Association, subject to relevant laws, industrial awards and employment agreements
- establish subcommittees
- borrow & invest money in accordance with, and subject to, the SBFA Act;
- operate a deposit and withdrawal account with a financial institution in accordance with, and subject to, the SBFA Act;
- establish a School building fund in accordance with; and
- enter into certain other transactions or arrangements in accordance with the SBFA Act, subject to any necessary approvals being obtained as required under the SBFA Act.

MEMBERSHIP

Eligibility
The following people are eligible to be members of the Association
- a parent of a student attending the school
• a staff member of the school
• any other person aged over 18yrs who is interested in the welfare of the school

Application
Membership is obtained by completing an application form. Membership must be renewed annually at the AGM and a new form completed.

*Appendix 1 Membership Application Form

Register
A membership register must be kept; this is the responsibility of the Secretary.

MEETINGS

Annual General Meeting
Traditionally the AGM is held prior to the first general meeting of the school year (February); this is only possible if all financial records and reports have been returned by the Auditor.

All Executive positions become vacant at this time and nominations are received for the following:

Executive: President, Vice President, Secretary, Treasurer
School Management Committee: 3 positions
Grounds Committee: 2 positions
Tuckshop Committee: Chair, Secretary, Treasurer
Fundraising Committee: Chair, Secretary, Treasurer
Grants Officer

General Meetings
General Meetings are held the 3rd Tuesday of the Month commencing at 7pm in the Library. The meetings include reports by all subcommittees as well as Uniform Convenor, Principal's Report & School Council Report. Members are encouraged to notify the Secretary of general business items to be added to the agenda by Monday before the meeting.

CODE OF CONDUCT

A P&C Member has a right to:

• be heard, to participate in the planning, to feel free to make suggestions, to be shown respect for an honest opinion
• know as much about the organisation as possible, its policies, its people and its programs
• know what is expected of them and, if taking on a role, to know what the role entails
• training for the job, if appropriate, thoughtfully planned and effectively presented
• continuing training in relation to new developments
• sound guidance and direction by someone who is experienced and well informed
• be treated as a colleague and partner in education

A P&C Member has a responsibility to:

• be loyal to the school and the P&C Association
• understand the purpose and philosophy of the organisation before committing to it
• gain as much knowledge about their school, P&C Association, its rules, policies and procedures
• be an active, enthusiastic participant – support the executive officers elected to represent you
• get to know other P&C members, arrive early, introduce yourself, seek out and welcome new people
• value other people’s suggestions and ideas. You may not agree with them but please respect their right to express an opinion
• be willing to train for the role and take part in ongoing training when offered
• participate in planning and feedback
• work as a reliable team member
• keep confidential information confidential
• promote the P&C by passing on positive news of the meeting to others who may not attend

P&C ROLES AND POSITION DESCRIPTIONS

All executive members of the P&C are responsible for ensuring that the P&C and its sub-committees follow appropriate financial management procedures.

The President:

• is the accountable officer for the Marian State School P&C and Sub-Committees
• provides leadership, develops a sense of belonging and delegates
• acts as representative of the P&C
• promotes participation and communication between P&C School Administration and Community
• needs to be familiar with rules, operations and meeting procedures
• needs to be familiar with the Constitution and all other governing documents
• chairs meetings, conducting them efficiently and timely so that all members feel valued and decisions are made
• shall have a deliberative vote and a casting vote

Detailed responsibilities

At meetings
• adopt agenda (all members are aware of contents of meeting)
• confirm minutes and sign master copy
• chair discussions and guide debates
• put to the vote motions and amendments and announce the result
• introduce guest speakers and arrange for movers of votes of thanks
• ensure that priority items on the agenda are dealt with accordingly

Between Meetings
• shall be a signatory to all P&C accounts
• sign and date the minutes of the last meeting
• sign and date Treasurer’s report and bank statement
• compile weekly newsletter item for publication

Ensure that over the year, the P&C reviews and endorses
(a) School Annual Operation Plan (AOP)
(b) School Budget
(c) P&C budget and AOP
(d) Excursions
(e) Student Protection Risk Management Strategy

The actual financial reports are the responsibility of the P&C Treasurer; however the President is responsible for making sure the reporting is complete and countersigned.

The Vice-President:
• provides essential support for the president and other Executive Committee members
• in the President’s absence will Chair meetings and carry out duties delegated by the President
• needs to be familiar with the rules, Constitution and all other governing documents
• provides support to other members of the Executive
• is available to attend sub-committee meetings if required
• attends QCPCA meetings as the QCPCA representative.

QCPCA Representative:
• should be endorsed by the P&C and must be minuted at a constituted P&C meeting
• provides a QCPCA report at each monthly P&C meeting
• passes on any important information from Parent Talk
• attends QCPCA branch/regional meetings and conferences
• is familiar with the P&C Constitution and meeting procedures to assist P&C executive in their duties
• provides information to QCPCA on issues that are of concern to the P&C.

The Secretary:
• shall be a signatory to all P&C accounts
• maintains up to date membership records
• maintains important contact lists for the P&C
• cannot hold the office of Treasurer
• records and maintains information pertaining to the activities of the P&C
• gives at least 7 days notice of intention to convene a Special Meeting
• gives at least 14 days notice of intention to convene the AGM
• has safe custody of P&C association documents
• checks and processes emails and clears mailbox regularly
• maintains Motions Register
• completes annual paperwork immediately following AGM
• is to be connected to the school based email system pandc@marianss.eq.edu.au

At meetings
• present previous month’s minutes for perusal and adoption
• record minutes using the minutes template
• present incoming correspondence for acceptance and outgoing correspondence for endorsement
• present attendance register for signing

Between Meetings
• assist the President in preparing an Agenda for each meeting
• record and deal with correspondence in/out as directed
• distribute the Agenda for each meeting
• draft correspondence as required

The Treasurer:

• has the overall responsibility for the financial management of the P&C, including all subcommittee accounts
• must comply with the Accounting Manual for P&C Associations in all respects including preparing an Annual Budget and Annual Operational Plan for the P&C in consultation with the Association’s Executive Committee
• should be involved in the preparation of the School Budget
• keeps accurate accounts of receipts and expenditure and reports monthly to the P&C
• includes original bank statements in all Treasurer reports
• ensures all sub-committee Treasurer reports are completed accurately and are checked against bank reconciliation reports and statements
• records and receipts all monies
• keeps cashbooks up to date and balances bank a/c
• ensures QCPCA insurance levy is paid by 31st March each calendar year
ensures all cheques are signed by two approved signatories (never sign blank cheques; cheques are not to be signed by an employee or the Principal)
supports all payments with invoices, receipts and dockets (if there is no motion then there should be no money spent)
ensures employees (ie Tuckshop Convenor) are receiving the correct wage, leave entitlements and pay slips
keeps tax and superannuation payments up to date
knows what subcommittees exist and which ones operate a separate account
ensures subcommittees present a financial report to each P&C monthly meeting
signs off all financial reports
files all financial reports, bank reconciliations, payment vouchers etc. that may be required by audit to verify the financial position of the P&C
arranges audit of annual financial statements
recommends an auditor for appointment at the AGM

The Grants Officer

must be a member of the Association
has the overall responsibility for sourcing, applying and completing grant and funding applications
will liaise with members of the Association and subcommittees to secure all supporting documentation (including quotes, letters of support, financials) to complete applications
will liaise with the Association Treasurer to ensure funds are distributed and recorded correctly
will complete acquittal requirements outlined by specific funding
will inform the Secretary of grant details to ensure Letters Of Thanks are distributed
records and files all grant related documentation electronically and manually
provides a monthly report at the General Meeting of the Association

OUTGOING EXECUTIVE RESPONSIBILITIES

Marian SS P&C aims to operate within a good corporate governance framework. Outgoing Executive will ensure that the incoming Officer/s are trained in the role they are undertaking.

A transition period of one month will allow a transfer of roles and responsibilities along with bank signatories to be updated to finalise expenses still to be paid.
P&C Executives will each have an executive folder that contains information and documents relevant to their role.
Maintaining and passing on records will ensure smooth transition and provide important information to incoming executive members

*Appendix 2 - Outgoing Executive Checklist*
SUBCOMMITTEES

The P&C may establish subcommittees for specific or special purposes.

When a subcommittee is established for a specific purpose it does not automatically mean that the funds raised by that subcommittee are special purpose funds. E.g. Funds raised by the tuckshop in excess of working capital are passed to the general account of the P&C and used to meet the aims and objectives of the association.

The subcommittee is NOT an autonomous body but a group working within the P&C framework, established to assist with the effective function of the P&C in specific areas and answerable to the Association in all respects.

Subcommittees may only act within the scope of the authority given to the subcommittee by the Association and must follow any direction given by the Association. Subcommittees must operate under the ‘guidelines’ which are to be developed by the President of the Association and Chair of the subcommittee.

A guideline template can be requested from the Secretary.

Each sub-committee must provide a written report of its progress to every general meeting of the Association.

The Treasurer of the sub-committee will provide a written financial statement at every general meeting of the Association. The sub-committee accounts will be subject to an audit as part of the Association’s accounts.

UNIFORMS

The P&C Association supports the student dress code, and with the support of the volunteer Uniform Convenor we are able to supply quality uniform items at an affordable cost to parents. The uniform shop operates from the Hall and is open Monday/Wednesday/Thursday from 8:30am – 9:00am. The uniform order forms are available from the office and from the school website. Orders are to be placed in the red box and orders will be processed weekly.

Appendix 3 - Uniform Order Form

REQUEST FOR FUNDS

The Marian State School P&C Association has funding available for initiatives that promote the interests of the school or provide benefit to the students of the school.

Teachers and Parents of students at the school are welcome to apply for funding.

How to apply:

1. If the request is from a school staff member, the application must be discussed and endorsed by the Principal
2. Complete the request for funds form **Appendix 4 ‘Request for Funds form’
3. Deliver the application form (and any attachments) preferably prior to the P&C meeting at which you want the request discussed by:
   - Emailing the documents to pandc@marians.eq.edu.au
   - Place the documents in the P&C tray located in the office
   - Giving the documents to any members of the P&C executive

Purchasing Policy Documentation:

Written applications for funding must be supported by two written quotes.

Please note there is no guarantee that this application will be discussed or decided upon at the initial meeting in which it is submitted. However the P&C will act as promptly as possible. If there is a delay in the decision/implementation, then new information and / or pricing may have an effect on the decision or part thereof.

There is no guarantee that any applications sought will be supported and will be determined by a majority vote of members present at a general meeting.

**GRIEVANCE PROCEDURE**

The following five step procedure may assist parents/carers, P&C members and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the person directly associated
2. Discuss your complaint with the P&C President or a member of the Executive and ask the Principal to assist by participating in informal conflict resolution
3. Contact Regional Office - Mackay 07 49 516800
4. Complaint still not resolved: In writing to the Deputy Director-General Education Qld. Education Qld, PO Box 15033, CITY EAST, Qld 4002 Tel 07 32 370618
5. Independent review: Office of the Ombudsman Tel 1800 068 908
Appendix 1 – Marian SS P&C Membership Form

Application for P&C Membership for 2011
Marian State Primary School P&C Association

Please complete and return to the P&C Secretary

Name: ..............................................................................................................................

Address: ..............................................................................................................................

...........................................................................................................................................

Phone: ...............................................................................................................................

Mobile: ..............................................................................................................................

Email: .................................................................................................................................

Membership: New / Renewal (please circle one)

I am a parent / caregiver / community member (over 18 years of age) at the school
(please circle one)
I agree to be bound by the constitution of the P&C and by all valid resolutions passed by the
Association. I agree to work within the boundaries of the Education (General Provisions) Act
2006. I agree to be bound by Education Queensland’s Code of Conduct which includes the
following:

- Personal Privacy – information obtained as a P&C representative MUST be considered
  confidential and treated accordingly
- Courtesy, respect, dignity and fairness will be observed at all times
- Discrimination against any person will not be tolerated (refer Anti-Discrimination Act
  1991)

Signature: ..........................................................................................................................

Date: .................................................................................................................................

P&C Secretary Use

Date received: ......./....../........ Date accepted: ......./....../........

Secretary’s signature: .......................................................... Entered in P&C Register: □
Appendix 2- Checklist for outgoing Executive

For the President / Secretary

- QCPCA operations manual / CD
- Copies of roles and responsibilities
- Current P&C approved Constitution
- Subcommittee Guidelines
- Other P&C policies
- Current employee letters of employment and details
- Letter from ATO advising ITEC (Income Tax Exempt Charity) status
- Agenda Templates & meeting procedures
- Register of P&C members
- Register of life members of P&C
- Minutes books with minutes from all meetings since P&C commenced
- Motions Register – this is a suggestion only but it helps new executive continue ongoing actions from motions from the past.
- Address list of contacts for assistance – Principal, Business Services Manager, QCPCA, QAST, Industrial Relations or an Employers Union, ATO, QCAN, Gaming Benefit Fund, Raffles, alcohol licences, Marsh Pty Ltd, Education Qld. (Include contact name if you have one, phone, fax, email and website information).
- P&C templates
- A list of any important issues/projects which need to be followed up or continued by the new executive.
- Any diary that has been kept by the P&C on issues, events and/or invitations attended by the outgoing executive.

For the Treasurer

- Accounting Manual for P&Cs
- Books of accounts for current and previous year & USB (electronic records)
- Registers for:
  - Building fund DGR (Deductible Gift Recipient)
  - cheque, receipt and order books
  - assets
  - auditor’s statements and reports for the past seven years including current year
- bank form for change of signatories for P&C general, subcommittee and any investment accounts

For the Principal

- Current approved P&C Constitution
- Copy of the Letter from ATO advising ITEC (Income Tax Exempt Charity) status
- Student Protection Risk Management strategy and annual checklist.
Marian State School Uniform Order

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<th>Quantity</th>
<th>Description</th>
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<th>Unit Price</th>
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Child's /Children's name/s: ____________________________________________
Class/es: ______________________
Name: ___________________________
Contact Numbers: ____________________

Until further notice, uniforms are on sale on Mondays, Wednesdays and Thursdays - between 8:30 and 9:00 at the Tuckshop, behind the covered area.

Please send home with my children  □

I will pick these up:  Monday □  Wednesday □  Thursday □

Payment enclosed: _____________________ Type:  Cash / Cheque (circle)

P&C Use
Date received:  ......../....../.......  Receipt number:  .............

Uniform Convenor signature:  ......................................................  Entered in Uniform Register:  □
# Appendix 4 – Funds/Support Request Form

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<td>Contact Person:</td>
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<td>Contact Details:</td>
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<td>Brief description of the item to be purchased or activity to be undertaken:</td>
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<td>Brief description of how this project will support the objectives of the P&amp;C:</td>
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<td>• Promotion of school</td>
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<td>• facilitate development &amp; further improvement of the school</td>
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<td>• promote student learning</td>
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<td>• improve the learning environment</td>
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<td>Proposed benefits to the students, staff and/or community</td>
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<td>Funding amount requested</td>
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<td>Brief description of sustainability</td>
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<td>Will more funds be required at a later date?</td>
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<td>Summary of supporting financial documentation e.g. Quotes</td>
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<td>Signature of Applicant (Office Use Only**)</td>
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<td>P&amp;C Evaluation of Request</td>
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<td>P&amp;C President Signature</td>
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