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Sample letters – Attachments

- Sample Letters and attachments for Executive Info Only 11-25
- Constitution Document 26
The Oakhill Drive Parents and Citizens Association (P&C) has an important role in the school. It abides by and runs in line with the Federation of Parents and Citizens Association of NSW Constitution and By Laws. It also has a separate Constitution (Attachment Page 21)

**What is the P&C?**

The P&C is a school based organization of parents, teachers and interested citizens.

The objectives of the P&C include:

1. Working with the School Executive to establish requirements for the year and then assisting to raise funds to fulfill those needs for our students. These include major refurbishments like playground shade cloths and air conditioning, through to sports uniforms and craft supplies. These funds are raised through the P&C Levy and community activities such as discos, trivia nights, Fathers Day/ Mothers Day stalls, the Funday every second year and profits from the uniform shop and canteen.

2. Coordination of the school bands, school banking, the uniform shop and the canteen.

3. Conduct research and look at alternatives for issues impacting our children.

4. Facilitate community involvement in education.

5. To participate in the activities of the school and communicate with all members of the community.

6. To cooperate with the activities of the Federation of Parents and Citizens Associations of NSW.
Finance

The financial year of Federation is from June 1 to May 31 the following year.

Funds are paid into the accounts within 7 days of receipt and cheques are drawn for expenditure.

All accounts are joint signatory – three signatories on each account. They are the P&C Treasurer, the Subcommittee Treasurer and one other member of the Subcommittee.

Annually any excess funds beyond normal subcommittee day to day operational requirements are transferred to the general P&C accounts so they are available for general allocation as voted by the P&C committee.

A financial report is presented by the Treasurer at each P&C Meeting and the Treasurer submits all records for auditing each year.

The P&C must send a copy of their audited accounts to the federation within a month of the Annual General Meeting (AGM).
Meetings

An Executive Meeting is held 1st Monday of every month replacing the School Council to discuss management and broader school issues.

The P&C meets on the second Monday of every month in the staff common room from 7.30 pm. We aim for the meetings to close by 8.45pm.

An agenda is provided by the Secretary at each meeting; (Sample);

Accept previous minutes
Apologies
Presidents Report 10 mins
Principals Report 10 mins
Treasurers Report 5 mins
Band Report 5 mins
Banking Report 5 mins
Canteen Report 5 mins
Community Events Report 5 mins
Playground Report 5 mins
Uniform Shop 5 mins
General Business 10 mins

An agenda is provided by the Secretary for the AGM (Sample);

Presidents welcome/remarks 5 mins
Apologies
Minutes of Previous AGM 2 mins
Election of office bearers; 20 mins
President
Vice President
Secretary
Treasurer
SubComittee
General Business 5 mins
Election of Auditor 5 mins
Annual Membership Fee 5 mins
Date of next AGM
Close
To keep time down, it is intended that all new agenda items are forwarded to the secretary the Monday prior to the next meeting so times can be allocated and all issues covered. If you raise an agenda item it is preferred you attend the meeting.

**Minutes**

Minutes are taken by the Secretary.

Minutes are a formal, brief summary of proceedings at the meetings. They record the points of discussion, decisions, resolutions and actions and by whom. They provide evidence of expenditure authorised, inform members not present at the meetings and documentary evidence for audit purposes.

Minutes are sent to all financial members via email within one week of the meeting.

**Voting**

If you are a financial member of the P&C you have the opportunity to vote on any issues raised and hence have direct impact/ involvement in decision making for your school. Voting on any issue is by a show of hands and decided by a simple majority. If the issue is sensitive a secret ballot may be required.

**Positions on the P&C**

The P&C is required to hold an AGM in accordance with the Associations by laws. All office bearer positions are open for election at the AGM with a limited tenure on an officer or position of 3 years.

Only financial P&C members are eligible to stand for a position.

The AGM is chaired by the outgoing President until the ballot is held. The ballot is conducted by the returning officer. This position is someone who plays no part in the election. The Principal often takes this role.
**Positions in detail**

**PRESIDENT** – Sits on the executive and chairs P&C meetings. Prepares report for School Magazine/Report on the P&C. Very occasionally, addresses a gathering of the school community on behalf of the P&C (e.g. Kindergarten Orientation, Presentation Night) – approximately 4-5 hours a month.

**VICE-PRESIDENT** – Sits on the executive and stands in when the President is unavailable – approximately 1-2 hours per month.

**SECRETARY** – Sits on the executive and takes the minutes at the P&C meetings. Collects all correspondence and writes any necessary letters etc. – approximately 4 hours per month.

**TREASURER** – Sits on the executive and keeps financial records of the P&C activities including bank reconciliation and profit & loss statements. Report to P&C meetings twice per term and submits accounts for annual audit. Accounting, financial or bookkeeping background is required. – approximately 4 hours per month.

**BAND CO-ORDINATOR** – Acts as liaison between Band Directors and school staff. Sits on Band Committee. Prepares invoices to all students for their band fees. Ensure all fees are collected and band directors are paid. Report to P&C each meeting. – approximately 3 hours per week.

**CANTEEN CONVENOR** – Works with the Canteen employees and checks that we are not overstocked. Writes a monthly report to the P&C on progress, problems etc. Tries new ideas and products in conjunction with the Canteen Manager and signs any cheques for supplies – approximately 2 to 3 hours per week. (NOTE: It is NOT necessary to visit the canteen daily to hold this position).

**CANTEEN TREASURER** – Writes any cheques for supplies and prepares a monthly financial report for the P&C – approximately 2 hours per week (NOTE: It is NOT necessary to visit the canteen daily to hold this position).

**COMMUNITY EVENTS CO-ORDINATOR** – Co-ordinates a team of people to achieve successful school community events in line with the plans for the year. It is envisaged that there would be about one event per term & the Fun Day will also be held. Report to the P&C on the progress/outcome of events.

This role is currently shared. We have one person doing the Mothers/Fathers Day stalls and one doing the Kindy Orientation Welcome morning tea, Entertainment Books and the Cancer Council Pink Breakfast.
DISCO CO-ORDINATOR – Organises a disco for the school community in terms 1 and 4. Works with parent volunteers and canteen supervisor – approximately 6 hours per disco.

PLAYGROUND MAINTENANCE – Advises the P&C on areas that require attention and may collect information such as quotes etc for each project. Monitors progress of each project and reports findings to the P&C – approximately 4 hours per term when required.

SCHOOL BANKING – Collect student banking each Monday morning. Enter details into bank database (via computer in school office). Verify all amounts collected. Bank money. For audit and security purposes, a team of at least 2 people is required for this position – approximately 2 hours each Monday.

UNIFORM SHOP CO-ORDINATOR – Is responsible for liaising with suppliers of all uniform stock about stock required etc. Opens the shop weekly to the school community and assists new families to the area with their uniform needs. Organises the second hand uniforms. Conducts a stocktake each term. Works with the Uniform Shop Treasurer on income and expenditure. Presents a monthly report to the P&C meeting. This position is quite specialised and does involve quite a bit of dedication and time.

UNIFORM SHOP TREASURER – Records income and expenditure for the uniform shop. Writes any cheques to suppliers for uniform stock and prepares a monthly financial report for the P&C – approximately 1 hour per week.
Record of expenditure decisions/commitments made by the P&C in previous years that need to be maintained and reviewed:

- Voluntary Contributions (reviewed annually)

  Voluntary Contributions are requested annually from families to forego constant fundraisers. $50 per child or $100 per family.

- Annual Expenditure Commitments (reviewed annually)

  $2000 to band  
  $2000 to playground/maintenance  
  $1600 to arts  
  $2000 to teachers for resources  
  $300 for year six farewell  
  $10 per head for Staff/Teachers Christmas Party  
  $500 allocated on an annual basis for use for Teachers attending the Yr6 Farewell dinner. Principal to advise staff numbers for this so the appropriate amount can be paid (p/h amount paid @ $20)

- Payment for Individuals representing ODPS at a National Level;

  $100 cheque is provided to assist families in buying uniforms/kits/travel.

- Gifts for Committee members holding positions;

  Agreed to provide gift voucher valued at $50 per year to a maximum of $100 for holding a position/positions on the P&C. This is a one off payment. Should the individual leave a position and then return and hold another role at a later date it will be discretionary.

- ODPS Arts Policy;

  To support the students at ODPS in the area of Performing Arts (incl art, public speaking, debating) the P&C will make available to the school a $1,600 yearly grant to be spent as the school deems appropriate in support of those areas. The application of the grant monies are at the sole discretion of the school within the boundaries of the grant purpose. The school will report to the P&C at least half yearly on the spending of the grant monies. This was agreed to be reviewed annually.
• **ODPS Team Representation Travel Allowance**

This policy applies to teams representing Oakhill Drive Public School if the Parents/Carers of the children on the team are required to travel a distance of over 100kms from the School to the event. The policy is intended to provide some relief for out of pocket travel expenses incurred.

**The following guidelines apply;**
- Travel within 100kms of the School – no reimbursement applies.
- Travel over 100kms from the school - reimbursement at the rate of 30 cents per km over 100kms to the driver/vehicle owner to a maximum payment of $50 per vehicle per event.

**Note:** The payment will be paid out based on the quickest route from the school to the event venue as specified by "where is", and determined by the Treasurer of the P&C Committee.

Total team payments will be to a maximum of $600 per event.

Should the School take the decision to transport the team by bus, the P&C will assist in the hiring of the bus in lieu of individual payments to a maximum amount of $50 per representative or $600 per event (whichever is the lesser).

This Policy is reviewed annually and open to the discretion of the P&C.

To claim the Car Allowance the Teacher coordinating the team will provide a list of the drivers to the P&C and the Parents/Drivers will be required to complete the attached slip and return to the P&C within two weeks of the event. The P&C will provide a cheque within seven working days.

**EXAMPLES:**

- **Team A**
  - 5 vehicles containing school representatives drive 150Kms
  - Vehicle owner reimbursed $15.00 each
  - Cost to P&C $75.00

- **Team B**
  - 11 vehicles containing school representatives drive 270kms
  - Vehicle owner reimbursed $50 each
  - Cost to the P&C $550

- **Team C**
  - School organises a bus to drive 9 representatives 300km
  - No individual travel allowances will be made regardless of mode of transport
  - P&C contribution of $450 will be made to ODPS