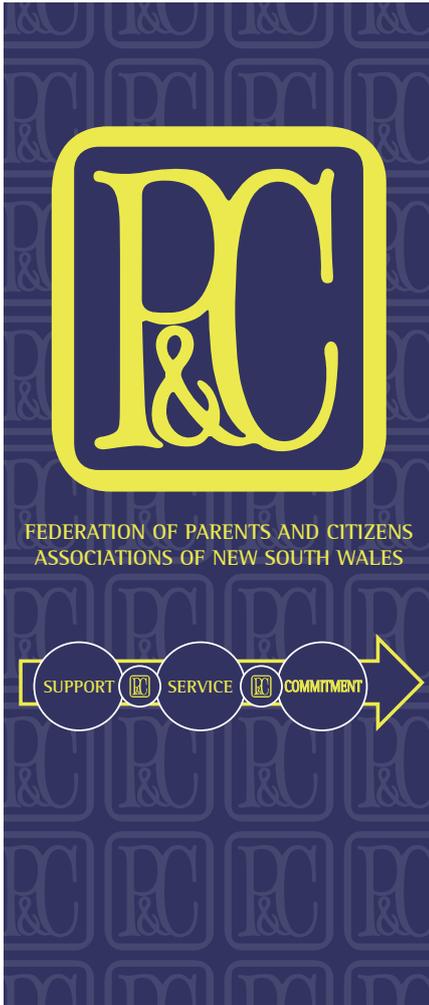




Parent and Citizen

Term 1, 2015 Vol 67 No 1





WELCOME TO THE 2015

As you prepare to settle in to the new school year P&C Federation's new Board will be taking up their positions. As you are aware when I was appointed Administrator of P&C Federation I had a range of responsibilities before me. These included engaging the NSW Electoral Commission to conduct the first election of councillors and delegates; to be the returning officer in the election of office holders of the Executive Committee; review and oversee the management of the P&C Federation office and the provision of services; and most importantly, restore confidence in the P&C Federation as an

effective service provider and as a strong representative organisation promoting public education in this State.

As I farewell P&C Federation I hope that I have shown members that P&C Federation serves to contribute to the successes of public education, public schools and communities. I wish the new Board well and remind members to insist upon the representation that meets their needs.

Regards

GARRY PAYNE AM

Your 



Parent and Citizen Journal

The Journal of the Parents and Citizens Associations of New South Wales

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The views expressed in the journal are not necessarily those of the Federation of Parents and Citizens Associations of New South Wales.



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YOUR P&C - FROM THERE TO HERE, WHERE WE ARE NOW



Since its inception in 1908 P&C Federation has been aiming to achieve the best possible outcomes for children in public education.

Back in 1880 when the Public Instruction Act was introduced parents were welcomed to oversee, assist and fund public education. The introduction of the Act witnessed free, compulsory and secular education established in New South Wales.

Since then P&C Federation has continued to serve its members. Every public school in NSW is entitled to establish and operate a P&C Association. P&C Federation has the potential to have more than 2300 members. Members depend upon P&C Federation for service support, advocacy, leadership and insurances.

Historically, P&C Federation worked under a Constitution that provided for a large number of state councillors and officers to represent the membership. This model was recently retired by NSW Parliament with a new Constitution being introduced in May 2014.

Altering the Constitution of P&C Federation was a significant event. P&C Federation entered into an administration period where the objective was to support P&C Federation to being a functional association. This included ensuring that P&C Federation delivered services to members, organising and overseeing member elections, facilitating the elections of the Board and assisting members of the Board in

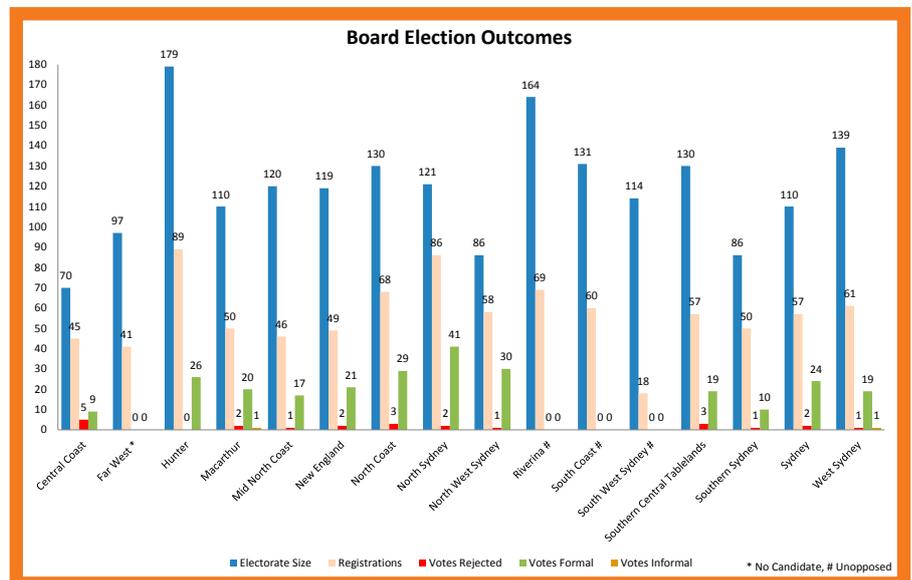
understanding and embarking upon their roles and most importantly regaining the confidence of members.

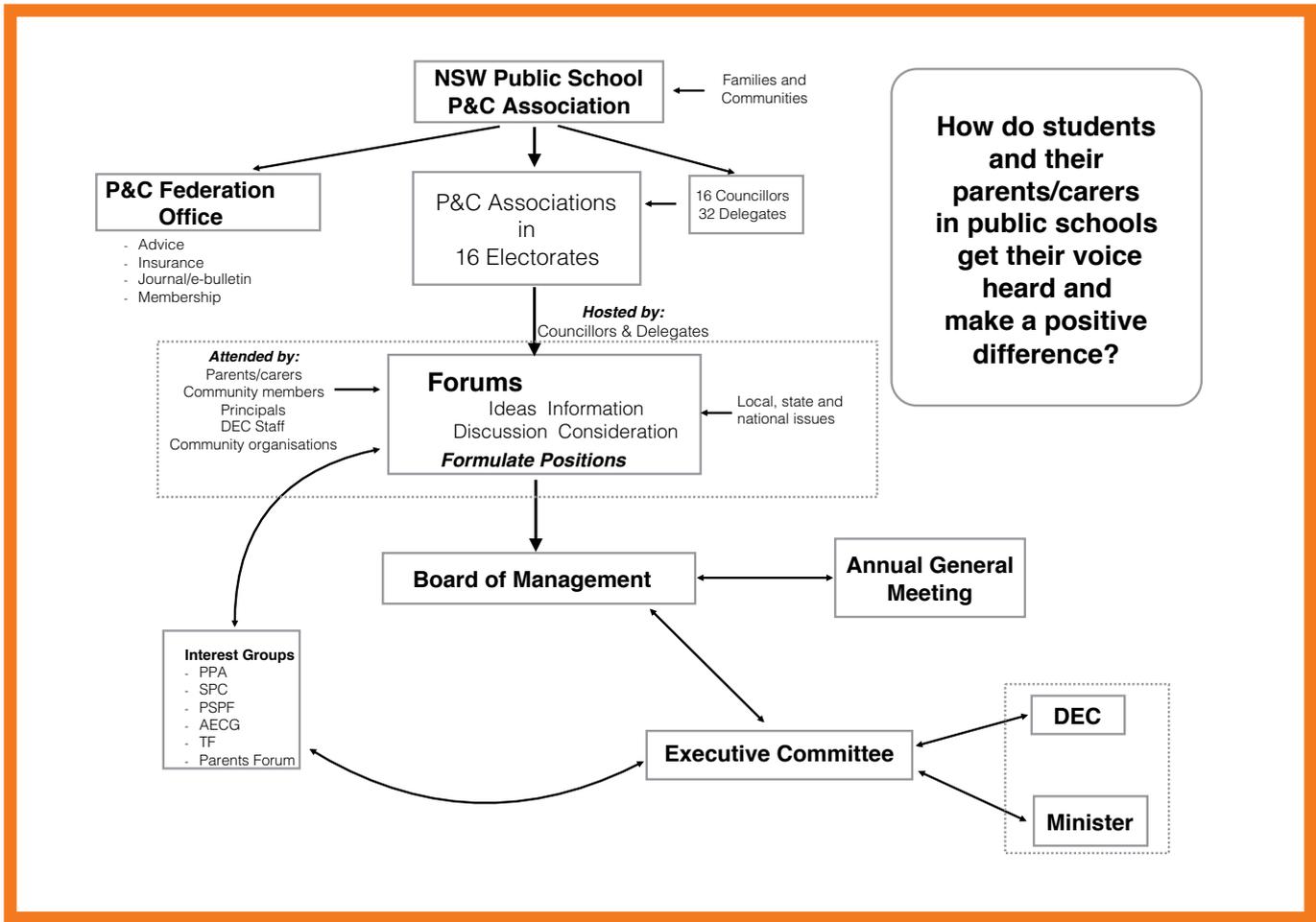
Currently P&C Federation has 16 electorates, each electorate is represented to P&C Federation by a Councillor and two delegates.

In 2014 P&C Federation members were invited to participate in electing members to the new Board. Of P&C Federation's 1906

members 904 P&C Associations registered to vote and 265 votes were counted by the electoral commission.

The election process resulted in not all positions being contested and some electorates with vacancies. The next election of P&C Federation's Board will be declared in July 2016. As P&C Federation's current Board works to regain member confidence it is anticipated that the next election will see larger interest from our members. It is hoped that all positions will be contested by members who have a focus on achieving the best possible outcomes for children in public education.

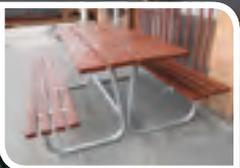






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LITERACY & NUMERACY



Parents are a critical part of academic success for children. As a parent you can directly contribute to your child's education by being a member of the P&C Association, helping out in the classroom and always discussing how your child's day went. But your contribution need not stop there, in the home you can also promote the reading, writing, spelling, counting and measuring skills.

READING

Be confident that your child will learn to read and show them that you enjoy reading by having lots of different types of reading material around the home. Children value watching family members read and write each day. If English is not your first language, read in your home language. To encourage children to read, you can share such activities as:

- Reading signs and posters
- Checking guides and programmes of activities your child enjoys
- Using a recipe
- Reading the newspaper aloud
- Playing word games including crosswords
- Reading instructions
- Reading magazines, comics, poems
- Reading labels on groceries when you go shopping

Listening to children read each day is a good idea but remember reading should be for fun. You can read a book, look at the cover and talk about what the book is about, ask questions about what has happened so far in the story and take turns when reading a harder book. Remember the three 'P's' for new words: pause, prompt and praise. Allow children to work out the word (pause), use clues from the context (prompt) and praise

your child for trying. If necessary, it is alright just to tell your child the word.

WRITING

Encourage your child to have a go at things when writing and be positive about their efforts. Praise them for having a go at writing new words and explain how to spell words that are causing difficulty. Read and talk about writing that your child brings home and praise them for neat, readable handwriting. To develop spelling and vocabulary skills, play word games like Scrabble, Boggle and Scattergories. You could make a photo album or scrapbook with favourite pictures and have your child write a caption under each one. You may like to encourage your child to write notes, letters or stories or to help you fill out simple forms.

SPELLING

Many writing activities are related to spelling and it is good to help your child in those areas of spelling where you feel confident. Remember, your child can not always 'sound out' words that they are trying to spell including 'you' and 'said' which are common words in stories. Some ideas for helping your child include:

- Talk about how you spell and what you do when you don't know how to spell a word.
- Encourage your child to write at home. Things like shopping lists, birthday lists, filling in forms, writing notes including phone messages, writing on birthday cards are good ways to start.
- Have a dictionary handy and encourage your child to use it. Talk about how you need to use the dictionary sometimes. Remember, your child needs to know the alphabet to use a dictionary properly.
- Encourage your child to practice new words by writing them and then checking them. Praise your child for the parts of words they get right and suggest what might be needed if they are incorrect.
- Explain to your child that an electronic spell check might be useful but remind them that many words sound the same but are spelt differently such as shore and sure. Also remind them that some computer programs use American spelling which can be different to Australian.
- If your child can't find a strategy to help them spell a word, it is alright to just tell them how to spell it.

TALKING AND LISTENING

This is an important part of helping your child with literacy. Some ideas in this area include:

- Talk to your child about events and ideas in books they are reading or as you are reading together.
- Listen when your child tells you about things that have happened to them. This can help them put their ideas together before they start writing stories.
- Sometimes ask your child a question that can have many answers rather than just yes or no. This helps them to think about different ways to look at things including solving problems.
- Ask your child about why they made certain choices when making a decision. Ask for their opinion on topics and discuss this.
- Allow your child to talk to a number of other children including those of various ages. Also allow them to listen to and share their ideas with others. This helps children to develop their talking and listening skills.
- Show by your behaviour that you are listening. Interact with your children,

ask questions, add information and make links with other things you share in common. Talk to your child about how others know they are listening such as not walking away when others are talking.

- Talk at a normal pace and volume, and use adult words.

COUNTING

One of the earlier skills a child has to develop is counting. To do this they have to match the number word with the correct number of 'things' as well as remember the numbers in an order. Some activities you can use at home are:

- Get children to count the number of plates, cups and pieces of cutlery needed to set the table.
- Count, with your child, the buttons as you do up a shirt.
- Encourage children to count the pegs needed to hang out washing.
- Count eggs in a carton and again after some have been taken out.
- Count the steps from the front door to the gate.
- Play Dominoes, card games and board games involving one or two dice. This helps children remember number patterns.
- Play snakes and ladders. Use two dice and encourage your child to add the two numbers rolled.
- Use dice that have numbers instead of dots to help them read and recognize numbers.

MEASUREMENT

When learning how to measure, children need to see how measurement works in practical situations. They need to talk about what can be measured, the things we use to measure and then they will need to learn the units used to measure such as litres, kilograms and metres. At home:

- Give your child different size plastic cups and a larger container to play with in the bath or shower. Ask them to guess how many of each cup it will take to fill the larger container.
- Talk about cups of ingredients used in recipes when you are cooking. Cook together and allow your child to use the measuring cups to measure the ingredients.
- Put sand in a large tub and give your child sieves, colanders, plastic spoons, old clean margarine tubs, plastic bottles and funnels to play with the sand.
- Have children weigh themselves or other things in the house.
- Use modeling dough to roll out two 'snakes' of different lengths. Talk about short and long.



- Record your child height on a height chart
- Talk about events in terms of time such as 'if it is going to take three minutes to cook this, you have time to butter your bread while we wait'.
- Mark special events on a calendar and talk about how many days it will take and which day of the week it is.
- Watch the weather report and talk about temperatures. Ask your child about what they might dress in if it is going to be a certain temperature over the next few days.

SPACE

Children need to learn how to describe shapes, objects and their position. You can help your child with this by:

- Talking about the position of an object when you put it back on a shelf. One example is 'the teddy next to the blue car', or 'let's put the book back on the top shelf'.
- Look for objects inside and outside that look like circles, triangles, squares or rectangles. Also look for different sized objects with these shapes.
- Fold paper to make hats, boats or aeroplanes and talk about the shapes you make.
- Make a jigsaw from a picture in a magazine.
- Use boxes or containers of different sizes to play stacking games.
- Talk about the route you are taking when you walk to and from school.
- Make biscuits using cookie cutters or make pretend biscuits from modeling dough. Talk about the shapes you have made.
- Print shapes onto paper using corks, cotton reels or sponges. Use these to make cards or wrapping paper.

All of the above ideas will help your child with their literacy and numeracy skills. The suggested activities are fun they cost little and will make a big impact on your child's learning.

AUTHOR

Member Service Team
P&C Federation

ANNUAL GENERAL MEETING CHECKLIST

BEFORE THE ANNUAL GENERAL MEETING

- Check the time and date of AGM in the P&C Association by-laws
- Is the membership list correct and current? Financial members are those people who have previously attended a meeting and paid the annual subscription. Members names are recorded in the register (membership list) by the Secretary and the Treasurer will have given them a receipt for their membership payment.
- Advertise the AGM to the whole school community and all P&C Association members at least 14 days prior to the meeting being held. This notice will include a list of representative positions to be elected at the meeting.
- Remind members that if they are not able to attend the AGM they must submit apologies to the Secretary and indicate in writing if they are happy to accept nomination to a position or wish to nominate to a position.
- Ensure all reports required from office-bearers are completed; for example a report from the President, Treasurer's Report including the Audit Report.
- Check the by-laws to see if there is a limited tenure on any office-bearer or representative positions and inform the Returning Officer.
- Distribute the Minutes of the previous AGM as well as a copy of the Constitution and by-laws to all members.
- Ensure that the Treasurer has presented all the records of the P&C Association for auditing to the auditor appointed by the P&C Association at the last AGM. The records consist of:
Minute book / Cash book / Deposit book / Cheque book / Receipt book / Invoices / Bank statements
- Ensure that reports that have been submitted to the AGM are strictly relevant to the AGM. If not they should be tabled to the General Meeting that is convened following the AGM.

DURING THE ANNUAL GENERAL MEETING

- The AGM is chaired by the President with required reports and Minutes being tabled and adopted as per P&C Association practice. Once the business of the meeting is resolved the Returning Officer (usually the Principal) is invited to host the elections.
- The Returning Officer declares all positions vacant.
- The ballot is conducted by the Returning Officer. Where the Principal is not available the Returning Officer position is determined by the meeting and must be someone who plays no part in the election. (i.e. Does not stand for a position or cast a vote).
- The Secretary should give all written nominations to the Returning Officer.
- The office-bearer positions determined by the AGM, according to both the Standard and Prescribed Constitution are declared vacant and are then elected. The positions are as described in the Constitution:
President / Two Vice- Presidents / Secretary / Treasurer and up to six Executive members.



- ❑ Other representative positions held by the P&C Association members are elected at the AGM. These positions may include: School Finance Committee / Merit Panels / Feeder school committee / School Welfare Committee / Uniform sub-committee / Fundraising sub-committee / OOSH sub-committee / Canteen sub-committee
- ❑ On completion of the elections the office-bearers and all other elected positions commence. The President may commence their duties by thanking the Returning Officer for completing the tasks.
- ❑ The auditor for the following year is determined (by resolution) at the AGM.
- ❑ The AGM is closed and the General Meeting can be convened.

AFTER THE ANNUAL GENERAL MEETING

- ❑ Is your organisation incorporated? If yes, you must send a copy of the audited financial statements to P&C Federation within one month of the AGM. If not contact P&C Federation and get more information.
- ❑ Complete P&C Federation's Member Register Update; www.pandc.org.au under 'Members' - this will ensure that all of the office-bearer information is up to date.
- ❑ Ensure that the President and Secretaries have access to the passwords for the P&C Association's email address as provided by P&C Federation. <http://webmail.pandcaffiliate.org.au>

- ❑ Update the Australian Business Number (ABN) register. P&C Associations are required by law to tell the Registrar of the Australian Business Register within 28 days of any changes in your registered business details, including changes to the authorised contact person. www.abr.business.gov.au/
- ❑ Update the Australian Charities and Not-for-profits Commission (ACNC) Registration - P&C Associations will need to update the responsible person information and contact details within 60 days of any change. www.acnc.gov.au





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www.airaway.com.au

30 January 2015

STUDENT INJURY INSURANCE – MANAGING YOUR DUTY OF CARE

Dear Principal,

P&C Federation is pleased to be able to offer a Student Injury Insurance to your school community. As the Principal you will be fully aware of your responsibilities to the school population, this Student Injury Insurance Policy may be a cover that you are interested in purchasing.

As part of the Local Schools Local Decision model have you discussed student wellbeing and duty of care with your whole school community?

Is your community aware that the NSW Department of Education and Communities (DEC) does not provide accident or medical insurance for students enrolled in government schools? It is typical that when families are alerted to this fact that the parents of enrolled students look for an insurance product that covers their children for accident, injury or death.

This is where Student Injury Insurance may be of interest to you. For less than \$5-00 per student, you can have every student enrolled in your school covered against accident, injury or death 24 hours a day, 7 days a week.

That's right, this policy is not restricted to school operating hours. And the great news for Principals and School Administration is that there is no paperwork other than the purchasing forms. Where a claim is required to be made P&C Federation and the insurance underwriters handle the process from start to finish.

Unfortunately, a lot of our school communities have experienced accidents where students have been involved which result in injury or even worse yet death. P&C Federation regularly witness claims under the Student Injury Insurance policy which have provided medical and monetary relief to distressed and affected families.

This product could provide peace of mind for the families of children enrolled in your school.

Don't wait for a bad event to occur before you put cover in place. Now is the time to seriously discuss your school community needs. Contact P&C Federation to purchase Student Injury Insurance policy commences **1 February 2015**, all schools that renew by 11 April 2015 will receive cover from the commencement of Term 1.

Purchase a policy that says YES.

- Yes** - school excursions covered by Student Injury Insurance.
- Yes** - ambulance cover is included in Student Injury Insurance.
- Yes** – the Student Injury Insurance cover students whilst at home with family event.
- Yes** – the policy Australia-wide.

Claims covered under this policy:

Student tragically killed in a pedestrian/motor vehicle accident	Paid \$12,500.00
Medical and rehabilitation expenses for a young girl who dislocated her shoulder	Paid \$4,015.00
A boy who tore a ligament in his knee and required reconstructive surgery	Paid \$5,046.00
Dental <ul style="list-style-type: none"> • The average dental claim is \$525.00 • Around a quarter of all claims are related to dental and whilst under the policy dental is an at school provision it is still a great protection against accidents and expensive dental bills. • A student was kicked in the mouth while swimming at the school • A student fell off gym equipment and shattered two front teeth • A student was injured by a head clash whilst playing school sport • A student slipped on asphalt causing the loss of two front teeth • A student slipped and fell resulting in the loss of three front teeth 	

To purchase Student Injury Insurance and to obtain the policy wording visit P&C Federation's website www.pandc.org.au and click on the 'Insurance' tab or email your enquiry to insurance@pandc.org.au.

Regards
ELA COMERTPAY
 Insurance 1300885982

PROTECT YOUR FAMILY - STUDENT INJURY INSURANCE



Did you know that the NSW Department of Education and Communities (DEC) DOES NOT provide accident or medical insurance for students enrolled in government schools?

P&C Federation encourages your P&C Association to consider Student Injury Insurance. This product could provide peace of mind for the families of children enrolled in your school. This low cost product covers every student enrolled in your school 24 hours a day, 7 days a week. Your child can be covered on the way to school, at school and at home on the weekends – round the clock cover for your little learner.

P&C Federation knows of a number of school communities who have experienced unfortunate accidents. These are situations where children have been injured and require

medical and monetary relief for their recovery as well as tragic accidents where children have died and the policy has helped relieve the financial burden for families. We all hope that these events don't occur in our schools and in our homes but sadly, they do.

Don't wait for a bad event to occur before you put cover in place. Now is the time to seriously discuss your school community needs. If your school community decides to purchase this Student Injury insurance visit www.pandc.org.au and click on the 'Insurance' tab for the application and policy wording or email insurance@pandc.org.au.

The easiest way to connect with your school community

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P&C Associations can use Nabo to:

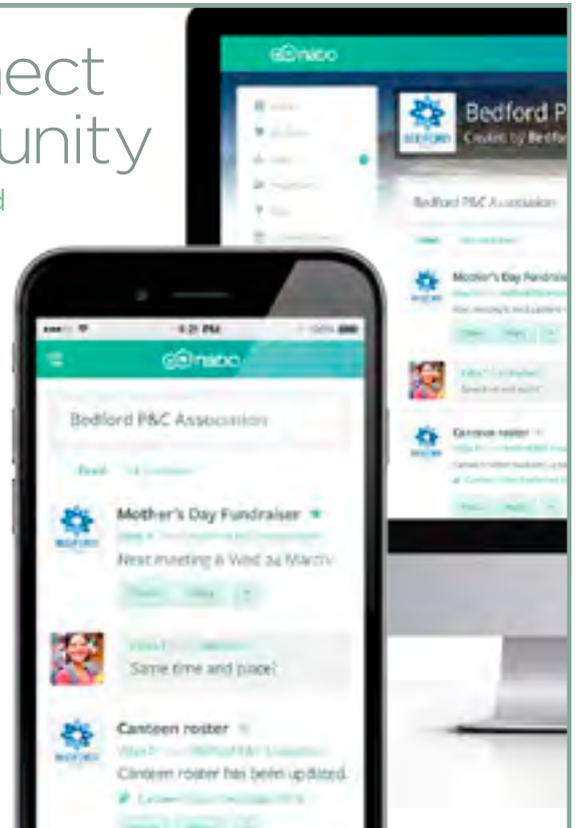
- **Schedule** P&C meetings, send agendas and minutes
- **Organise** fundraisers, canteen rosters and activities
- **Promote** school events, BBQs and performances
- **Find** new members and volunteers
- **Discuss** the issues that matter

Don't let important information get lost in emails

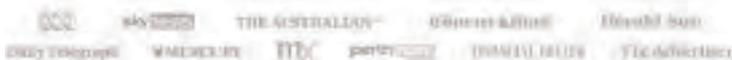
✓ Engage ✓ Connect ✓ Build
your community

For information on Nabo for P&Cs and community groups:

www.nabo.com.au/join/cpc23



As featured



READING -



Dear members,
As you are aware P&C Federation has a newly established board. In welcoming the members of the Board to their roles I suggested some reading resources. Public education as a topic is a broad subject area and information about school education generally can be found on a number of sites additional to the recognised education agency locations, such as DEC. I encouraged members of the Board and now I encourage P&C Federation's members to visit the websites and have a look at the wealth of information available.

To achieve its aims and objectives, P&C Federation must work to ensure that public education remains an educational system of great standards. To realise this, parents and community must be engaged and informed. Happy reading.

GARRY PAYNE AM
Administrator

USEFUL RESOURCES:

ACNC Governance Standards Guidance Australian Charities 2013 Governance for Good

These documents are provided through the national regulator of charities and not-for-profit organisations. As a charity P&C Federation are required to comply with the standards of the Australian Charities and Not-for-Profits Commission. The Australian Charities Report provides information regarding Australian charities; this includes P&C Federation and all of P&C Federation's members.

www.acnc.gov.au

Australian Professional Standards for Principals Australian Professional Standards for Teachers

The Standards define the work of teachers and role of the principal and make explicit the elements of high-quality, effective teaching in 21st-century schools, which result in improved educational outcomes for students.

www.aitsl.edu.au

DEC Website - Information sheets and reform blueprints

This site has a number of resources that provide a range of information regarding DEC frameworks and outcomes. The information provided allows the reader to establish an understanding of the contemporary educational environments in which children learn. The resources also provide information specific to communities. Some documents well worth looking at covers topics such as how community engagement fits into education, cost of education, student retention rates, class sizes, Rural and Remote Education, staffing classification, staffing profiles and updates on Great Teaching, Inspired Learning, Every Student, Every School, Local Schools Local Decision update, Connected Communities Report, Report on Consultation & Strategy, RAM state Equity and Location Loadings, Language diversity, Multicultural Policies and Services, Early Action for Success Implementation Plan, Aboriginal Education Policy and Welcome to Country Guidelines.

www.dec.nsw.gov.au



LIST FOR MEMBERS



Keep them Safe – A shared approach to child wellbeing

Keep them Safe – Annual Report 2011-12

This initial report sets out the Government plan to improve safety and wellbeing of children and young people. The annual report documents the most recent progress of the strategies. The resources are referred to often by government agencies when developing frameworks for education and health initiatives.

www.keepthemsafe.nsw.gov.au

Melbourne Declaration on Educational Goals for Young Australians

This declaration, as a follow on from two earlier declarations describes the State, Territory and Commonwealth Education Ministers' commitment to work together to ensure high quality schooling for all young Australians. The two goals are cross referenced in many articles and research papers regarding education.

www.education.gov.au

Ombudsman New South Wales 2013-14 Annual Report

This report provides insight into the work of the office of the Ombudsman. The information assists in understanding the real experiences of community with agencies as well as data regarding complaints, agency interactions and the role of the Ombudsman. The Department of Education and Communities meets regularly with the Ombudsman throughout the year.

www.ombo.nsw.gov.au

Parents' Guide to the NSW Primary Syllabuses

Information for Parents and the Community about the Mandatory Courses in Years 7-10 HSC – Q&A sheet

These resources are provided to parents and community by the Board of Studies Teaching & Educational Standards NSW (BOSTES). The resources are aimed at ensuring that parents have an understanding of the syllabi delivered in schools.

www.boardofstudies.nsw.edu.au

Report on Government Services 2014 Early Childhood Education and Care

Report on Government Services 2014 School Education

Report on Government Services 2014 Vocational Education and Training

The Reports on Government Services 2014 provide current information on Government provided and Government funded initiatives. The information contained in the reports is useful in appreciating the position of Australian students and the public education options available to them. The information is extensive and provides data for example on preschool services, cost of preschool services, standards of preschool services, NSW students, student enrolments, student courses, frameworks for operation, scope of reporting, funding models and qualifications realised.

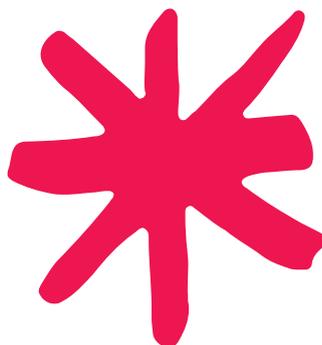
www.pc.gov.au/gsp

vState of Education in NSW

Value added models for NSW government schools

This biennial 2014 report gathers together information to provide an overarching view of all aspects of education in NSW, not just public education. The Value added models paper provides an overview of the value add models that have been adopted to discover high performing schools. In understanding and being able to measure and identify "what works" it is then hoped to improve student outcomes.

www.cese.nsw.gov.au



CENTAUR TRAVELS

THE WORLD IN A DAY



Multicultural Day is definitely a highlight on the Centaur Public School calendar. Each class researches a country and studies the customs and cultures of that country throughout term 3. Classrooms are transformed through exhibiting interesting facts and features in displays that capture the essence of their chosen adopted country.

When Multicultural day finally arrives, students don the cultural dress of their chosen country and participate in a parade in front of parents, staff and fellow students. For lunch each child purchases a 'passport' and are able to choose from a wide variety of traditional dishes from around the world that have been prepared and served by staff. Centaur Public School looks forward to experiencing next year's cultures, where would you go?

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WHY "DO" P&C?

I volunteer at my child's school. It is my local school. I find that giving up an hour or two each month to attend meetings where we as a group get to have a direct impact on my child's learning is priceless. I appreciate the fundraising that the P&C Association needs to do to ensure that our children have access to educational materials and great facilities. I don't mind lending a hand.

IT IS THE LEAST THAT I CAN DO EVERY NOW AND THEN.

My children like that I am involved in their school life and they love it when they see me at the stall or helping out at school community events. Yes, even the high school child gets a kick out of me participating – not that he would ever say that out loud or in front of his friends. P&C has allowed me to develop my skills. I have a better understanding of meeting practices and I have made lasting friendships. P&C for me also offers opportunities for my children, I get to show them the good that people can bring to their community, I am giving them a model to aspire to, I am showing them that I value their education, that they are not alone.

I AM INVOLVED.

These reasons may not interest you but I bet there is something for you at P&C. Our next meeting is the Annual General Meeting and my P&C Association is looking for members of the community who are willing and able to represent and advocate for parents. I bet your school P&C is exactly the same? Our school is a richer place for the contribution of parents and citizens.

HAVE YOU GOT TIME FOR AN INVESTMENT?

JOIN YOUR P&C



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ELECTION DAY = FUNDRAISING OPPORTUNITY!



Is your P&C Association planning an Election Day fundraising event? The state Election is in March so why not make the most of the polling booths and host a fundraising event?

Interested in having an Election Day event? You should put the item on the Agenda of your next general P&C Association meeting.

- Make a decision at a P&C Association meeting to hold the event. Put forward a motion and vote on it at the meeting; speak about the budget available for holding the event, and the type of event.
- Decide who is going to organise the event. Perhaps you may decide to elect a committee for the planning of the event or maybe you would rather use the general P&C Association meetings as the organising forum. Either way is suitable.
- You should contact the Electoral Commission NSW; call 1300 135 736, email them via the Contact Us form <https://www.elections.nsw.gov.au> or write to GPO Box 832, Sydney NSW 2000. Notify them of the intention to host the event on the school site on the day of the election. Be sure to describe your

fundraising event as well as provide contact details for the P&C Association. This is an important step for you to undertake as on the day of voting the school becomes an official polling booth under the control of a Returning Officer of the Electoral Commission NSW.

- Complete a Notification of Event Form and submit it to P&C Federation at least 14 days prior to the event. This form is available on P&C Federation's website; www.pandc.org.au. It is a great idea to be well organised and plan early, this will allow plenty of time to make sure that your P&C Association is guaranteed a great event with hopefully lots of fundraising dollars raised.

Election days are a good opportunity to promote the work of the P&C Association, the school community and public education. Your P&C Association fundraising event is a wonderful way to show that your school community is public and proud.

SOME ELECTION DAY FUNDRAISING IDEAS;

- ★ Breakfast BBQ for early bird voters.
- ★ All day Sausage Sizzle
- ★ Cake Stall
- ★ White Elephant / Bric a Brac Stall
- ★ Raffle
- ★ Guessing Competition
- ★ Plant Sale
- ★ Car Wash
- ★ Homemade goods sale

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P&C ASSOCIATION TREASURERS

P&C Associations across New South Wales raise in excess of \$50 million annually and donate these funds to public schools. Responsibility for keeping the records associated with this fundraising rests with the Treasurer.

The following information is provided to assist Treasurers in managing the financial records of their P&C Association. Each P&C Association must ensure that they work within the rules of the P&C Association and according to all relevant legislations and regulations.

THE TREASURER

The Treasurer is responsible for all funds held in the name of the P&C Association. This includes all sub-committees such as canteen, uniform shop, OOSH, fete and any other committees.

The Treasurer should encourage members to ask questions so they understand the P&C Association's financial position.

The Treasurer should make recommendations to the P&C Association regarding an annual budget.

The Treasurer undertakes and organises the following:

- Receives and deposits monies
- Maintains all financial records
- Draws cheques / uploads electronic transfers
- Presents reports to every general meeting
- Presents all records for auditing each year
- Maintains term deposits and any other investments
- Ensures proper procedures are in place

Treasurer Monthly Report

Income & Expenditure Statement for Report P&C Association May 2014

Income

Opening Balance from April 2014	\$10,575.20
Canteen	\$5,135.00
Mother's Day Stall	\$ 355.65
Uniform shop	\$ 41.50
Bank Interest	\$ 7.86
Sub total	\$ 3,589.51

Less Expenses

Canteen supplies	\$1,250.00
Mother's Day Stall	\$ 80.00
Donation to School (Library)	\$2,500.00
Petty Cash	\$ 7.85
Fete	\$ 120.00
Uniform shop	\$ 150.00
Sub total	\$ 4,087.85
Book Balance	\$10,026.86
Bank Statement Reconciliation	
Balance as per Bank Statement No 99	\$12,646.86
Add un-presented Deposits	\$0.00
Less un-presented cheques	\$ 2,620.00
As per Book Balance	\$10,026.86

OPERATION OF BANK ACCOUNTS

P&C Associations may elect to deposit their funds, in the name of the P&C Association, with any financial institution holding full trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance.

The bank authority must ensure that two signatures are required on all authorising bank transactions, this means cheques and online banking. Authority is restricted to the Office bearers, President, Secretary, Treasurer and Vice Presidents of the P&C Association. Where practicable an office bearer should not sign a cheque where they are the payee.

The school principal cannot be a signatory on P&C Association bank accounts. This is a Department of Education and Communities directive.

BANKING PROTOCOLS

Cheque and authorised transaction requisitions signed by the appropriate authorised signatory raising the cheque should be filed in cheque number and transaction order with the source documentation attached. Note that electronic filing is suitable for all P&C Association resources and documents.

- NEVER sign a blank cheque or transfer monies to an unidentified account. Don't ask anyone else to sign a blank cheque or make a transfer to an unidentified account.
- Always make sure the payee and the amount is identified before signing a cheque or authorising an online banking payment.
- Cheques drawn to cash must be supported with documentation and the cheque must be signed by both signatories in the normal position as well as at the word 'cash'.
- All cheques should be crossed "Not Negotiable".
- All supporting vouchers and supporting invoices must be sighted and noted by two signatories or electronic authorities.
- DON'T draw a cheque or make an online banking transfer or payment unless the expenditure has been approved.

PAYMENT OF ACCOUNTS

All accounts should be presented to a general meeting for approval before payment unless previously resolved to be paid/ expended.

Funds of the P&C Association may only be spent if a majority of financial members, in attendance at a properly convened meeting, approve the payment by voting in favour.

Original invoices should be clearly marked as "PAID" to avoid duplicate payment of the invoice.

Cheque Account	\$30,135.00
Canteen Account	\$ 9,500.00
Term Deposit	\$60,000.00
Petty Cash on hand	\$ 48.25
Total funds held by the P&C Association	\$99,683.25

RECEIPTING AND BANKING FUNDS

It is the Treasurer's responsibility to ensure that receipts are issued and all funds properly deposited in the P&C Association's bank account. The Treasurer may utilise the assistance of other volunteers to carry out their duties however the responsibility for the funds lies with the Treasurer. The Treasurer cannot delegate their signatory authority on all accounts of the P&C Association.

Receipt books used should contain pre-printed sequential numbers for accountability and the respective bank deposits should refer to the sequences involved.

Unbanked monies must be secured in a fireproof facility and banked within two business days.

If the school offers security deposits it is acceptable negotiate to have P&C Association funds collected. All monies handled in this way must be signed for when handing them over to the school.

P&C Associations are free to make alternate arrangements for the receipting and banking of funds but must ensure the funds are fully accounted for at all times.

When counting cash from fundraising activities such as fetes etc., Treasurers should ensure that they do not count the funds alone. All cash must be counted by at least two people, separately but in the presence of each other. This also applies to cash takings from the canteen, uniform shop and the like.

When cash is counted the tally sheet is to be signed and dated by those who completed the count.

RECORD KEEPING

All financial records must be maintained to enable reporting to the P&C Association each month and for completion of the audit each year. Follow these basic bookkeeping principles:

- Ensure there is sufficient segregation of incompatible functions to avoid potential fraud.
- Ensure records are stored for ease of access and referenced to the meeting minutes where approval for the expenditure is recorded. This will particularly aid the person undertaking the audit.

- Keep records up to date and reconciled.
- Match the sequence of receipts and payments.
- Never use an eraser or white-out if an error is made. Instead draw a single line through the error, initial the correction and rewrite the correct entry.
- Establish a register for operational items such as receipt books, raffle tickets etc. and record who these have been issued to, how many and what was returned including money and unused tickets. This provides sufficient accountability for the raffle tickets issued, returned together with funds and allows for a transparent reconciliation of funds raised.
- Establish an Asset register to record assets purchased. There should be an accountability procedure on hand-over to incoming treasurer from incumbent treasurer. This will also allow your P&C Association to insure stock at a suitable level of cover.

MONITORING FINANCIAL POSITION OF SUB-COMMITTEES

Sub-committees may be given delegated authority by a P&C Association meeting to spend funds up to a specified amount without prior approval (e.g. for operation of the canteen or to a member – perhaps \$500 to purchase stall items). Sub-committees with delegated authority to spend funds for a specific purpose, have no authority to use funds in any other way or to make donations to the school.

The Treasurer is responsible for monitoring the financial position of each sub-committee. Officers of the P&C Association are the only signatories permitted on accounts, including where the sub-committee operates an account. Sub-committee may need assistance to:

- Understand and adopt the use of budgets for operations such as canteens and uniform shops to monitor adequate gross profit margins.
- Analyse the financial statements and take appropriate management action if the financial results or trends are adverse.
- Keep prices in line with costs in times of inflation.
- Keep inventory records for all operations such as canteen and uniform stock up to date.



- Follow established protocols for purchasing stock and for receipt and banking of money.

PETTY CASH

Petty cash should only be used for small non-recurring expenses to a value that is less than \$10.00. If the expenditure is greater than \$10 pay by cheque or bank transfer.

- Start off with an amount of \$50. When topping up the float always top up to the original amount (\$50).
- You will need a lockable petty cash tin and a safe place to store it.
- Keep a separate record of petty cash expenses. A petty cash record form can be obtained from the Treasurer for reimbursements; however, it is more prudent to have the expenditure approved in advance.
- All petty cash expenses must be receipted, for this you will need a petty cash receipt book and must be accompanied by a Tax Invoice receipt for the item.
- Petty cash must be used for expenses only.
- The Tax Invoice receipt as proof of purchase must accompany all petty cash claims. It is also a good idea to purchase a petty cash voucher booklet from a stationer. This provides more information for you and the auditor.
- No income is to go into the petty cash account.
- To replenish the petty cash a cheque must be drawn.
- All petty cash transactions must be recorded.

EMPLOYEES

If your P&C Association employs staff you must:

- Complete activity statements (www.ato.gov.au) as required by legislation. At the end of each tax period (3 months) completion of the P&C Association's business activity may be undertaken by the treasurer's assistance (financial member elected by the P&C Association), employed bookkeeper or where a sub-committee is in operation as per the respective committee's operating procedures. However, the Treasurer must ensure that they know how many employees are engaged by the P&C Association, what the respective pay rates are and that all documentation has been completed correctly.
- PAYG summaries for individual employees need to be prepared and issued before 14 August following the end of the year and forwarded to both employees and the Australian Tax Office together with a summary of total wages paid and PAYG withheld.
- Retention period for wage records is 5 years.

EXAMPLE OF PETTY CASH RECORD FORM

Date	Petty cash	Claimant	In	Out	Admin	Stationary	Balance
01-May	Bank	Advance	\$50.00				\$50.00
15-May	PC-1	Stamps letters for sale		\$5.00	\$1.00		\$44.00
18-May	PC-2	Envelopes		\$7.85	\$7.85		\$36.15

- Ensure that Workers Compensation insurance (<http://workcover.nsw.gov.au>) is purchased. Ensure that each employee is being paid under the correct award. The Fair Work Ombudsman (<http://www.fairwork.gov.au>) sets the rate for awards and also provides a range of useful employer resources.
- Ensure that employees are NOT asked to do volunteer work as a condition of their employment. Nor should staff be paid an honorarium or gratuity for work done. Both these practices may result in the P&C Association facing the Fair Work Commission (www.fwc.gov.au) to answer a claim for underpayment of wages.

INSURANCE

The Treasurer must ensure that the P&C Association purchases adequate insurance to cover all activities undertaken by the P&C Association.

Membership with the Federation of Parents and Citizens' Associations of New South Wales provides \$20 million public liability indemnity. However, there are situations where public liability insurance, alone, is not sufficient. For example, personal accident insurance for voluntary workers, cash and property insurance, Directors and Officers Liability, Fidelity insurance and Workers Compensation insurance.

GOODS AND SERVICES TAX (GST)

P&C Associations have responsibilities under the Australian taxation system.

GST registration for non-profit bodies, including P&C Associations, is required where annual turnover exceeds or is expected to exceed \$150,000 for activities other than fundraising and canteens.

Your P&C Association will not have to register for the GST, as there are provisions that may take advantage of as a non-profit volunteer organisation (www.ato.gov.au/Non-profit).

To calculate the turnover for GST: Examine the income for the past 12 months, before any expenditure has been deducted. Calculate projected annual turnover by estimating the likely income for the year ahead.

- Do not include income from the "input-taxed" canteen or other fundraising activities
- Do not include donations
- Do not include voluntary contributions
- Do not include total income from activities for which you receive a commission, E.g. art shows, computer expos
- Include income from all other sources such as membership fees, and any government operational grants for
- Out Of School Hours centres
- Other

Review your projections regularly.

EXAMPLE OF A CALCULATION

Activity	Profit	Income	Turnover for GST	
Bank Interest	\$100.00	\$100.00	\$100.00	
Membership fees	\$100.00	\$100.00	\$100.00	
Canteen	\$12,000.00	\$120,000.00	\$0.00	Input taxed activity
Uniform Shop	\$7,500.00	\$7,500.00	\$0.00	Input taxed fund raising
Out of School Hours	\$0.00	\$50,000.00	\$50,000.00	Business
Fete	\$5,000.00	\$6,000.00	\$0.00	One-off fund-raising event
Voluntary Contributions	\$0.00	\$1,000.00	\$0.00	Donations
Band Sub-committee	\$3,000.00	\$11,000.00	\$11,000.00	
Total	\$22,700.00	\$22,700.00	\$61,200.00	

This P&C Association will not have to register for the GST as its turnover for GST purposes is under \$150,000.

If the current turnover for your projected turnover is \$150,000 or more, you MUST register for GST.

IF YOU DO NOT REGISTER FOR THE GST YOU:

- Do not have to charge GST on things you sell.
- Do not have to pay tax on the value you add to anything you supply.
- Do not have to calculate and remit the GST to the ATO.
- Do not have to keep records of all GST transactions or meet other costs of compliance.

IF YOU DO REGISTER FOR THE GST YOU:

- Will be able to claim back input tax credits.
- Will have to charge the GST on taxable items you sell.
- Will have to calculate and remit the GST to the ATO.
- Will have to keep records of all GST transactions and meet all other costs of compliance.

CANTEENS

School canteens operated by P&C Associations are treated differently under the Tax Act from most other enterprises for the purposes of GST. Items sold through school canteens can be input taxed and the gross income derived from those sales will not be counted when calculating the association's annual turnover (visit the ATO website under the Non-profit tab).

Being "input taxed" means you will pay GST on any taxable supplies that you purchase to run your canteen and you will not be able to claim them back.

To input tax your canteen, the canteen: Must be part of the P&C Association, must not apply for its own ABN, must not register for GST.

Income can then be excluded from the calculation of your P&C Association's annual turnover.

Record in your meeting minutes that your P&C Association intends to "input tax" supplies made through your canteen.

DONATION TO THE SCHOOL

When the P&C Association makes a donation to the school – for the purchase of equipment, resources or materials – the P&C Association is free to specify the items it wishes to supply or indicate that it is making a donation for the purchase of a specified item. This will be regarded as a gift, rather than a "conditional donation".

To purchase equipment and resources for the school, the P&C Association should ask the school to order the goods and make a donation for the cost less GST and ensure that supporting documentation of proof of purchase is provided by the school.

Income and Expenditure Statement for Report P&C Association AGM 2013

Income

Canteen	\$30,135.00
Mother's Day Stall	\$ 555.65
Membership	\$ 60.00
Fundraising	\$ 255.30
Fete	\$10,230.50
Father's Day Stall	\$ 455.80
Uniformshop	\$ 541.50
Bank Interest	\$ 77.36
Sub total	\$42,311.11

Less Expenses

Canteen	\$15,250.00
Mothers & Father's Day Stall	\$ 250.00
Donation to School	\$ 8,500.00
Petty Cash	\$ 95.00
Membership & Insurance	\$ 589.00
Fundraising	\$ 99.50
Fete	\$ 2,025.00
Uniformshop	\$ 250.00
Sub total	\$27,058.50
Surplus/(Deficit)	\$15,252.61

Each fundraising sub-committee should produce a statement similar to this if it maintains its own set of books.

FUNDRAISING EVENTS

A charitable institution, charitable fund, gift deductible entity or government school may choose to treat certain fundraising events as input taxed. If an organisation chooses to treat a fundraising event as an input taxed fundraising event, it will have to treat all sales it makes in connection with the event as input taxed. That is, the organisation will not be entitled to claim GST credits for any acquisitions in relation to the event and it will not be required to charge GST on the sales it makes. The organisation will not be entitled to claim GST credits regardless of whether the supply would have been GST-free had it not made the decision.

Proceeds from input taxed fundraising events do not form part of an organisation's annual turnover. Therefore, if an organisation chooses to treat all sales in connection with certain fundraising events as input taxed, it does not need to register for GST provided its annual turnover is not more than \$150,000.

FUNDRAISING WITH PRIZES

A raffle is a lottery where the total value of prizes does not exceed \$30,000. Prizes are

distributed by the conduct of a draw of tickets or marbles from a barrel or other device.

A lottery where the total value of the prizes exceeds \$30,000 is called an art union. An art union can only be conducted under the authorising permit.

A raffle may only be conducted to raise funds for the benefit of a not-for-profit organisation.

A register must be established for art unions to record to whom tickets have been issued, how many and what was returned, including money and unused tickets. This provides sufficient accountability for the raffle tickets issued, returned, together with funds raised and allows for a transparent reconciliation of funds raised.

Raffles, Social Housie and Guessing Competitions may be conducted without the need for a permit. However Chocolate Wheels, Lucky Envelopes and Housie require permits. There are many regulations regarding record keeping and facilitating of fundraising activities. It is important to check with the state legislations and guidelines to ensure that your P&C Association is compliant. Visit the NSW Office of Liquor,



Gaming and Racing www.olgr.nsw.gov.au for resources and information to assist your P&C Association.

CANCELLING YOUR GST REGISTRATION

You must apply to the Australian Tax Office (www.ato.gov.au) to cancel your GST registration. You may request cancellation only if you are not required to be registered because your annual turnover falls below the GST turnover threshold for compulsory registration.

AUSTRALIAN BUSINESS NUMBER (ABN)

The Australian Business Number (ABN) is a single identifier that businesses and non-profit organisations use in their dealings. Non-profit entities need an ABN (www.abr.business.gov.au) to register for GST.

An ABN is useful for all non-profit entities, because even organisations that are income tax exempt can have obligations for other taxes. P&C Associations are income-tax exempt, charities under the Tax Act and must hold an ABN.

The ABN should be used for all financial activities undertaken by the association. The

Treasurer should ensure that the canteen and other fundraising committees have a copy of the P&C Association's ABN.

An ABN is needed to:

- Register for GST and claim input tax credits
- Register for Pay as You Go (PAYG)
- Deal with investment bodies
- Apply to the ATO for endorsement as a deductible gift recipient (DGR)
- Avoid having tax withheld from your income
- Interact in future with other government departments and agencies
- Make an insurance claim
- Interact with the ATO on other taxes.

ABN registration details will become part of the Australian Business Register (ABR) which the ATO maintains. The publicly available information on the ABR will allow people to find out whether the entities they are dealing with have an ABN, are registered for GST or are endorsed as deductible gift recipients.

AUDIT

Appointment of the P&C Association's auditor occurs at each Annual General Meeting based on a recommendation from the

Treasurer. When making a recommendation the Treasurer should ensure that the person nominated is not an office-bearer of the association. The person nominated does not have to be a qualified professional, however, they must have an understanding of financial management and bookkeeping and issues of probity.

The auditor reconciles the records of the P&C Association such as the ledger, bank statements, cheque books, bank deposits and receipts as well as sighting the minutes of the association for the enabling resolution. The auditor also reconciles the records for each sub-committee, in the same manner, where separate accounts are kept and then provides a summary of total assets held by the P&C Association.

Audit Reports for Incorporated P&C Associations must be sent to P&C Federation within one (1) month of your P&C Annual General Meeting. This meets the requirement of an Incorporated P&C Association to publicly record its financial statements. Send resources to; mail@pandc.org.au or Locked Bag 40 Granville NSW 2142.

EXAMPLE BOOK LEDGER INCOME

CREDITS											
Date	Details	Receipts	Fete	Canteen	Uniform	Membership	Mother's Day Stall	Bank Interest	Donations	Banked	Ref
2/5/2012	Canteen Takings			\$190.00						\$ 190.00	99
3/5/2012	Canteen Takings			\$205.00						\$ 205.00	99
5/5/2012	Uniform Shop				\$25.00						99
5/5/2012	Canteen Takings			\$164.00						\$ 164.00	99
6/5/2012	Canteen Takings			\$155.30						\$ 155.30	99
9/5/2012	Canteen Takings			\$185.85							99
9/5/2012	Mother Day stall						\$355.65			\$ 541.50	99
10/5/2012	Canteen Takings			\$133.60						\$ 133.60	99
12/5/2012	Canteen Takings			\$145.90						\$ 145.90	99
13/5/2012	Canteen Takings			\$150.00							99
13/5/2012	Uniform Shop				\$11.30					\$ 161.50	99
16/5/2012	Canteen Takings			\$200.00						\$ 200.00	99
17/5/2012	Canteen Takings			\$200.55						\$ 200.55	99
19/5/2012	Canteen Takings			\$179.50						\$ 179.50	99
20/5/2012	Canteen Takings			\$140.65						\$ 140.65	99
23/5/2012	Canteen Takings			\$194.35						\$ 194.35	99
24/5/2012	Canteen Takings			\$173.25						\$ 173.25	99
26/5/2012	Uniform Shop				\$5.00						99
26/5/2012	Canteen Takings			\$200.10						\$ 205.10	99
27/5/2012	Canteen Takings			\$191.55						\$ 191.55	99
30/5/2012	Bank Interest							\$7.36			99
30/5/2012	Canteen Takings			\$165.55						\$ 172.91	99
31/5/2012	Canteen Takings			\$159.85						\$ 159.85	99
Sub Total			\$0.00	\$3,188.00	\$41.30	\$0.00	\$355.65	\$7.36	\$0.00	\$ 3,639.51	
Balance Forward										\$10,575.20	
Income for Month										\$ 3,639.51	
Less Expenses for the Month										\$ 4,067.86	
Book Balance										\$10,026.86	

EXAMPLE BOOK LEDGER EXPENSES

EXPENDITURE											
Date	Details	Cheque No	Fete	Canteen	Uniform	Petty Cash	Mother's Day Stall	General	Donations	Total	Ref
2/5/2012	Baker Brown & Jones	70		\$125.00						\$125.00	99
3/5/2012	Greens Fruit & Veg	71		\$145.00						\$145.00	99
3/5/2012	Card Shop	72					\$60.00			\$60.00	99
13/5/2012	Milko	73		\$500.00						\$500.00	99
15/5/2012	Stamps	74				\$5.00				\$5.00	00
18/5/2012	Envelopes	75				\$2.85				\$2.85	99
14/5/2012	Baker Brown & Jones	76		\$126.00						\$126.00	99
23/5/2012	Greens Fruit & Veg	77		\$154.00						\$154.00	99
21/5/2012	School Library	78							\$2,500.00	\$2,500.00	
25/5/2012	L W Reid	79			\$150.00					\$150.00	99
30/5/2012	P&C Federation Insurance	80	\$100.00							\$100.00	
30/5/2012	Smith Hire	81	\$20.00							\$20.00	
Totals			\$126.00	\$1,250.00	\$150.00	\$7.85	\$60.00	\$0.00	\$2,500.00	\$4,087.85	
Bank Statement Reconciliation											
Balance as per Bank										\$12,646.86	
Statement No 99											
Add un-presented Deposits										\$0.00	
Less un-presented cheques										\$2,620.00	
Book Balance										\$10,026.86	

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THE BIG 150 AT MARRICKVILLE



Marrickville Public School, celebrated its 150th anniversary in 2014, has had a long and fruitful relationship with the parents and the citizens of Marrickville.



It all began with a public meeting held on a Monday in July 1864. It was resolved to organise a school for the children of the new suburb - Marrickville. A board of patrons was elected and they applied to the National Board of Education (in fact only NSW) to begin a school in the hall of a Church on Chapel Street. With the board's approval classes began in August 1864. It wasn't long before the hall was too small to cope with the demand and so the patrons applied to build a new school with a teacher's residence.

By the end of July 1865 the site consisted of one large schoolroom a big 40ft by 18ft and a residence of four rooms and a kitchen. Enrolments quickly rose and by 1866 the school reached 110 students. To meet this demand the School Board applied to build a wing to the existing schoolroom. Work continued in growing the buildings on the site, in 1868 the school now had capacity to house 140 pupils.

The key people driving the development of the school were powerful local figures. There

was Gerald Halligan, chief clerk in the NSW Public Works department, Thomas Chalder, the major landowner in the area, Samuel Cook, General Manager of the Sydney Morning Herald and Charles St. Julian, law reporter for the Herald, Mayor of Marrickville and later Chief Justice of Fiji. Through the School Board these men and others were able to represent the community's interests at the highest level. For the annual prize-giving ceremony of 1868 they managed to secure MP and president of the new Council of Education, Henry Parkes, who gave a rousing speech on the importance of public education and in defence of the recently passed Public Schools Act of 1866. In response to this delivery the board and parents of Marrickville Public School strongly endorsed the creation of a public school system.

The relationship between Marrickville Council and other prominent citizens in the community was maintained throughout the 19th century and into the next. During this time the school grew to over one thousand students, finally peaking in the 1930s with almost two thousand pupils enrolled.

Over this time the school board petitioned the Department of Education in NSW to expand the school grounds and build large





classroom blocks. By and large they were very successful. A two-storey brick building was built in 1890 and another in 1900, both still in use to this very day! By 1899 the school had one of the largest grounds in the metropolitan Sydney area.

Marrickville Public School's P&C Association began in the same way as the school itself, that is, with a public meeting on Monday 5th February 1917. As had been the case with the school board, the P&C Association drew its members from the leading figures of Marrickville, and in particular the council. Alderman Southwick was its president for the first two years and the mayor and aldermen assisted the P&C Association very materially in its initial stages, even providing a meeting room in the council chambers.

One of the first things the new P&C Association did was to present the school with a fine wooden honour roll featuring the names of 242 ex-pupils who fought in the First World War. It was presented to the school on Empire Day, May 24th 1917 and is proudly housed today in the library of Marrickville High School.

The other significant action of this early

P&C was to get the council to offer the old Marrickville town hall (the public meeting one) to the school to help ease overcrowding. After urging the Minister for Education to visit the school, they secured the purchase of the building and it opened in 1922 as the Boys Junior Technical School.

The P&C Association set about fundraising for new electric lights for the building - these were installed in 1925.

As time passed and Marrickville expanded there were many other schools in the area and many more people. The school and its P&C Association could no longer rely as much on the Council's support.

A great number of these new people were 'New Australians'. Marrickville was a preferred destination for successive waves of immigration into Sydney and parents were looking to Marrickville Public School for their children's education.

Besides the age-old problem of accommodation, this new group of children presented the school with a brand new issue to address. For many of these children English was not their first language and as you could imagine this led to additional problems with learning.

This new situation was recognised by the incoming Whitlam government in 1973 with the establishment of the Disadvantaged Schools Programme. One of its goals was 'to provide equality of educational outcomes for the pupils at their school, through the interaction of the school and community'. The school and the P&C Association took up this challenge with gusto. The P&C was re-invigorated with well-attended meetings, indeed one meeting recorded 140 people in attendance, and translators provided.

A community centre was established in the original school building offering a large range of community services including adult English classes and activities to introduce people to the Australian way of life. By the 1980s translation services in five different languages were being provided by the centre.

All this groundbreaking work was being recognised at an official level so that in



1983 the NSW government launched its new Multicultural Education policy at the school. In 1992 it launched the state's new Anti-Racism Policy there also, noting that the school had pupils from 22 different cultural backgrounds and a marvellous 92% of the children came from a non-English speaking background.

The school's success in integrating the pupils into the community and providing a quality education was finally recognised in 1994 when it received the Director General's Award for Community Involvement and Multicultural Harmony.

Today the student population is a healthy 280, this follows a huge decline in enrolments from the early 1990s through to 2005. The 'baby boom' of the new century has ensured enrolments keep growing and the new 'inner city' parents have renewed the school and the P&C Association once again.

Marrickville Public School and the local community have all benefited from the efforts of many a parent and citizen, the support of local leaders and the commitment of the teachers over the years. What a wonderful 150 years.

RODNEY AANENSEN

*Note all photos; Courtesy of "Archive"
Marrickville Public School*



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STARTING A P&C ASSOCIATION

Form a small working party to investigate forming a P&C Association at your school. This group could find the resources such as the Constitution, operating rules and membership fees so that a school community can be well informed regarding what a P&C Association is obliged to do if established. Information is available directly from P&C Federation (1300 885 982 / www.pandc.org.au) including Insurance and membership details, Constitutions, Suggested By-laws, Draft Agendas, Quick Member Information sheets, Becoming Incorporated, Code of Conduct, and sample Asset Register.

Notify the Principal that you wish to form a P&C Association and seek their co-operation. If the Principal is unsure how to support a P&C Association or is discouraging in any way ask them to contact the Director, Public Education in the area. Principals do not get to decide if there is a P&C Association at a school, this is a decision for the school community.

Publicise a meeting to the whole school community that clearly outlines that a decision will occur at this forum that may establish a P&C Association at your school. This notice may be published in the school newsletter, on the noticeboards and through any social media mediums. This meeting will adopt a constitution as sourced from P&C Federation if a P&C Association is agreed on.

Schedule a meeting of the P&C Association for no less than 7 days after the school community has decided to establish a P&C Association. This meeting will be to elect the office bearers and the executive members of the association, set up by-laws, decide membership to P&C Federation and suitable insurances. As well you may decide to adopt a Code of Conduct and other relevant policies.

After your meeting, an Officer, typically the Secretary or President, will contact P&C Federation and update the Member Register,

pay the membership, and get support for the P&C Association, this can happen in many ways and are entitlements of membership to P&C Federation.

Now that we are a P&C Association what are some of the basics?

You will need a receipt book for membership and a membership ledger to record your financial members in.

Organise a bank account with three Officer Signatories and yes, they can be electronic signatures (two required for all transactions) and a facility for postal mail.

Contact P&C Federation to access your free email account. Register for an Australian Business Number (ABN) and register with the Australian Charities and Not-For-Profit Commission (ACNC).

Develop a budget for the P&C Association. Prioritise the objectives so that the membership may make decisions that will best support the educational needs of the children.

QUORUM

What is a quorum?

Quorum is a term that simply means the number of members of a group required to be present.

Does a quorum apply to our P&C Association?

Yes.

What is the quorum for our meetings?

This is found in your Constitution. The rule is as follows; 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 the association but shall not be less than five.

We cannot achieve quorum at our meeting what do we do?

If after 15 minutes of the advertised start time you do not have quorum then you cannot meet. At the next meeting if you don't realise quorum again contact P&C Federation and have a discussion about increasing parent engagement.

If we don't have five members in total are we still a P&C Association?

No. The Constitution your P&C Association operates under states; your association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed. Keep in mind closure or dissolution is the last resort! Please exhaust every strategy available to you before taking this dramatic course of action.

What can we do to get quorum?

Promote the benefits of the P&C Association. Try an open letter to the school community highlighting the need for members and meeting attendance.

The letter should be a positive and proud statement about the leadership parents can exercise as partners with teachers in the schooling process. It should also identify the benefits that children directly receive by their parents and greater school community being involved in the P&C Association.

It is important that school communities are reminded of the contribution that P&C Associations make. People are always pleased to provide assistance where they can so keep the meetings to a reasonable amount and don't commit to more than what can be successfully managed by your volunteers at any one time. Be sure to also look at different mediums to engage potential members such as newsletters, social media, e-bulletins and the like.

If you require further information or clarification contact P&C Federation's Member Services Team
mail@pandc.org.au or 1300 885 982

ANNUAL GENERAL MEETING

Do we have to hold an AGM?

Yes. Each P&C Association is required, by the Constitution it operates under to hold an Annual General Meeting (AGM).

When is our AGM?

Yearly. The AGM is held according to your P&C Association's by-laws. The by-laws will state the time and date for the AGM.

Do we advertise the AGM?

Yes. The AGM must be advertised to the school community at least 14 days prior to being held. The notice should include the Agenda items including a list of the positions to be elected.

Does an AGM have a quorum?

Yes. The quorum is five if you have less than 50 financial members and 11 where you have more than 50 members.

What is an Audit Report?

An audit report is the presentation of the annual report and balance sheet of the P&C Association's activities. An AGM cannot occur until the Auditor's Report is tabled.

We haven't got an Audit Report?

Stop. No Auditors report available at the time of the AGM requires that the meeting must be closed and reconvened when Auditors report is finalised. No elections shall occur until the report is tabled.

When is the Auditor appointed?

The auditor for the following year is determined at the AGM.

What other reports get tabled to an AGM?

The AGM consists of the President's Annual Report, the Treasurer's Annual Report and any other Annual Reports required.

What other documents belong at the AGM?

Lots. You should have copies of the Constitution, the by-laws and the policies and rules of the P&C Association at every meeting, AGM included.

Is the AGM where office bearers get elected?

Yes. The office bearer and executive positions get elected at the AGM. As well as representative positions such as; School Finance/Merit Panels/Feeder school committee/School Welfare /Uniform sub-committee/Fundraising sub-committee/OOSH sub-committee/Canteen sub-committee.

Who can be elected to a position?

Only financial P&C members are eligible to stand and be elected to a position.

Who conducts the ballot?

The ballot is conducted by the Returning Officer. The Principal is often invited to take this role otherwise it is determined by the meeting and is to be undertaken by someone who plays no part in the election (i.e. does not intend to stand for a position nor wishes to cast a vote).

Are there any restrictions on holding a position?

The P&C Association's by-laws will indicate if there are any restrictions such as tenure for any representative position.

Can one person hold more than one office bearer position?

No.

Can two members of the same family be office bearers at the same time?

Yes.

Can school staff be members of the P&C Association?

Yes.

Can P&C Association employees be members of the P&C Association?

Yes.

Can P&C employees be elected to Officer Bearer positions?

No. P&C Association employees cannot hold an office bearer or executive position.

When do the roles change hands?

Immediately. Once the Returning Officer declares the ballots the office bearers commence their roles.

When do we present the AGM minutes for approval?

The minutes of the AGM are presented for acceptance at either the next AGM or the next general meeting. Minutes are required to be circulated to members.

We didn't fill all of our positions?

Not to worry. This makes the positions casual vacancies and you should place them on the Agenda for all meetings until members nominate to the roles. Make sure to promote the position and the duties to the whole school community.

MEETING AGENDA

Do we need an Agenda?

Yes. A P&C Association has business that it needs to attend to when it meets such as tabling of reports, member register update and discussions and decision making. This activity is all able to be tabled on the Agenda.

Do we have to follow the Agenda?

Yes. The Secretary in consultation with the President set the Agenda and its purpose

is to ensure that the work of the P&C Association gets attended to. Agendas help the meeting be productive and purposeful.

Is there one set Agenda for all P&C Associations?

No. The Agenda can be established to best suit the needs of the meeting and the members. While there is often no change to an order of business the P&C Association

undertakes sometimes you may wish to schedule items according to what is better for the group, for example a guest speaker may be invited to speak early in the meeting.





MEETING AGENDA (CONTINUED)

Is there an Agenda that P&C Federation recommends?

Yes. The following is a typical order of business for P&C Associations. While it may not specifically suit every community it allows for the business of the P&C Association to be addressed;

Opening

Call meeting to order, welcome current members and introduce new members. Welcome to country may be included as decided by the members. Record attendance and apologies, and introduce any visitors.

Minutes

Read and confirm Minutes of the previous meeting.

Business Arising

Attend to any business arising from the previous meeting as indicated in the Minutes.

Correspondence

Share and notify of correspondence, both incoming and outgoing.

Reports

Treasurer
Uniform
Representatives
Fundraising committees
Principal
Others

General Business

Discuss suggestions, ideas referred to and from committees
Provide talks and presentations on particular

subjects. These should be recorded in the minutes

Deal with motions on notice. Identify motions to be discussed at the next meeting (and therefore placed on the next Agenda)

Closing

Announce date of next meeting
Close meeting, indicating the time.

If I want to place something on the Agenda how can I do that?

Financial members of the P&C Association should submit their request to the Secretary in writing. The Secretary will place the item on the Agenda where it is most appropriate to be discussed.

MEMBERSHIP INTEREST FORM

The <<INSERT SCHOOL NAME>> P&C Association is a not-for-profit Organisation which is established to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation and to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Membership of the <<INSERT SCHOOL NAME>> P&C Association is open to all parents and guardians of pupils attending the school and to all citizens. <<INSERT SCHOOL NAME>> P&C Association is always keen to welcome new members and particularly members who access or have an interest in the services provided by the P&C Association, such as our OOSH and the Canteen and Uniform Shops.

Meetings are held every <<INSERT>> of each month. <<INSERT SCHOOL NAME>> P&C Association operates sub-committees where your contribution would be greatly appreciated. Annual membership is <<INSERT>> and entitles you to be involved in the decision making of <<INSERT SCHOOL NAME>> P&C Association. When you become a financial member you agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by the <<INSERT SCHOOL NAME>> P&C Association, copies of these materials are available from the <<INSERT SCHOOL NAME>> P&C Association Secretary at each meeting of the P&C Association. You are recognised as a financial member of the <<INSERT SCHOOL NAME>>P&C Association after the meeting closes at which you submit

your payment. The Treasurer shall issue you a receipt for this payment, you should retain the receipt for the current P&C Association year as proof of your membership.

If you are interested in becoming a member please complete the form below and bring it with you to the next meeting of the <<INSERT SCHOOL NAME>>P&C Association. 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 front Office.

<<INSERT SCHOOL NAME>>P&C Association thanks you for your interest.

Secretary
<< Insert email address/contact number >>

NAME: (PLEASE PRINT CLEARLY)

SCHOOL COMMUNITY MEMBER TYPE: PARENT / CITIZEN (CIRCLE AS APPROPRIATE)

CONTACT PHONE NUMBER:

EMAIL ADDRESS FOR MEETING NOTICES & UPDATES

I include a payment of <INSERT> to become a financial member of the <<INSERT SCHOOL NAME>>P&C Association. I acknowledge that I am aware that I agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by the <<INSERT SCHOOL NAME>>P&C Association.

SIGNED: DATE:

If you require further information or clarification contact P&C Federation's Member Services Team
mail@pandc.org.au or 1300 885 982

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WAKAKIRRI

Does your school have a story to tell? The search is on!

WAKAKIRRI IS THE SEARCH FOR THE BEST STORY-DANCE CREATED BY AUSTRALIAN SCHOOLS!

GET YOUR SCHOOL INVOLVED IN 2015.

Be the driving force for your School to participate in one of the Wakakirri Challenges in 2015. Your support can bring success to your School Community by getting them involved in WAKAKIRRI! Parents and Citizens Groups are a vital part of how schools connect to the wider community. Through their support, fundraising, sponsorship, linking local business and organisations, the P&C /Parents and Friends Members engage the students with society.

YOU CAN MAKE A DIFFERENCE TO THE SUCCESS IN YOUR SCHOOL!

Find out which Challenge your school can participate in and support your child's involvement so they gain a better understanding of their community and are actively learning about themselves and others, sharing their story and having an experience they simply will never forget.

WAKAKIRRI PRIMARY SCHOOL STORY DANCE CHALLENGE

It's all about the creating and sharing of stories. Combining Creative Movement, Drama, Dance and Acting, Schools Create and prepare their Story Dance item, culminating in an exciting performance live on stage in front of hundreds of people. Story-Dance is a unique opportunity for kids to acquire skills in creative thinking, teamwork and Performing Arts as well as experience school and self-pride, self worth and develop life skills.

WAKAKIRRI SECONDARY SCHOOL STORY DANCE CHALLENGE

Wakakirri steps it up a level; it gets serious! This Challenge asks Secondary Schools to create Dance Theatre; a combination of Dancing, Acting, Singing, Costumes, Sets, Props and Projections, set to Pre-recorded music that tells any story. Schools perform in Professional Theatres to a live audience and a National Panel; they receive nominations and Awards for their best work and are given exclusive opportunities to enhance their career pathways, work with Industry Professionals who will give advice and workshop with students at Industry Day.

WAKAKIRRI SCREEN CHALLENGE

If you can't make it to a live show, you can still take part in Wakakirri and enter The Wakakirri Screen Challenge. Inspired by Story Dance, the Screen Challenge allows all schools (city, regional, country and even outback schools) to take their performance to another level by taking it off the stage and onto the screen. Film your Story Dance in different locations and/or use animation and/or special effects during the editing process to enhance the telling of your story. The end result should look a like a music video clip with a strong storyline.

Make the thrilling Wakakirri experience happen in your school in 2015.

We're here to help so contact us anytime. So...does your school have a story to tell? The Search is ON!



CONTACT

WAKAKIRRI

FreeCall: 1800 650 979

E: wakakirri@wakakirri.com

TO FIND OUT MORE VISIT
WWW.WAKAKIRRI.COM



P&C FEDERATION WANT TO COMMUNICATE WITH YOU

Recently P&C Federation has tried to increase our communication streams with member P&C Associations. P&C Federation finds that our members like to have email updates and reminders. To help P&C Federation keep you informed we would like to encourage all members to register your P&C association membership information with the P&C Federation by filling out the form online titled 'Member Register Update'. Access this form at www.pandc.org.au under the 'Member' tab.



≡ P&C DAY ≡

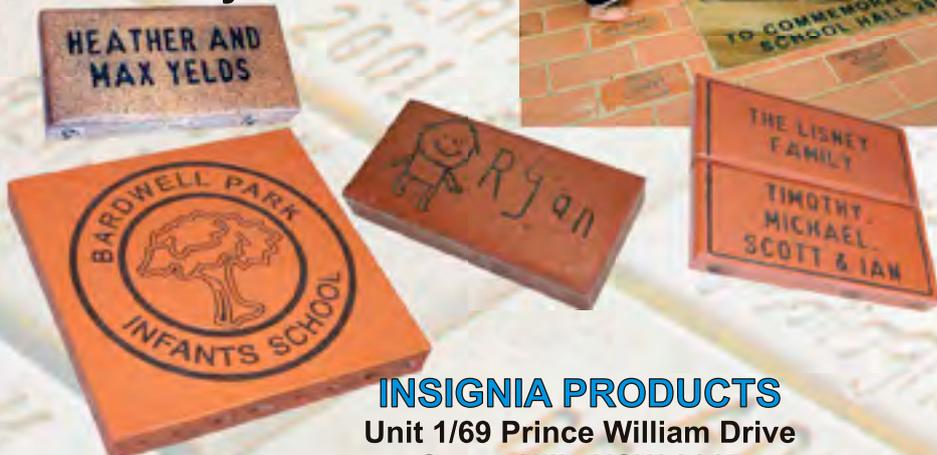
Wednesday 4 March 2015 is P&C Day. This is a perfect opportunity for reflection and acknowledgement of the value P&C Associations make to public school communities. Your day may involve a morning tea, an award ceremony, a night of trivia (why not fundraise at the same time?!) or any other forum in which school community can enjoy and mark this day? Start planning now, be it big or small it is always important to take a minute to stop and say; "thanks, job well done". What will your school community do to celebrate P&C Day?



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As a P&C Association there are a number of government operated agencies and not-for profit organisations that you may have contact with. Most of these groups and agencies have e-bulletins that your P&C Association can subscribe to today, this is a quick and easy way to receive up to date and relevant information straight to your inbox. Here are a few key groups that may assist your P&C Association in undertaking their activities;

WORKCOVER

WorkCover is a NSW government agency that administers and oversees work health and safety, licensing and registration, workers compensation insurance, workers compensation benefits and sustainable return to employment for injured workers.

The WorkCover website provides a wealth of resources that a P&C Association will find essential for the proper conducting of their business. In particular there are specific resources available for Directors and Officers, Volunteer Organisations and Workers Compensation Cover.

Be sure to subscribe to the e-bulletin; WorkCover e-news when you visit www.workcover.nsw.gov.au or phone 13 10 50.



BOSTES

BOSTES is the Board of Studies, Teaching and Educational Standards. BOSTES was created by the NSW Government in January 2014 to sustain and improve the already high standards of achievement in NSW schools.

P&C Federation encourages P&C Association to look at the resources developed specifically to assist parents in supporting their child's education. These guides explain what a child should be able to do at each developmental stage, in simple terms and with practical examples.

They help parents to understand how they can support skill development in reading, writing and mathematics through every day activities.

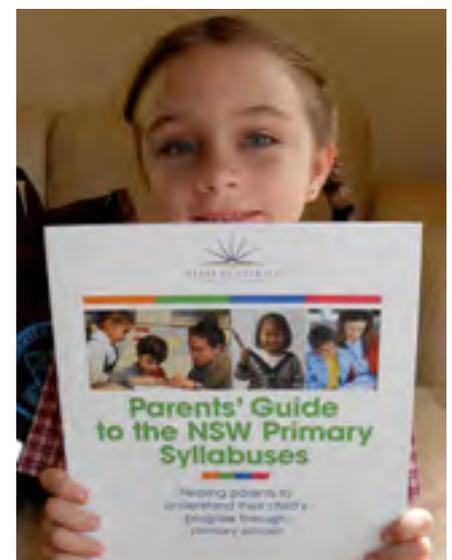
BOSTES is developing a new website, whilst this development occurs parents and school communities can still access useful resources and information at www.boardofstudies.nsw.edu.au or phone general enquiries on 9367 8111.



DEC

The Department of Education and Communities is known as the DEC. The NSW Department of Education and Communities connects all stages of education, from early childhood through to tertiary education. It also incorporates agencies, facilities and programs that provide support to targeted groups in the community.

The DEC has a range of resources available for school communities. Your P&C Association is likely to be familiar with the policies of the DEC by way of your Principal. It is a great idea for members to have a look at these resources themselves, all policies are available at www.dec.nsw.gov.au or phone 1300 679 332.



YOUR P&C ASSOCIATION



communitybuilders.nsw

Communitybuilders.nsw is an interactive clearing house where users are encouraged to contribute to content and ongoing development.

Community building is about people from the community, government and business, taking the steps to find solutions to issues within their communities. The www.communitybuilders.nsw.gov.au site was developed in response to a desire expressed by communities across NSW to access information about what others are doing and what works to make their community safer and more inclusive, enterprising and resilient.

P&C Associations will find the section on finding grants and funds very useful.

communitybuilders.nsw

business.gov.au

business.gov.au is an online government resource for the Australian business community. business.gov.au offers you simple and convenient access to all of the government information, forms and services you need.

P&C Associations should visit the site to look for Commonwealth grants available that might fit your goals.



CENTRELINK

Centrelink are responsible for the development of service delivery policy and provides access to social, health and other payments and services.

Centrelink offers a range of health, social and welfare payments and services through Medicare, Child Support, disability employment services and Australian Hearing.

P&C Associations might be interested in registering as a volunteer organisation with Centrelink and supporting people in their community who are required to undertake volunteering as part of an agreement with Centrelink. Visit the website

www.humanservices.gov.au or phone 132 850.



Your




No matter what you put in the lunchbox be sure to be safe. The NSW Food Authority offers some simple tips to help keep your cool at school:

- Use insulated lunch boxes or cooler bags
- Keep a frozen drink or freezer brick inside the bag.
- If you're making lunches the night before, store them in the fridge until leaving for school
- Ask your kids to store their lunch in a cool, dark place like a locker, not in direct sunlight

Consider the contents of the lunchbox, it is important to keep meat or chicken sandwiches within the safe temperature zone and ensure that 'leftovers' are still fresh and kept cool.

Remember there are plenty of lunch food options that don't require cooling to keep safe such as whole, uncut fruit and vegetables, tinned meat or fish or crackers and hard cheese.



LOVE FOOD HATE WASTE



Picky eaters? Try these lunchbox pleasers.

P&C Federation know that what children eat can be a real concern for parents. It is important to make sure children have a balanced diet. Parents can rest assured that Department of Education and Communities Nutrition in Schools Policy means that the good things you teach your child at home about healthy choices will be reinforced at school.

For information on what your child should eat the Australian Dietary Guidelines provide up-to-date advice about the amount and kinds of foods that we need to eat for health and wellbeing. For more information visit: www.eatforhealth.gov.au
Try these yummy transformations for a lunchbox treat. Simple, quick and tasty these food ideas from the Leftover to Lunchbox Campaign will please your child and save money for your household.



COLORFUL SNAGGY STICKS

Leftover sausages and some fresh seasonal vegetables never looked or tasted so good. We are sure the bright colors and fun look will have your children wanting more.



Using those broken biscuits from the bottom of the biscuit jar to make this great treat. Say cheese...cake!

TIRED BISCUIT NO COOK CHEESECAKE



Ingredients

Leftover biscuits

80g Butter (or enough to moisten biscuits)

3 tsp Gelatin

1/3 cup boiling water

250g Cream cheese, mixed until soft

1/2 cup castor sugar

1/4 cup milk

Crush biscuits and mix with butter, allow to set in fridge.

Dissolve gelatin in water and cool.

Mix sugar and milk together add gelatin and fold through 300ml whipped cream (be a little healthier and opt to use a tub of natural yoghurt) and then fold in cream cheese (add flavours, leftover fruits etc to taste) Pour mix onto biscuit base. Chill until firm. Garnish if desired.

Leftover roast vegetables – hocus pocus – yummy quiche. And for anyone who doesn't eat quiche, let's call it a flan.

NO FUSS, NO CRUST QUICHE

Ingredients

6 eggs

1 cup grated cheese

Salt, pepper and seasoning to taste

1 tbp flour

Bacon (or substitute for chicken, tuna etc)

Leftover vegetables (or whatever you like really, mix up the ingredients you have on hand; vegetables, mushrooms, the options are endless)

Roughly dice bacon and vegetables place in a mixing bowl with the cheese, mix the eggs, flour and seasoning well.

Pour into a baking dish and bake for on medium heat for 30mins or until cooked through.

Allow to cool and cut into portions for lunch.



Tamworth High School students - cooking up a storm.



INSURANCE?

WE'VE GOT YOUR

P&C ASSOCIATION
COVERED

Your P&C Federation has buying power.

Last year P&C Federation has some 1,892 affiliated P&C associations. This means that each year, when negotiating the insurance renewals, the P&C Federation is able to use their buying power that a member base of such significance generates. The large member base enables the P&C Federation to drive both premiums and coverage levels with the insurance company. P&C Associations recently received the benefit of this by way of a \$5 million increased public liability cover without extra costs to the members.

P&C Associations get great options.

Another significant benefit of renewing with the P&C Federation is the ability to bespoke your individual P&C Association needs with several 'add-on' insurances which have been made available to the P&C Federation's members. For example: Before & After School Care, Motor Vehicle Excess Reimbursement Cover and Voluntary Workers Personal Accident just to name a few.

Convenience is critical for volunteers.

Purchasing your insurance through the P&C Federation also has other advantages; only

having the one bill for all policies rather than multiple bills and also peace of mind that the P&C Federation have partnered with market leaders such as Marsh (Insurance Brokers) and CGU (Insurance Company).

Our Insurance Brokers are world leaders in their field.

Marsh has been in operation since 1905 and now employs approximately 54,000 people in more than 100 countries across the globe. Marsh is the world leader in delivering insurance and risk solutions to their clients. and was recently ranked number 1 by AM Best & Business Insurance as the Top Global Insurance Brokers for the second consecutive year.

You won't get much bigger than CGU.

CGU Insurance Limited forms part of Insurance Australia Group who also own NRMA & Swann Insurance just to name a few. CGU have over 160 years of experience within Australia and are highly regarded within the insurance industry. CGU employs over 4,000 staff across more than 75 branches throughout Australia.

Relationships are everything.

Marsh & CGU have worked with the P&C Federation for over two decades to fully understand the diverse risk profiles that each P&C Association carries. In doing so, we have developed an insurance program that offers the most comprehensive and competitive coverage in the market whilst also providing the flexibility to tailor the normally rigid insurance policies to the needs of each P&C Association.

What are you waiting for?

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