



Parent and Citizen

Term 4, 2014 Vol 66 No 4



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Lamingtons

P&C FEDERATION INSURANCES -
BECAUSE P&C ASSOCIATIONS ARE SO MUCH MORE THAN FUNDRAISING

MEMBERSHIP AND INSURANCE RENEWAL

P&C Association Membership and Insurances expired on the 1 August 2014. P&C Federation have extended public liability cover until 30 November 2014 for those P&C Associations who were members during the 2013-14 period. However it is important to note that all insurances that your P&C Association may have held last year would have lapsed.

P&C Federation's insurance products are underwritten by CGU and Accident & Health International, both leaders in the insurance industry, names you know and can trust. The insurance policies on offer from P&C Federation have been refined over many

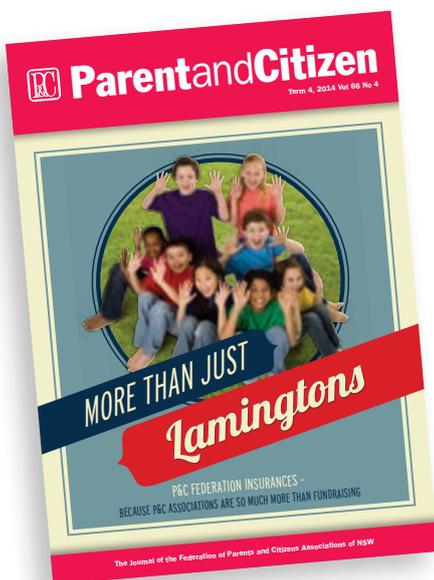
years to provide the type of cover that our P&C Associations require for all meetings, activities and events. Our insurers "speak P&C".

P&C Association Membership fees and Insurance premiums are offered at the same prices as last year! That's right, no price increase, not even CPI. On top of the great price your P&C Association will also receive public liability cover of \$20,000,000 million that is a \$5 million dollar cover increase at no extra cost.

For all renewal documents and more information regarding membership and Insurance visit our website or call the office on 1300 885 982.

Stick with the names that you know and trust. Your P&C Federation, working for you, the members who make public education better for children.

Your 



Parent and Citizen Journal

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Q&AS WITH GARRY PAYNE



of public liability insurance, and the opportunity to purchase other insurance products. As well, some of the key benefits of membership include subscription to publications such as the P&C Federation Journal and the e-bulletin, a free email account and easy access to Member Service staff.

Q. Does the P&C Federation have the support of the Minister and Department of Education and Communities?

A. Yes. The Minister acted to end the divisions that have plagued the P&C movement at the P&C Federation level. He is absolutely committed to ensuring P&C Associations are represented by a strong and stable peak body whose objectives are firmly focussed on the vital role played by parents and carers of students in the public education system.

Q. Is the P&C Federation well placed to support and represent P&C Associations?

A. Yes. The P&C Federation is in a unique position because of its structure and staffing component to provide immediate advice and assistance. We are just a phone call or email away.

Q. What is the main focus of P&C Federation?

A. Students. P&C Federation's main focus is the interests of students in public schools and their parents and carers.

Q. Will P&C Federation advocate for P&C Associations and school communities?

A. Yes. When we need to represent the interests of students and parent/carers we are able to access the appropriate forum at the highest level. We work closely with the Department of Education and Communities and other stakeholders and we have a strong relationship with the Minister.

Q. Who can represent P&C Associations on Boards and Committees?

A. Only parents and carers endorsed by the P&C Federation are able to fill the role of P&C representatives on boards, steering committees and

Q. Is the P&C Federation under administration?

A. Yes. I was appointed as the Administrator by the Minister for the period from 23 May to 19 December 2014. During this time P&C Federation continues to provide the full range of services and facilities.

Q. What happens during the period of administration?

A. Part of my role is to introduce reforms to improve the governance and structure of the P&C Federation as well as arranging for new elections for councillors and delegates in November 2014. You may have noticed some changes to member services recently like the new website, online forms and the web forum.

Q. Does the administration period impact on individual P&C Associations?

A. For individual P&C Associations it is business as usual.

Q. Are the P&C Federation's assets frozen during the period of administration?

A. No. The assets of P&C Federation are under the control of the Administrator until a new Board of Management for P&C Federation is in place.

Q. Does the P&C Federation have audited accounts?

A. Yes. Like all P&C Associations, the P&C Federation makes financial statements available to members. The P&C Federation accounts for the year ending 31 May 2014 have been audited. The Auditors provided the final report to me on 17 September. There was nothing unexpected in the report. You can now view the financial statement and report on the P&C Federation website under the "Members" section.

Q. Were this year's audit reports late?

A. Yes. The 6 week disruption to services prior to the administration period resulted in the Auditor not being able to access the necessary documents.

Q. Does the P&C Federation still provide insurance to P&C Associations?

A. Yes. Members can renew their membership and purchase insurances secure in the knowledge that CGU and Accident and Health International are industry leaders and are your P&C Association insurance Underwriters.

Q. Are there benefits to our P&C Association being a member of the P&C Federation?

A. Yes. Your P&C Association will automatically receive \$20million

advisory groups within the Department of Education and Communities and the Board of Studies Teaching and Education Standards.

Q. Is the P&C Federation associated with other groups such as those that were formed in the old district or regional structures?

A. No. These groups are not members of the P&C Federation. P&C Associations can form or belong to other groups but they have no influence over or formal relationship with the P&C Federation.

Q. Can other groups use the P&C Federation logo?

A. No. The logo is for use only by the P&C Federation and member P&C Associations for non-commercial purposes.

Q. Can other groups represent and advocate for P&C Associations?

A. No. The Minister for Education

has made it clear that the P&C Federation, as the peak body, is the only organisation that will be recognised as representing the parents and citizens of NSW public schools.

Q. Will member P&C Associations notice reforms in the P&C Federation?

A. Yes. New policies and procedures are being developed to help the new executive team to be effective in their duties when they are appointed towards the end of the year. Included will be a new code of conduct and other policies aimed to provide a sound professional governance framework.

Q. What will these reforms achieve?

These reforms will ensure the P&C Federation Board of Management operates in an inclusive, accessible, transparent and appropriate manner and remains at all times accountable to the Associations which comprise the P&C Federation membership.

Q Can the P&C Federation's Constitution be changed?

A. Yes. For the first three years after the Administrator's appointment (23 May 2014) only the Minister can amend the Constitution. During that period the Board can recommend a change if it is supported by a three quarters majority voting at a special meeting. That same requirement stays in place after the three year transition period.

Q. Will P&C Federation continue to move forward after the administration period?

A. Yes. You will notice that as we reach the end of the school year the P&C Federation will continue to move forward and introduce new services and the new Board to members. Long term, P&C Federation has an exciting future with the ability to make a positive contribution to our public school education system.

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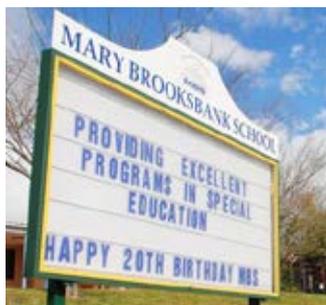
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MARY BROOKSBANK P&C ASSOCIATION:

THE BEST IN THE WEST



Mary Brooksbank School (MBS) is located in Rosemeadow NSW and is a school for children with special needs. Our school caters for children from the ages 4 to 18 with moderate to severe intellectual or physical disabilities, sometimes even both. At present our school has approximately 85 students.



At MBS we have our Parent and Citizen Association (P&C). Our P&C are a very active group of parents, grandparents, carers, foster parents who dedicate their time and resources to support and benefit the school, staff, students and their families.

As a P&C Association, we assist the school in many ways such as fundraising events like the Mother's and Father's Day stalls. We are well known for our delicious lunches and morning teas for special

events such as Orientation, Multicultural, Presentation, Easter and Christmas fun days – these activities see the P&C Association fill the bellies of our grateful and hungry school community.

Fundraising is important to any school, but for MBS our fundraisers play a big part because it can assist the school in so many ways from buying small things such as plants or tools for the garden to funding major projects.

This year we have been busy raising funds to upgrade our school's sensory room, sensory courtyard and senior playground. As you can imagine these projects tend to be very costly. Our Freddo Chocolate drive and raffles are a hit every year but it's our Annual Bingo and Silent Auction Night that makes

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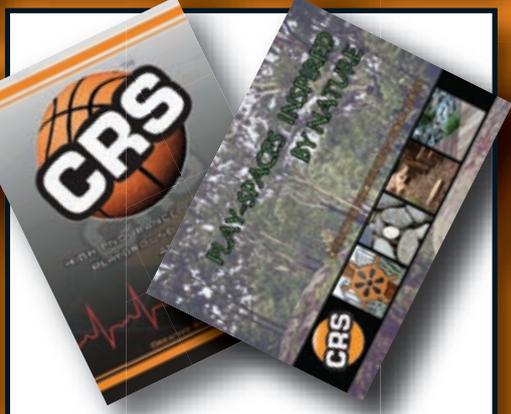
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MARY BROOKSBANK P&C ASSOCIATION



the difference. We always enjoy organising the bingo night but this year is extra special. September is our 10 year running this important event. It's sure to be a fun night and a great success.

It's not just fundraising, lunches and morning teas that we do as a P&C Association, we also run and maintain two special transport buses. These buses are used to transport our students to and from school who's families are unable to. Our buses also allow our students and staff to go on excursions and community access. Our children enjoy the buses so much they even enjoy washing them.

This year we acquired a new community bus with wheelchair access, an accomplishment we are incredibly proud of. Besides our own fundraising, we had great support from the Variety Children's Charity and Illawarra Toyota, we found their assistance invaluable.

Our P&C Association also operates the

school's uniform shop. Our students look and feel great in their uniforms. When wandering through the school it's not uncommon to find our P&C members volunteering in different areas, whether it's in the garden, in the Library and even in the school's Hydrotherapy pool, helping out with the year round school swimming program. The MBS pool is a constant 33 degrees which is lovely and warm during those wintery chilly months.

As a P&C we always have fun with whatever we are doing. We love to make our school community smile and even sometimes we make them have a giggle on our behalf. Over the past few years we have put on a very special day for our students and their families. Our Christmas Family Fun Day is full excitement, colour, food and with a very special visitor dressed in red shouting

....HO HO HO...our students light up like.....yes you guessed it...CHRISTMAS TREES. Our local Fire Brigade and the local radio station C91.3 Road Crew pop in for

lunch also. Just to see the joy and surprise on our students faces makes our job as P&C Association members worth it. After all, they surprise us all the time. For us ladies in the MBS P&C it gives us a chance to show off our Christmas costumes and once you see us it's just laughter all day.

The staff at MBS and our families are always commenting on how hard we work and always show their support. We welcome new members to join our P&C Association and enjoy new ideas.

I am so honoured to be a part of this great team, I want to thank them all for their friendship and their support to me and to the school but most importantly to the children at MBS.

As our school song says "MBS the best... the best school in the west" and I must say – I know we are.

KAREN BUCZEK
President

MARY BROOKSBANK P&C ASSOCIATION



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SUCCESS FOR NSW PUBLIC SCHOOL STUDENT



PLAIN ENGLISH SPEAKING AWARD

Sydney Girls High School Year 12 student, Theodora Von Arnim won the NSW Final of the Plain English Speaking Award, held at the NSW Teachers Federation Conference Centre on Friday 25 July.

She defeated students from MLC School, Sydney Technical High School, Hornsby Girls High School, Sydney Grammar School and Abbotsleigh to take out the title.

The award aims to encourage the use of clear and effective spoken English. Since its inception in 1978, the competition has provided an opportunity for NSW senior students to improve their confidence and to develop their speech-writing and public speaking skills. The Plain English Speaking

Award is open to NSW government and non-government secondary schools

This year it attracted 330 students from across the state and, as NSW winner, Theodora received a medallion along with a cash prize of \$250 courtesy of the Australia-Britain Society and \$300 courtesy of the NSW English-Speaking Union.

Theodora then competed at the National Final of the Plain English Speaking Award in Adelaide on Monday 11 August where she

was the unanimous choice of the judging panel for her prepared speech on *Women in the Media* and her impromptu speech on the topic *The future belongs to those who believe in their dreams*. (The runner-up was the contestant from Western Australia).

Theodora, who is also an accomplished debater, will now represent Australia in the English-Speaking Union International Final in London in May 2015. The national competition is also proudly supported by BBM Ltd. who will provide return flights to London for Theodora. Good luck Theodora.

ANNA YERBURY

*Student Access and Engagement Advisor
The Arts Unit*

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P&C FEDERATION OF PARENTS AND CITIZENS' ASSOCIATIONS OF NEW SOUTH WALES



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INSURANCE?

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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?

Make sure your P&C Association has renewed their membership and purchased their insurance with P&C Federation today.



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YOUR P&C WEB FORUM

- SIGN UP FOR A CHAT TODAY



P&C Federation is pleased to facilitate the “Your P&C web forum” – forum.pandc.org.au. This is an online site that allows members to share their ideas, initiatives and experiences with each other.

P&C Federation have been listening to members and have been looking for ways to simplify life for volunteers. The Your P&C web forum enables members to share resources, speak to each other directly about the topics they care about.

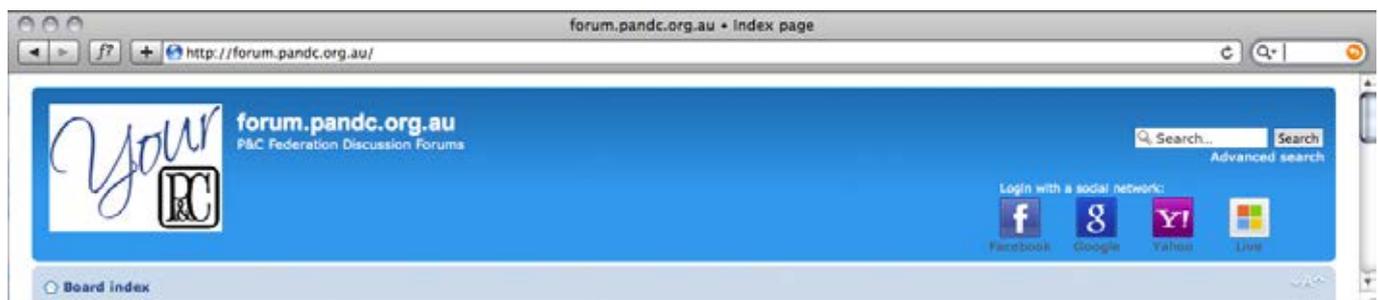
Topics available for the launch of the forum include, running a successful P&C Association meeting, attracting new members, managing a great Canteen, getting to know your Constitution and by-

laws and every P&C Association’s favourite, fundraising. The possibilities for P&C Association related subjects are endless.

P&C Federation staff will help guide the discussions and will be available for online live discussions.

The Your P&C Web Forum is another way for communities to enjoy the best asset a P&C Association can own – the knowledge, interest and commitment of the members.

Why not register and start chatting today, visit forum.pandc.org.au.



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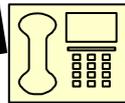
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SOCIAL MEDIA

Can our P&C Association have a Facebook page?

Yes, but it is highly recommended that your P&C Association adopts a Social Media policy and Code of Conduct. These policies will allow the P&C Association to moderate their social media activities whilst engaging with the school community.

Someone has been posting negative comments about our school on Facebook what can we do?

Remove the posts and send a message to the author that the comments have been removed. Ensure the school community are aware these comments are not endorsed by the P&C Association and are an individual's comment. Remind the person of the Code of Conduct and the Social Media Policy. If a person repeatedly makes posts that are not in line with your objectives refer to the policies and you may consider blocking them from your page altogether.

Can you get in trouble for defamation on social media?

Yes. Defamation is actionable regardless of where it occurs. You don't need to be the person making comments to be involved in a claim of defamation, a person who shares comments made by another person (for instance, by "retweeting" a tweet), can also be liable of defamation.

Do other laws also apply?

Yes. All relevant laws apply. Postings online and similarly in email or text messages are subject to the law in areas like defamation, racial discrimination, intimidation, breach of copyright and trademark infringement. Liability for uploaded content may extend to the P&C Association and those who engage in online activities on its behalf.

My child is getting bullied by other students online, what can I do?

Act immediately. You should make sure that you discuss the issue with your child and support them as best you can. Perhaps do

not allow electronic gadgets to be kept in the bedroom overnight, put them on charge overnight in common areas. Another idea could be to get your child to agree to use their technology when they are with their family, this way your child won't feel alone and isolated. Make sure you talk with your child about the way that they engage with others on social media and most importantly, go and speak with your child's school. No doubt if it is happening to your child it is happening to others. If you inform the school of your child's experience they will be able to help address the situation by providing suitable individual support to your child as well as being able to discuss proper social media use with all students.

Where can I get more information on cyber stuff?

There are a lot of good websites available where you can learn more about social media. P&C Federation suggest that the Australian Government website is a good starting point, visit www.cybersmart.gov.au.

CANTEEN CERTIFICATES

Does our canteen need to notify anyone of our activities?

Yes. You need to notify your local council or the NSW Food Authority of your food business and activity details. There is a small processing fee for the notification. You can find all the relevant information on the NSW Food Authority website www.foodauthority.nsw.gov.au.

Does our Canteen Manager need a Food Safety Supervisor Certificate?

No. P&C Association operated canteens are exempt from this requirement as advised by the NSW Food Authority. This exemption is offered due to the not-for-profit status of P&C Associations as well as the provision of food through the canteen site only.

What is a Food Safety certificate?

Since 1 October 2011 the NSW Food Authority Regulations require that businesses involved in certain areas of hospitality and retail food service industries are to appoint one trained Food Safety Supervisor (FSS). This appointment is mandatory for the relevant businesses, exemptions aside.

Should we let our Canteen Manager get her Food Safety Certificate anyway?

Yes, if you would like to. The exemption means that you are not required to however your school community might like to provide this opportunity for training and development.

Would you like to know more?

The NSW Food Authority has a range of great resources available to ensure that your P&C Association operated canteen has implemented an appropriate food safety plan, visit their website to access these resources.



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

ALCOHOL AND P&C ASSOCIATION EVENTS

The service of alcohol at P&C Association events is restricted by a number of factors.

Functions held on the school site – permission from principal

If an event is being held on the school premises permission must be sought from the Principal, as the site manager, for the sale or service of alcohol at the school site. There are guidelines set out in the Department of Education and Communities Drugs in school policy which can be found on the DEC website under policies.

The policy states the following in terms of alcohol and events:

The consumption of alcohol is not permitted at any school function (including those conducted outside school premises) at any time when school students, from any school, are present. A school function is any function organised by the school and/or in the name of the school and applies to all types

of functions including dances, farewells, sporting fixtures and barbecues.

Community groups may be permitted to consume alcohol on school premises outside school hours consistent with the requirements in Community Use of School Facilities, Policy and Implementation Procedures.

Legislative requirements for the service or sale of alcohol at events

For events at which alcohol is being sold or served there is a legal requirement for a Liquor Licence to be held. The Office of Liquor, Gaming and Racing allows for a Limited Licence for single functions to be applied for, this is required whether selling or serving alcohol at events. An application for a limited licence is made under the Liquor Act 2007. Significant fines apply to bodies selling or serving alcohol without an approved licence.

If your event has complimentary drinks included as part of a meal, entry fee or other payment your P&C Association is required to obtain a liquor licence. It is suggested that where alcohol is proposed to be consumed a P&C Association contact the Office of Liquor, Gaming and Racing.

Licensing and Qualification requirements

The licensee or a person nominated by the licensee must be present at all times to supervise at the function. The licensee and all persons (this includes volunteers) who serve liquor must have completed an approved Responsible Service of Alcohol course.

Your P&C Association must be aware of all obligations including trading hour restrictions, Under 18's, Signage, and sale restrictions.

P&C ASSOCIATION MONIES

Does the School Principal have authority over P&C Association funds?

The school Principal has no authority over P&C Association funds. They are welcome, as an ex-officio member of the P&C Association to contribute to general discussions about expenditure. The Principal may identify to the P&C Association any expenditure which is considered to be unconstitutional, illegal or contrary to department policy and practices.

Can the P&C Association ask the Principal for a list of things needed to be funded?

Yes. It is a good idea to find out via the Principal's Report tabled to your P&C Association meeting what type of projects or items are planned for the school. The P&C Association can then consider if they would like to be involved or support funding of any of the events or items.

Who owns the P&C Association money?

Funds raised by P&C Association belong to the organisation.

What happens with the money of the P&C Association?

Monies raised by a P&C Association should be used to further the aims and objectives of the P&C Association, this is in accordance with the Constitution. Monies of the P&C Association shall be expended by resolution of a general meeting.

Do we have our own bank account?

Yes. All funds of the P&C Association must be deposited in the bank account of the P&C Association.

Who at the school can accept donations from the P&C Association?

Only the Principal has the authority to accept, on behalf of the school, a contribution, donation, etc. from a parents' organisation.





LINES OF COMMUNICATION

What if the P&C Association has a problem regarding the school?

In the event of any problem regarding the school, the P&C Association's Officers should arrange to discuss the matter with the proper person. The first approach should always be to the Principal.

What happens if we still can't resolve our problem?

If the matter needs to be referred further, the next approach must be to the Principal's direct Supervisor a Director, Public Education. Further approaches can then be pursued with the relevant person at State Office, then the Director-General and the Minister for Education and Communities.

Can't we just write to the head of the Department?

Any approach made to a higher Officer will be referred back, so jumping steps is generally not time saving. If a P&C Association refers a problem concerning the school to the local Member of Parliament, for assistance in its resolution, it will be automatically referred back to the most suitable Department of Education and Communities Officer. Whilst you are welcome to write to representatives it is important that as a P&C Association you try to work for improvement within the school community.

Is it really a P&C Association matter?

Where an issue is raised regarding individual children or families this is not a P&C Association matter and the people involved or affected need to make an approach to the Principal directly. P&C Association meetings are not suitable forums for discussing individual students, specific teaching practices/classroom incidents or specific families. If you find your P&C Association discussing personal matters ask the President to move on to the next item of business.

MEMBERSHIP FEES

Do we have to charge members a fee?

Yes. Each P&C Association has an annual subscription which is payable for those persons wishing to be a member. The annual subscription is described in section 4 of the Constitution under which your P&C Association operates; either the Standard or Prescribed.

Is the amount payable in the Constitution?

No. The by-laws of your P&C Association is where the amount of the annual subscription is set. By-laws can be amended with notice to members and should be reviewed annually. The decision of an annual subscription amount is established by resolution of the members.

What amount should we charge?

This is up to your P&C Association. Each P&C Association charges an amount they think appropriate, typically between \$2-00 through to \$10-00.

If I attend a P&C Association meeting regularly and don't pay am I a member?

No. Where a person attends a P&C Association meeting and does not pay the annual subscription they are an observer and will not be able to participate in the procedures of the meeting.

Do I need to have proof that I paid my membership?

Yes. The Treasurer will issue you a receipt once you've paid the annual subscription. You should retain this receipt for the period of payment.

If I'm a Life Member do I need to still pay?

Yes. Life membership is an honorarium bestowed on you by the P&C Association. It does not entitle you to participate in the P&C Association as a member unless you have paid the annual subscription.

If the Principal doesn't pay are they still an ex-officio member?

Yes. The Principal is always a member by virtue of their role. It is however excepted that a Principal would pay the membership just like all other members.

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

SIGNATORIES

Who should be the signatories to the P&C Association's bank accounts?

Signatories to all P&C Association accounts are the Office Bearers of the P&C Association.

All financial transactions of the P&C Association where money is to be expended are to be signed by two of the Officers of the P&C Association. The Officers are the President, Vice Presidents, Treasurer and Secretary. Financial transactions include cheques and online banking activities.

Can the sub-committee Convenor Sign Cheques?

No. No one other than two of the Office bearers can sign off cheques or make bank authorities on behalf of the P&C Association.

Can the Principal sign cheques?

No. The Principal is an ex officio member of the P&C Association and cannot hold an office bearer position.

Can our P&C Association employee sign cheques?

No. A paid employee of the P&C Association such as the Canteen Convener or Outside Of School Hours Care Director cannot be officers of the P&C Association and therefore cannot be signatories to any accounts.

Does there always have to be two signatories?

Yes. The Constitution your P&C Association operates under clearly identifies that two Office Bearers will operate the accounts of the P&C Association.

Can family members be signatories on the P&C Association accounts?

Two members of the same family should not, as a general rule, act as signatories. Where it is unavoidable the family members should disclose this relationship to the Auditor each year.

MEETING MINUTES



What are minutes?

Minutes are a record of the actions and business of a meeting. Minutes contain agenda items, all motions including who moved and seconded the motion and how the meeting voted – if the motion was carried or lost. Minutes will contain the names of those people in attendance as well as record the apologies tabled for those members who notified they were not able to attend.

Why do we have to take minutes of a meeting?

Minutes serve as a record of what occurred and are a reference material for members. Every P&C Association meeting, including sub-committees will need to have minutes taken. The minutes are recorded at a meeting for both governance and historical purposes, your P&C Association should save a copy of their minutes in a ledger. As well, minutes are depended upon to undertake the annual audit process.

Should conversations be included in the minutes?

No. The minutes should not include a capture of general conversations by members. The minutes should be in a formal format such as A4 paper with agenda item subheadings such as; time, date, location of meeting, attendance, apologies, the identity of the Chairperson and formal decisions.

What if minutes are not tabled at meetings?

Should the Secretary be absent from a meeting, someone should be nominated to take minutes of that meeting. These can be published as draft minutes until accepted by the next general meeting.

Who gets the minutes?

Members are entitled to receive the minutes of the P&C Association. The Secretary should ensure that copies of the minutes of the previous meeting are available. These can be emailed or print distributed to members. Non-members should be encouraged to join the P&C Association where they would like to be privy to the details of the meetings. A general update can be provided to the school community on the P&C Association activities by way of a newsletter.

How long do we keep the minutes for?

You should keep the minutes of your P&C Association forever. Keep a ledger and paste a copy of the minutes, signed by the President and Secretary after they have been received by the meeting as correct into the book. This is also a convenient way to be able to revisit minutes and to be able to pass materials on when Office bearers change.





ABN

What is an ABN?

An ABN is an Australian Business Number as issued by the Australian Business Registry. The Australian Business Registry (ABR) is maintained by the Australian Taxation Office (ATO). An ABN is a unique 11 digit identifying number that businesses use.

Does our P&C Association need to have an ABN?

Yes. It is essential for all P&C Associations to hold an Australian Business Number.

Operating a P&C Association without an ABN will result in your P&C Association incurring income tax on any profits.

I have been recently elected as the new Secretary where do I find our ABN?

All of your P&C Association correspondences should have the ABN situated on it. If you need to look it up visit the Australian Business Registry and enter your P&C Association name in the search bar.

Our P&C Association doesn't have an ABN.

Applying for an ABN is simple and can be completed online by one of your P&C Association Office-bearers. Visit the Australian Business Registry and follow the application process, an ABN will issued by the ABR on completion. Make sure that you update your P&C Association resources so that the ABN is placed on all correspondences, invoices and websites.

INCORPORATION

What is incorporation?

Incorporation is the creation of a legal entity which has rights and liabilities separate from its members.

Should our P&C Association become incorporated?

Yes, P&C Federation recommend that all P&C Associations become incorporated. An incorporated body can apply for government grants, may enter into legal agreements, own assets and borrow money from financial institutions. If a P&C Association is incorporated any debt or liability will be against the entity, rather than individual members.

Does our Constitution change?

Yes, you will operate under the Prescribed Constitution. This constitution has been endorsed by the Minister for Education and cannot be amended in any way. A copy of this document is available under the "Publications" tab on the P&C Federation's website; www.pandc.org.au

Do we still have by-laws?

Yes. You will still have to adopt a set of by-laws. Remember your by-laws are to complement not contradict the Constitution.

How does our P&C Association become incorporated?

Your P&C Association can resolve to become incorporated. Your Secretary completes application correspondences to P&C Federation and the Minister for Education (available on our website) and sends them both directly to P&C Federation along with your payment. Ring the Office if you need support or assistance completing the request to become incorporated.

Is becoming incorporated expensive?

No, not if your P&C Association chooses to become incorporated under the the Federation of Parents and Citizens Associations Incorporation Act 1976. A one off administration fee of \$100.00 is all that you have to pay.

What do we receive when we become incorporated?

When you become incorporated you will receive a Certificate of Incorporation, a copy of the Prescribed Constitution and the relevant legislation.

Do we have to fill out a whole heap of compliance forms each year?

No. You are required to send a copy of your audited annual financial statements to P&C Federation within one month of your annual general meeting. This information will be kept on your P&C Association record for five years.

If we become incorporated do we have to remain members of P&C Federation?

Yes. It is stated in the Parents and Citizens Associations Incorporation Act 1976 that P&C Associations remain members of P&C Federation.

What happens if we are no longer members of P&C Federation?

If an association ceases to be a member of the P&C Federation the Minister may cancel the incorporation.

Our P&C Association can't find our incorporation number?

Your P&C Association does not receive an incorporation number. This is because you are incorporated under statute, an act of parliament.

We are completing a grant application and it is asking for the incorporation number.

This is common for a lot of online grant submissions. Where you see this request place "N/A" in the form field, this will then allow you to complete the form.

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

SUB-COMMITTEES

Does our P&C Association have to have sub-committees?

No. Each P&C Association can decide to have sub-committees if they feel they are required.

Why do P&C Associations have sub-committees?

Sub-committees are formed by a P&C Association to undertake specific planning and/ or management tasks on behalf of the P&C Association.

Are there different types of sub-committee?

Yes, there are two types; ad-hoc and standing. Ad-hoc sub-committees are formed to acquit specific tasks, such as a fete. These sub-committees cease to exist after the task is finished.

Standing sub-committees have an ongoing role, such as an OOSH sub-committee. The rules of the sub-committee, including elections for positions are confirmed and elected annually at the Annual General Meeting of the P&C Association.

What is the relationship between sub-committees and the P&C Association?

Sub-committee have delegated authority and are fully accountable to the P&C Association. Each sub-committee must operate within the terms of reference or rules set by the P&C Association.

Does the sub-committee report to the P&C Association?

Yes. The sub-committee should table a written report to P&C Association meetings.

Does a sub-committee “own” their own money?

No. All monies belong to the P&C Association.

Does a sub-committee have their own President?

No. The head of the sub-committee is known as the convenor or chairperson. The sub-committee is governed by the P&C Association’s Constitution and the rules set by the P&C Association.

Can someone be a member of more than one subcommittee?

Yes. You can be a member of more than one sub-committee provided the rules allow for you to be a member. All members of subcommittees should be elected at the AGM.

Can paid employee be a member of subcommittee?

Yes. A paid employee can be a member of a subcommittee but must not hold an officer bearer position with the P&C Association.

NON-PROFIT ORGANISATION

What is a non-profit organisation?

A non-profit is an organisation that does not operate for the profit, personal gain or other benefit of its members. The definition of non-profit applies both while the organisation is operating and if it closes down, also known as “winding up”.

Are we as a P&C Association considered a non-profit organisation?

Yes. One of the aims of a P&C Association is to advance education, this is considered a charitable purpose. The objectives of your P&C Association focus on the improvement and provision of services to others, particularly children in public school communities.

Can non-profit organisations make a profit?

A non-profit can make profit, but any profit made must be used in the operation of the organisation or to carry out its purpose. Your P&C Association can keep profits as long as there is a genuine reason and it is to do with its purpose. For example, a good reason to keep profits may be; to save up for a new project, funding a specific item or accumulating a reserve so it continues to be sustainable.

How do we demonstrate non-profit character?

Each P&C Association demonstrates that they are not for profit by the objectives outlined in their relevant Constitution, either Standard or Prescribed. As well both Constitutions identify that no Officer may receive any remuneration or other material benefit by reason of their position in the P&C Association. This matter is further addressed by the dissolution clause in each Constitution; *“Where the association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members”.*



OWNERSHIP OF PURCHASES

Our P&C Association has purchased and donated equipment to the school, who owns and maintains it?

All equipment purchased and donated to the school by a P&C Association becomes the property of the Department of Education and Communities. The Department accepts the responsibility of servicing and maintaining such equipment, and provides the relevant insurance cover. Your P&C Association should have a record of any donations made to the school in the minutes of your meetings.

The P&C Association owns a number of items in the canteen and uniform shop who owns it and maintains it?

Equipment, stock and property retained or owned by a P&C Association for fund-raising purposes is not covered by the school. The P&C Association has a responsibility to make sure that their products are insured. P&C Federation offers a number of insurance policies that will provide suitable cover for your activities and materials. Fixtures, which are materials that are permanently attached

to buildings, are the responsibility of the school, non-fixtures such as freestanding ovens and freezers are the responsibility of the P&C Association.

P&C ASSOCIATIONS AND POLITICS

Can our P&C Association endorse a local political candidate?

No. P&C Associations are non-party political, this is described in your P&C Association Constitutions. P&C Associations do not endorse political parties nor do they promote the wider objectives of political parties.

Does that mean we don't have a say on educational policies?

No. P&C Associations should be familiar with their local members and always feel free to question your Members of Parliament. All political parties have an education policy; your P&C Association should contact

their local State and Federal Members of Parliament and ask for a copy. As a P&C Association you are free to engage with political parties and organisations on a wide range of issues.

P&C DAY

What is P&C Day?

This is a day for school communities to officially recognise and celebrate the contribution made by their P&C Association.

What is so great about P&C Associations?

Lots! The efforts of NSW P&Cs now raise over \$54 million each year. This figure doesn't even count the voluntary hours donated by caring and committed parents and community members.

When is P&C Day?

P&C Day is held annually on the first Wednesday in March.

How can we celebrate P&C Day?

P&C Day is an opportunity to start the year off well. You can set goals and maybe even hold a specific fundraiser while your P&C Association is in the limelight.

Here are a few ideas to kick start your planning:

CELEBRATE

= Hold a special assembly / Teachers or staff can host a morning tea

RECOGNISE

= Award Life-Memberships Share highlights from the past year

RAISE AWARENESS

= Start a membership drive / Invite out a local MP for a photo op

SPECIAL FUNDRAISING

= Dinner / Trivia Night

Can we share our P&C story?

Yes. P&C Federation always invite stories from members. Send an email to journal@pandc.org.au and don't forget to include some photographs.



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

P&C ASSOCIATIONS IN NSW GOVERNMENT SCHOOLS

Does my school community need a P&C Association?

Yes. Every school community should have a P&C Association.

Why does a school community need a P&C Association?

A P&C Association enables parents and citizens to meet to determine the needs and aspirations of the school community.

Can every school have a P&C Association?

The Education Act 1990 ensures that a P&C Association may be established at any government school.

What does a P&C Association do?

The objects of a P&C Association are to; promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close co-operation; assist in providing equipment required by the school; report to the Minister the material requirements of the school; assist the

teaching staff in establishment of school policy and management in all facets of school activity.

Who can be a member of a P&C Association?

Membership of P&C associations is open to all members of the school community: parents, teachers and citizens.

I'm interested in forming a P&C Association at our school.

The suggested steps in the formation of new P&C associations are: notify the Principal of your intention to establish a P&C Association, call a public meeting of parents and community to form a provisional committee to draft by-laws which will accompany either constitution (the standard or prescribed one as decided by your provisional committee). Circulate the constitution and by-laws to interested parents and citizens of the school community. You shall then call a meeting specifically for the purpose of formal adoption

of the constitution and establishment of the P&C Association. At this time an election of Office-bearers as set out in the constitution occurs.

Can our P&C Association be members of P&C Federation?

Yes. Once the P&C Association has adopted its constitution and by-laws this meeting would be an appropriate forum to discuss becoming a member of P&C Federation.

What if the Principal does not want a P&C Association?

This is highly unlikely scenario as all educational stakeholders recognise the importance of parent and community engagement. Further, a Principal does not have the ability to obstruct the establishment of a P&C Association at your school.

SPECIAL MEETINGS

What is a special meeting?

Special meetings, or extraordinary meetings as they are sometimes called, provide a P&C Association with an opportunity to discuss one or more specific matters which cannot be dealt with at the next scheduled general meeting because of urgency or some other declared reason.

Is a special meeting the same as a general meeting?

No. Special meetings can only deal with business of which notice has been given. While apologised can be accepted at a special meeting no other formal business such as the minutes of the preceding meeting, correspondence, reports or general business can occur at this time.

Who can call a special meeting?

The Executive or at least ten members of the P&C Association may request a special meeting be held. Requests for special meetings should be submitted to the Secretary in writing and should refer to the specific matter which will be raised and discussed. Once the request for a special meeting is received by the Secretary a special meeting must be held within one month.

How much notice is required for a special meeting?

The Secretary must ensure that all existing financial members receive at least seven clear days' notice of any special meeting. The special meeting notice will indicate the time and place of the meeting as well as the specific business which will be transacted at the meeting.

Who presides at a special meeting?

As in the case of general meetings and Annual General Meetings the President should preside.

Should Constitutional amendments, decisions to incorporate and no confidence motions be dealt with at special meetings?

No. Special meetings are called because of an urgent need to address specific items of business. Most P&C Association business, including the topics identified in the question, can be properly dealt with at general meetings: indeed, referral of such matters to a general meeting ensures that requirements of notice and wide-ranging consultation are met.



ROLE OF THE PRESIDENT

The President is elected at the P&C Association's Annual General Meeting.

Duties

The President is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal

- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

Voting

The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting in order to preserve the impartiality of the position.

The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion should be lost.

Sub-committees

The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions, this would occur through written report.

An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings. Federation recommends that a vice-president be delegated to chair part of a meeting. The training process could also include delegating the responsibility of sub-committee leadership to vice-presidents.

The President also has important responsibilities outside of meetings and is looked to as a leader of the parent community.

The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

ROLE OF THE SECRETARY

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

Notice of Meeting

P&C Constitution by-laws state that P&C Associations meet on a regular day each month 'during term time' at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on Notice, issues and events to be discussed should be advertised along with names of guest speakers.

Agenda

An agenda is a list of items of business to be considered at a meeting. An Agenda should include the name of the organisation, the type of meeting (e.g. Annual General Meeting, General or special meeting); where the meeting will be held; the date the meeting will be held and time the meeting will commence. An Agenda should contain the following;

1. Welcome and formal opening of meeting
2. Apologies
3. Minutes of the previous meeting (Receipt/Amendments/Adoption)
4. Business arising from the previous meeting Minutes
5. Correspondence
6. Reports:
 - President's report
 - Treasurer's report
 - Sub-committee reports
 - Principal's report
7. General Business
8. Close

An agenda for Annual General Meetings will be similar to the above with the inclusion of items that only occur at an AGM such as election of Officers and Executive, appointment of the Auditor, membership fees, by-law changes etc.

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

ROLE OF THE TREASURER

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques* and presents accounts.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

Planning, budgeting and cash flow

A budget is a planning document to estimate the income and expenditure of the organisation for a given period (usually the financial year of the P&C Association). The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the Agenda, by majority vote, after its initial ratification at a general or special meeting.

Budget estimates are founded on past economic performance, adjusted to anticipate the probable effect any special projects or one-off events. Once the overall budget has been approved, it is helpful to break the budget estimates with actual income and expenditure levels at regular interval throughout the year. This comparison allows the Treasurer to recommend changes to the budget so that it more accurately reflects the real financial situation of the P&C association. These changes, in turn, allow the association to amend its fundraising or expenditure plans for the year.

Note: The P&C Association budget is separate from the school's budget.

Surplus funds

The Treasurer makes recommendations about surplus funds. Surplus funds may be lodged as term deposits with any financial institution that has full trustee status.

Audit

The financial accounts of the P&C Association must be submitted to an independent audit each year.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

Appointing an auditor

You must appoint the auditor at the P&C Association's Annual General Meeting.

The auditor does not need to be a qualified professional. The auditor must possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. The auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an Officer of the association and must be prepared to swear that the records are a true and correct statement of the information provided by the Treasurer.

To meet reporting requirements under their Prescribed Constitution, the Treasurer of incorporated associations should ensure that copies of the audited accounts, signed by the President and Treasurer, are forwarded to the Federation of P&C Associations of NSW within one month of the AGM at which they were presented. By undertaking to send the records to P&C Federation the need for incorporated P&C Associations to publicly record their financial statements is fulfilled.

The Treasurer is responsible for the handing over of all financial records to the incoming Treasurer should the Annual General Meeting result in a new Treasurer being elected.

There are many useful conventions which should be followed when dealing in financial matters and the role of the Treasurer will be made easier if all P&C members appreciate and understand that rules and protocols are to be complied with.

Proper accounting procedures have two purposes:

- (i) They prevent loss and fraud. You might trust everyone in your association, but accounting procedures will tell you if the wrong thing is happening and where.
- (ii) To protect the P&C Association Executive. Good accounting of P&C funds ensures financial propriety.

Cheques

Never sign blank cheques.

Ensure that the P&C Association has resolved to expend the monies before drawing a cheque. No motion, no payment.

Do not make cheques out to cash.

Ensure all cheques are marked 'Not Negotiable'.

Cheque signatories should sight all supporting documents; ensure they are correctly drawn to the payee and there is agreement between the amount on the invoice and the amount on the cheque before signing cheques.

Monitor that payment are approved for appropriate purposes.

Two members of the same family should not, as a general rule, act as signatories.

Where possible, cheque signatories should not counter-sign a cheque drawn in their favour.

The school Principal should not be a signatory to P&C bank accounts.

Employees of the association should not be a signatory to the association or sub-committee bank accounts.

Payments

All accounts should be paid by cheque, expect for small payments from petty cash.

Support all payments with invoices, receipts or dockets.

Mark all paid invoices with a "paid" stamp and cheque number.



ROLE OF THE TREASURER (CONTINUED)



Receipts

Issues receipts in sequential date order as per takings.

Ensure two independent people are responsible for collecting and counting money. Likewise, at the end of the collection period, counting should occur in the company of at least two members and the amount verified, in writing, by each member involved in the count.

Issue receipts to people responsible for collecting and counting money.

Banking

Check that the amount banked corresponds with the receipt totals.

Bank money daily or secure in a fireproof safe if you are not able to bank on the day. (Your cash may not be insured if you do not make an effort to secure it adequately.)

Cash books (computerised bookkeeping package or manual)

Keep cash books up to date. The cash book should be totalled and balanced at the end of each month.

Match the sequence of entries in the cash book with the sequence of receipts and cheque payments.

Figures must never be erased with white-out. If you make an error in your cash book, receipt book or cheque butts, rule a line through the incorrect figure and write the correct figure next to it.

Reporting

The Treasurer must present a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting. Where a Treasurer is not able to attend a meeting the

Treasurer's Report should be provided to the President prior to the meeting for tabling to the members.

***Note that references to cheque also include electronic banking.**



VOLUNTEERS

As volunteers are we subject to legislation?

Yes. All laws apply to volunteers as they do every citizen.

Do we need to have a list of volunteers that help at events?

Yes. All volunteers for the P&C Association should be recorded in a register at events. Where it is a meeting there attendance will be noted in the Minutes, where there is an event such as a fundraiser the P&C Association should have an attendance register for volunteers to sign in and out of. Can the P&C Associations paid employees volunteer to the P&C Association as well? Yes. A P&C Association member and volunteer can also be a P&C Association employee. Where an employee is a member they are not permitted to hold a position on the Executive, this includes Office-bearer roles.

Can the paid canteen staff offer to run a volunteer canteen for the school disco?

Yes. However it would be suggested that if any employee wishes to undertake volunteer hours in the area in which they are employed

it would be best practice to put in place a written volunteer agreement. This agreement would state the details of the employee, the details of the volunteer work and the agreement for the volunteer hours of work. E.g. If a paid canteen employee indicates their interest in running the canteen for the school disco as a volunteer, an agreement would be made that they are offering to perform tasks in the canteen in a volunteer capacity for the duration of the school disco for x hours on xx/xx/xxxx date.

Why do we need a volunteer agreement for employees?

It is important that paid employees are not exploited for volunteer hours. An employee cannot be expected to volunteer for unpaid work in the area in which they are employed and paid to undertake duties. By having a volunteer agreement there is a clear understanding that protects the employer from claims of unpaid hours of work.



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

P&C Federation CONGRATULATES public education



Public education
- you have a right to be proud.



HOLDING AN ANNUAL GENERAL MEETING



Each P&C Association is required, by its Constitution (Standard or Prescribed), to hold an Annual General Meeting (AGM).

The AGM is held in accordance with the P&C Association's by-laws. The by-laws will have the month that the AGM needs to occur or the cycle of when the meetings of the P&C Association are held; eg third Monday of the month. Here are a few things that you can do to make your Annual General Meeting a success.

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 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. Ensure all reports required from office-bearers are completed; eg Presidents Report.

Check the by-laws to see if there is a limited tenure on any officer or representative position. Inform the office-bearers that all positions are declared vacant at the Annual General meeting.

Have the minutes from previous AGM been distributed to members?

Has the Treasurer presented all the records of the P&C Association (this includes all sub-committees) for auditing to the auditor appointed at the last AGM?

The records consist of:

- Minute book
- Cash book
- Deposit book
- Cheque book
- Receipt book
- Invoices
- Bank statements

The records of the P&C Association were presented to the auditor and the audited financial statement is ready to be presented at the AGM together with the Treasurer's report as well as a letter or report from the Auditor.

Have you checked all the reports that have been submitted to the AGM to make sure that they are strictly relevant to the AGM?

DURING THE ANNUAL GENERAL MEETING

The AGM is chaired by the outgoing President until the Returning Officer (usually the Principal) is invited to host the elections.

The ballot is conducted by the Returning Officer. The Returning Officer is usually the Principal. 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. (ie. Does not stand for a position or votes).

The office-bearer positions determined by the AGM, according to both the Standard and Prescribed Constitution are:

- President
- Two Vice- Presidents
- Secretary
- Treasurer



Make sure that no more than one officer position is held by the same person.

Other representative positions held by the P&C members are elected at the AGM. These positions may include:

- Canteen sub-committee
- Uniform sub-committee
- Fundraising officer/sub-committee
- OOSH sub-committee
- Merit Panels
- School Finance Committee
- Welfare Committee

The auditor for the following year is determined (by resolution) at the AGM.

Only financial P&C Association members are eligible to nominate for any position.

If any member is nominated for a position in absence have they submitted this intention in writing?

AFTER THE ANNUAL GENERAL MEETING

On completion of the AGM the office-bearers commence their roles, this includes thanking the Returning Officer.

The P&C Association closes the AGM and commences the 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.



SCHOOLS 2014
SPECTACULAR
This
Is Australia

2014 SCHOOLS SPECTACULAR

The 2014 *Schools Spectacular, This Is Australia*, will pay tribute to the diversity that is Australia. The Show casts a spotlight on some of our country's most incredible young talent while paying tribute to some of our nation's most significant people, places and events.

This Is Australia will unite audience and performers in a celebration of the beauty of our landscape, our support of one another in the most difficult of times, and our leadership on a global scale.

This year, the *Schools Spectacular* team discovered some amazing talent through our featured artist auditions. Nearly 400 students applied to be featured artists (soloists), representing a significant increase on previous years. Students submitted their initial audition via video, and progressed through 3 rounds of live auditions, prior to

being invited to perform as a featured artist.

Anja Nissen winner of 'The Voice Australia' will be performing as a Special Guest Artist at this year's show. Anja (ex Winmalee High School) has performed as a Featured Artist in the *Schools Spectacular* for the previous 5 years.

Anja will join 3,600 performers from 400 public schools, 2,000 dancers, a 1,300 voice choir, 80-piece orchestra and 33 Featured Artists for the 31st *Schools Spectacular*.

"Seeing Anja make it through to *The Voice Australia* final was a real thrill," said Sonja

Sjolander, Creative Director of the *Schools Spectacular*. "Anja's success will be an inspiration to every aspiring student who is preparing for this year's show. Anja will work with our students as a mentor to guide and encourage every performer to seize opportunities and strive for success." Ms Sjolander said.

Earlier this year, the *School Spectacular* team launched *SpecConnect*, an exciting new initiative involving 5 metropolitan and 5 non-metropolitan schools from the *Schools Spectacular* primary choir. *SpecConnect* will connect school communities and broaden the educational opportunities for teachers and their students through the *Schools Spectacular* experience.

The *Schools Spectacular* is presented by the NSW Department of Education and Communities.





2014 SCHOOLS SPECTACULAR

Where: QANTAS CREDIT UNION ARENA (formerly Sydney Entertainment Centre)

When: Friday, 28 November 12noon & 7.30pm
Saturday, 29 November at 1pm & 7.30pm

Prices: Adults from \$40.00 to \$70.00 Concession from \$30.00 to \$55.00
Family Pass (2 adults + 2 children) from \$110.00 to \$195.00

Bookings: www.ticketek.com.au or phone 132 849

More info: www.schoolsspectacular.com.au www.facebook.com/schoolsspectacular

Acknowledgement to Anna Warr for the wonderful photographs published with this article.

FRIENDS OF YOUR P&C ASSOCIATION

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;

NETWORK

OOSH (Out of School Hours) covers services for school-age children before and after school and during the school vacations. The acronym OOSH has been used in NSW since the early 1980s. The official name for the government's program is Outside School Hours Care (OSHC) or Vacation Care (VC).

The Out Of School Hours Development team provides support, information and resources to OOSH services in NSW. The OOSH Development team also promotes and supports OOSH services through attendance at relevant forums, interagency and Government organisations.

Provision of support and information is available through phone or email enquiries, development of information sheets and resource packages, production of "OOSH Update" and 'NQF Newsflash' which are quarterly newsletters for OOSH services, "Holiday Times" – a quarterly newsletter for Vacation Care services and the "Life After 4" section in the Network News.

Support is also provided through the attendance at regional meetings, country training and the support and development of OOSH regional networks.

Check out the website at www.networkofcommunityactivities.org.au or call 02 9212 3244.



SCHOOLS A-Z

School A to Z has been produced by the NSW Department of Education and Communities. We are aiming to create an online community with comprehensive homework and 'school life' support for parents that is easy to use, relevant and engaging. We all want the best for our children, which is why we have created the School A to Z website.

The site has been designed with you in mind – parents who are keen to support their child's learning, and the work being done in the classroom, so they have every chance of success in the future.

The site provides practical homework help for school subjects, project starters and tips on learning, along with articles and resources that provide more information about how you can assist your child's social, physical and mental development so that they grow into happy, healthy, well-adjusted adults.

Many of the links and resources on the School A to Z website have been produced by the NSW Department of Education and Communities. We have carefully chosen – and will continue to add – links to externally produced sites and resources that may be useful.

Check out the website at www.schoolatoz.nsw.edu.au

© Owned by the State of NSW through the Department of Education and Communities 2011



OFFICE OF THE CHILDREN'S GUARDIAN

The Office of the Children's Guardian was established under the Children and Young Persons (Care and Protection) Act 1998 to promote the interests and rights of children and young people living in out-of-home care.

In 2013 legislative changes expanded the role of the Office to be an independent government agency that works to protect children by promoting and regulating quality, child safe organisations and services.

The Office of the Children's Guardian undertakes the applications for A Working with Children Check. A Working with children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

The Office of the Children's Guardian encourages organisations to use a range of responses to manage the potential risks in their individual environments, including meeting their Working With Children Check legal obligations.

Good child safe policies and practices are the best way to reduce potential environmental risks and keep kids safer in those environments. The Child Safe approach includes education and supervision of both paid and unpaid staff about appropriate and acceptable behaviours.

Information can be found on the website; www.kidsguardian.nsw.gov.au or call 02 8219 3600



NSW FOOD AUTHORITY

The NSW Food Authority is a government agency that works to ensure food sold in NSW is safe and correctly labelled and that consumers are able to make informed choices about the food they eat.

Responsible to the Minister for Primary Industries, the Authority provides a single point of contact on food safety and regulation for industry, local government and consumers.

We are Australia's only through-chain food regulatory agency, regulating and monitoring food safety across New South Wales – from primary production through to point-of-sale.

To deliver on our promise of 'safer food, clearer choices', the NSW Food Authority regulates businesses to keep food safe, enforces food safety and labelling laws and empowers consumers and the food industry to handle food safely.

Enforcing the requirements of the Food Act 2003 helps ensure food is both safe and suitable for human consumption and prevents misleading or deceptive conduct in connection with the labelling, advertising and sale of food.

We protect the community by: applying the Food Standards Code, including labelling and advertising compliance inspecting food premises, vehicles and equipment used for the handling and transportation of food, and auditing and verifying statutory food safety requirements.

The Authority also educates consumers on food safety by: encouraging good food handling practices sharing information on food safety, and providing information on food labelling.

For more information visit www.foodauthority.nsw.gov.au or call 1300 552 406



ASSOCIATION

FAIRWORK OMBUDSMAN

The Fairwork Ombudsman is here to help you understand your rights and responsibilities at work. We work with employees, employers and the community to educate and encourage compliance with Australia's workplace laws.

The Fair Work Ombudsman is an independent statutory office. Our jurisdiction is set out in the Fair Work Act and our services are free to all workers and employers in Australia.

Our main role is to:

- promote harmonious, productive and cooperative workplace relations
- ensure compliance with Australian workplace laws
- monitor certain 457 subclass visa arrangements.

Our free services include:

- a single point of contact for reliable and timely information about Australia's workplace relations system
- educating people working in Australia about fair work practices, rights and obligations
- assessing complaints or suspected breaches of workplace laws, awards and registered agreements
- litigating in some circumstances to enforce workplace laws and deter people from doing wrong in the community
- building strong and effective relationships with industry, unions and other stakeholders.

For more information visit

www.fairwork.gov.au or call 13 13 94.



AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION

The Australian Charities and Not-for-profits Commission (ACNC) is the independent national regulator of charities.

The ACNC has been set up to achieve the following objects:

- maintain, protect and enhance public trust and confidence in the sector through increased accountability and transparency
- support and sustain a robust, vibrant, independent and innovative not-for-profit sector
- promote the reduction of unnecessary regulatory obligations on the sector.

To achieve our objects, the ACNC:

- registers organisations as charities
- helps charities understand and meet their obligations through information, guidance, advice and other support
- maintains a free and searchable public register so that anyone can look up information about registered charities
- is working with state and territory governments (as well as individual federal, state and territory government agencies) to develop a 'report-once, use-often' reporting framework for charities.

For more information visit

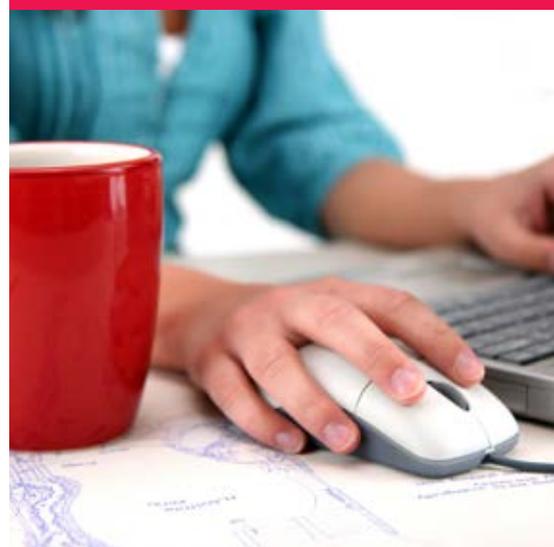
www.acnc.gov.au or call 13 22 62.



MEMBER SERVICES... JUST A CLICK AWAY

All P&C Federation members are provided with free access to a webmail system which gives a school@pandcaffiliate.org.au email account. This email account can be used by members of each individual P&C Association to communicate externally. This account also has the added feature of allowing P&C Federation to easily send electronic information to keep members updated on current information and events. This ensures that information is flowing directly to members in the quickest most efficient form.

The webmail system is free and can be accessed by emailing helpdesk@lostdogit.com.au with your contact name, school name and position on the name of your P&C Association. Once your details are received you will be provided with your access details. If you need more information about your P&C Association's free email account call P&C Federation's office on **1300 885 982**.



Your 

LOVE
FOOD
HATE WASTE





Across NSW, households generate 800,000 tonnes of food waste each year, equating to \$2.5bn worth of food a year or about \$1,000 per household.

Nearly 40 per cent of the average household bin is discarded food.

The school lunchbox is an ideal place to start thinking about food waste. Take a look at our top ten tips to reduce food waste – perhaps the best thing about them is that most of them will save you money.

TOP TIPS FOR YOUR SCHOOL LUNCH BOX

PLANNING – is the most important step when buying food and avoiding food waste:

- Try and plan a whole week's lunches ahead – this will help you buy only what you need, so you can save time and money.
- Encourage your children to help with the planning and to prepare and pack their own lunches. They're more likely to eat a meal that they've helped prepare. Involvement in meal preparation also teaches them where their food comes from, and it provides them with the confidence and skills they will need to prepare food for themselves later in life.*

STORING – when food is stored well it is more appetising and less likely to get wasted.

- Avoid using expensive cling film and foil by investing in a good quality insulated lunchbox. This will help keep food fresh and appetising so children are more likely to eat it.
- Stop buying small drinks – avoid waste and all that extra packaging by buying a large bottle of drink and serving the amount required in a reusable bottle. Remember you can't reseal juice boxes and often children can't drink a whole serve in one go. Often they drink half (or less) and throw the rest away.
- Try freezing drinks the night before to help keep lunchbox contents fresh the next day but don't forget to leave enough room for expansion!
- Cut up fruits and vegetables. Children often take 1 or 2 bites out of an uncut apple or banana and throw the rest away. To avoid this, pack cut-up fruits and vegetables in a reusable container (for some fruits a squirt of lemon juice will prevent them going brown) allowing your child to snack healthily whenever they want. *

SAVE IT FROM LANDFILL – if food is wasted you can still make a difference by disposing of it properly

- Encourage children to eat crusts on sandwiches. If this is impossible, then cut off the crusts before packing and compost - to reduce waste sent to landfill.
- Encourage your children to bring home their unavoidable food waste (like apple cores and orange peel) and add them to the compost or worm farm at home.**
- In fact, encourage your children to bring home all their leftovers. Looking at leftover lunches is a great way to get information about your children's lunch preferences. Find out why certain foods have come back uneaten.
 - Did your child not like it?
 - Were they not hungry enough to eat everything in the lunchbox?

Encourage a discussion but avoid criticising. Consider making a list of foods that your child likes to eat for lunch and update it regularly with input from your child... helping to plan next week's lunches.*

Love Food Hate Waste aims to raise awareness of the food waste problem and provide tips, tools and recipes to help you waste less food, save money and our environment.

Visit <http://www.lovefoodhatewaste.nsw.gov.au/> for more information. Love Food Hate Waste is an initiative of the Environment Protection Authority

LOVE FOOD HATE WASTE

Quick, easy and cheap – great summer food ideas.
With so much going on in a busy family, planning meals ahead
can help you save time and reduce food waste.
Planning can help you save money as well.

A great way to avoid food waste is to turn leftovers into dinner. This tasty recipe for a ham and veggie slice is sure to please.

HAM AND VEGGIE SLICE

Ingredients (serves four)

- 6 eggs
- 60g plain flour
- 1 cup zucchini, grated and drained
- ½ cup sweet corn kernels of 225g can, drained
- 1 cup grated carrot
- ¼ cup chives, chopped
- 100g lean ham, chopped
- 50g grated reduced-fat cheese

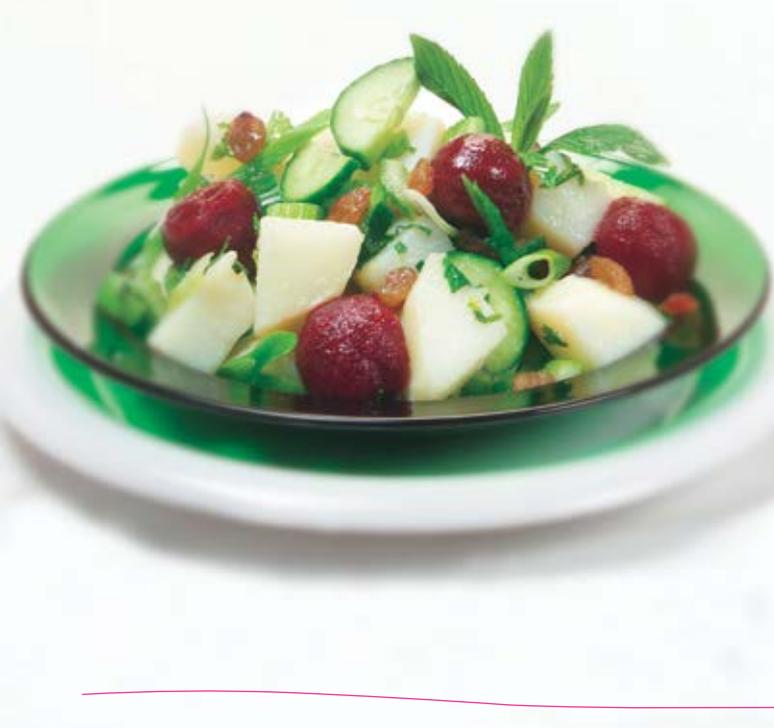
Preheat oven to 180°C. Beat eggs and flour together until smooth. Add zucchini, corn, carrot, chives and ham and combine. Pour into a dish lightly sprayed with oil. Top with cheese. Bake for 30–40 minutes until set.

This simple tasty meal can be prepared and cooked in significantly less than an hour and it is equally as tasty hot or cold, so anyone arriving late for dinner won't be disappointed.



To go with the slice you can use some of the veggies in the fridge to make a salad such as this:

BEEETROOT AND POTATO SALAD



Ingredients

- 5 medium potatoes, scrubbed, cut into chunks
- 4 medium beetroot
- 4 spring onions, sliced
- 1 Lebanese cucumber, sliced
- ½ cup plump raisins or sultanas

For the dressing you will need:

- 1 tablespoon olive oil
- 1 tablespoon red-wine vinegar
- 1 tablespoon orange juice
- 3 tablespoons chopped fresh herbs (whatever you have available)

Steam potatoes for 15–20 minutes until tender. Boil unpeeled beetroot for 30–40 minutes until tender. Cool, peel and cut into wedges. Mix all salad ingredients in a serving bowl. Combine dressing ingredients in a screw-top jar and shake well. Toss through salad and serve immediately.

You can prepare in advance but, as with all salads hold off on adding the dressing to just before you serve. Also with this recipe it is best to add the beetroot with the dressing to prevent the strong colour affecting the potatoes and cucumber.

Dessert is an opportunity to take advantage of the amazing range of seasonal fruits. This recipe can be cooked on the barbeque so it is great for a summer treat.

BANANA PARCELS

Ingredients (serves four)

- 4 bananas, peeled and sliced in half length ways
- Pulp of 1 large passionfruit
- 4 large strawberries
- ½ cup low-fat natural yogurt
- Rind of ½ orange

Preheat barbecue. Take four squares of aluminium foil and fold each to make double thickness. Place banana in centre and sprinkle with half of passionfruit pulp. Turn in the edges of foil to enclose banana. Place on barbecue and cook for five minutes. Remove to serving plate. Open up parcels and place a slice of strawberry on top of each. Top with remaining passionfruit. In a small bowl mix yoghurt and orange rind. Serve with parcel and enjoy!

Visit www.lovefoodhatewaste.nsw.gov.au for more information.



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