

COVID-19 IMPORTANT INFORMATION

P&C Federation advises P&C Associations when seeking health related information on the COVID-19 to refer to the Australian Government, NSW Health and the Department of Education websites. For school-specific matters related to COVID-19, P&C Associations should consult with the school Principal.

Annual General Meetings, General Meetings, Special Meetings

What happens if we don't meet quorum?

No meeting can go ahead if your P&C Association does not meet quorum for whatever reason. Without quorum your P&C Association will not be able to make decisions. If your P&C Association does not meet quorum, you would need to postpone your meetings.

Quorum for P&C Associations with 49 financial members or less is 5. Quorum for P&C Associations with 50 financial members or more is 11.

What happens if a P&C Association has to postpone its Annual General Meeting (AGM)?

If your P&C Association needs to postpone its AGM due to lack of quorum or due to the inability to meet face to face, then the current Office Bearers would remain as Office Bearers until such time as the AGM can be held.

What happens if a General Meeting needs to be postponed?

Where a general meeting is postponed, it will mean that no decisions can be made until a meeting can be called that meets the quorum requirement.

The Standard and Prescribed Constitutions require at least one meeting per term.

Can we meet other than face-to face to make decisions?

Unlike other types of associations, there is no enabler in a P&C Association's Constitution that allows for meetings using postal or electronic means. This includes email circular resolutions, teleconferencing or web-conferencing. Voting can only occur while members are physically present at a properly constituted meeting. This applies to all P&C Association meetings.

Can we use proxy voting?

There is no enabler in the Prescribed or Standard Constitutions that allow P&C Associations to use proxy voting.

Proxy voting is where a member of a decision-making body e.g. a current financial member of the P&C Association can delegate his or her voting powers to another person (called the "proxy") to enable a vote in their absence.



What is the P&C Federation doing to help P&C Associations cope with the COVID-19 pandemic?

P&C Federation are seeking urgent changes to the Standard and Prescribed Constitutions to enable P&C Associations to hold electronic meetings. This requires us to seek the approval from the Minister for Education.

NOTE: *It is always good practice to refer to your Constitution and your own P&C Association's by-laws.*

Click here to view your Constitution. Please note that if your P&C Association is incorporated with Fair Trade, you will need to refer to your constitution that is registered with Fair Trade.

P&C Activities including fundraising

Can our P&C Association continue its activities?

In general, yes. P&C Associations should still be able to continue to operate at a base level even if they are unable to meet to make decisions. If your P&C Association cannot meet face-to-face for the present, then you will be able to continue with the status quo in terms of paying employees and creditors.

Can we continue to host fundraising events?

P&C Federation strongly recommends P&C Associations refer to the Australian Government Department of Health and NSW Health websites for any announcements and to work with your school Principal to ensure the safety of the community.

In relation to the above, P&C Federation advise P&C Associations to act prudently and consider cancelling or postponing any non-essential meetings or activities.

Employment issues

Should the school shut down, what happens with our employees' wages?

We suggest checking the Fair Work Website for up to date information regarding employment and the COVID-19 [FairWork Ombudsman - Coronavirus and Australian workplace laws, FairWork Commission and Services Australia](#) .

We also suggest that your P&C Association refer to the stimulus packages that the Government is proposing to assist small businesses through this issue as there maybe some assistance for the business.

Possible school closures

What provisions should we be making for a possible school closure

Understand your current financial position and do a cash flow analysis to project how continued operation will impact on financial reserves. Work out how a possible school closure will impact on your financial position and take measures to ensure you could cope with it.



It is important to note that the current situation is everchanging, therefore, information is constantly changing. We strongly recommend and encourage people to keep themselves informed with information from the Government, NSW Health, the Department of Education and your Principal.