



P&C Positions & Operations

All aspects of P&C operations, what they are and how they work, are covered by our constitution, which was last updated in 2022. This paper outlines the roles, but also the operating principles within our constitution to guide people in those roles.

Open decision-making principles of the P&C

- P&C work should be undertaken in a manner to allow all parents to participate in decision-making.
- Policies of the P&C should be based on consultation with the parent community.
- To this end office-bearers must place high importance on keeping parents informed of the work of the association and of the issues it is addressing.

P&C Committee

The P&C Committee 'controls and manages the operations of the Association on behalf of the members'.

- The majority of business should be conducted at open meetings, but time-critical matters can be decided by email resolution with a quorum of 4 members.
- Decisions at meetings are by vote of all P&C members, not just committee members. 1 vote per person, no proxy voting.
- All P&C interactions with the school are oversighted by the committee, with at least 2 committee members attending.

The P&C Committee consists of

- The 6 office bearers
- The parent members of the school board
- Any number of ordinary members as determined by vote at the AGM.

President Role

Generic: When available, the President chairs all general and committee meetings of the association. The President acts as a spokesperson for the association, reporting to P&C meetings about the activities of the P&C, exercising some supervision of the functions of other office bearers, and ensures adequate and efficient communication exists between the members of the association and the members of the school board encouraging parents to participate.

Specific:

- Ensuring good communications with the School
- Responding correspondence email and letter, as required
- Resolving issues through the P&C Committee
- Providing guidance and P&C Committee support to P&C Sub-committees and P&C representatives

Expected Level of Effort: 25 Hours / month

Vice President Role

Generic: The role includes presiding as chair at meetings where the President is absent, being familiar with the operation of the P&C, becoming acquainted with the duties of President, having a working understanding of meeting rules and procedure, undertaking tasks to reduce the burden of the President.

Specific:

Vice President, OOSHC: The role includes being chair of the OOSCH sub-committee (outside ordinary school hours care), overseeing the P&C programs that deliver OOSCH, holiday care and extra-curricular activities.

Vice President 2: Oversight of P&C Representative's work in School Committees by selectively attending School committees and then assisting the P&C meetings accordingly.

Expected Level of Effort: 15 Hour / month

Secretary Role

The primary responsibilities of this position are to:

- prepare and circulate P&C meeting agendas
- record and circulate minutes from P&C meetings
- maintain contact lists for P&C position holders (with the webmaster)
- maintain an actions list from meetings.

The demands of this position can fluctuate but on average requires a minimum commitment of 10 hours per month.

Assistant Secretary Role

Supports the P&C Secretary by

- undertaking the Secretary's role if he/she is unavailable to attend P&C meeting/s and
- providing additional administrative support as needed/requested.

Treasurer Role

The P&C Treasurer role entails:

- Receipt and care of all P&C monies.
- Payment of authorised bills from P&C funds.
- Bookkeeping of P&C accounts.
- Organising insurance for the P&C.
- Reporting to P&C members on a regular basis the receipts and payments handled.
- Preparing a Financial Statement of Income and Expenditure and a Balance Sheet for the audit of the P&C books.

The demands of the role vary throughout the year. In the first half of the year the hours needed are minimal, but at least 10 hours a month is needed in the second half of the year. In addition, at least a full day's work is needed to manage fete financial matters.

Assistant Treasurer Role

Supports the P&C Treasurer by

- undertaking the Secretary's role if he/she is unavailable to attend P&C meeting/s and
- providing additional administrative support as needed/requested.

Public Officer Role

The main role of the Public Officer is to act as a contact point between the P & C Committee and the Office of Regulatory Services (ORS). This involves lodging an Annual Return with the ORS and notifying them of any changes, such as changes to the Committee or changes to Committee objects or rules.

The Public Officer role requires around 10-15 hours annually.

P&C Delegate Role

The primary responsibilities of this position are to:

- attend the monthly meeting of P&C Council (in Stirling approx. 2.5hrs)
- represent the views of the TPS P&C at Council meetings
- report back to the association on the meetings
- initiate discussion on system education issues.

The demands of this position can fluctuate but requires a commitment of around 6 hours per month.

P&C Communications Officer Role

The Communications Officer manages all Telopea P&C marketing and parent communications including:

- ongoing promotion of P&C fundraising and subcommittee activities through a range of media such as the P&C website, flyers, school newsletters, P&C emailing list, Skoolbag app, Twitter and Facebook;
- ongoing management of website to ensure the site is current and up-to-date;
- publishing relevant P&C documents to the website (e.g. meeting minutes, policies, etc);
- liaison with the school administrative staff.

The time commitment is estimated to be 10 hours per month including meetings.

Grants Officer Role

Develops contacts and applies for relevant grants. The role requires liaising with the school as applications depended on the preferences and commitment of the school.

Lost Property Coordinator Role

This position involves sorting the cupboards every 1/2 weeks. Items need to be separated into named and unnamed items. The job is easier and more enjoyable if there are two people.

Year Coordinators

Year coordinators ensure that P&C Association information is passed to year groups via the parent-led whatsapp and facebook channels. Year coordinators **do not** act as moderators for parent discussions in those channels. Coordinators can alert the P&C committee to general issues of concern being raised by parents but must maintain appropriate privacy consideration toward individual parents.

P&C Sub-Committees

The P&C Association welcomes parents and carers who are keen to support the school and help raise funds. Support and fundraising services are structured in the form of the P&C sub-committees. They coordinate their own activities but report to the P&C committee.

Events Sub-committee

This committee will ensure a coordinated approach to P&C fundraising activities and obtaining much needed sponsorship and grants for the fete, raffle and other activities. Team leaders are required for both the fete and the raffle to start organising these events from quite early in the year.

Before and After School Care Sub-committee

This sub-committee oversees the Before and After School Care Program which is run as a fully licenced and accredited out of school hours care provider with permanent and casual staff. It comprises a Chair, Treasurer and Secretary. Sub-committee meetings are held once a term and all parents are invited to attend.

Primary Playground Sub-committee

The P&C has allocated a significant amount of funding for projects related to the revitalization of the primary playground. This committee will liaise closely with the school in determining the parameters of these projects and for progressing the ideas put forward from last year's committee regarding a master plan to guide all smaller projects. This is an important sub-committee as the primary school playground is experiencing an increase in child numbers. (As of 2023 this committee has not been active for a while)

Traffic Sub-committee

This committee looks at traffic issues around the school and how to improve safety for students. If driver behaviour and parking around the school bothers you, please contact the P&C Exec and we'll put you in touch with the coordinator of this group. (As of 2023 this committee has not been active for a while)

School Committees

Parents are invited to join one of the four school committees that meet once a term on a specific Wednesday afternoon. To attend, please contact the relevant staff member.

The Gifted and Talented committee meets in week 2 (Anna McGown), the Curriculum Committee meets in week 4 (Peter Clayden), The Reconciliation Action Plan committees meet week 6 (Melanie Consola) and the ICT committee meets week 8 (Ben Yuen). The recent Reconciliation Action Plan meeting revised the Telopea Park School Reconciliation Action Plan.