Can you help the Eastwood Public School P&C in 2016?

Eastwood Public School has a long and proud tradition of excellence. Our school not only provides a stimulating learning environment for all students but is fortunate to have a team of dedicated, experienced teachers and staff as well as a school community that works diligently with the school in the best interests of our children.

There has always been, and continues to be a strong partnership between the school and the Parents & Citizen's Association (P&C) at Eastwood. This partnership has continued to grow over the years due in part to the very active and dedicated community of parents and caregivers who work with the school to achieve the best for the school and every child in attendance.

For this tradition to continue it is hoped that all parents become involved and give consideration to taking on a role within the Eastwood Public School P&C Association in 2016. All current P&C roles including the President, Vice President, Treasurer, Secretary and Executive Members will become vacant at the Annual General Meeting (AGM) held at the start of the school year in February 2016. As well as these roles, volunteers are needed each year to assist and support P&C Sub-Committees which include the Canteen, Uniform Shop, Family Social Club, Music Committee, Parent Communications and the Spring Fair Committee.

The Eastwood Public School P&C Association meets every third (3rd) Wednesday during the school term at 7.30pm in the school staff room. You are welcome to come to all meetings or just a few but P&C meetings are a great way to find out what is happening at school, hear from the school Principal or Deputy Principal and also provides you with the opportunity to give feedback or have input on issues that matter at your child’s school. Helping the P&C is a great way to have a direct impact in the school community and whilst you don’t have to hold a role to be involved, there are a number of positions to be filled in 2016 and your support will be appreciated. For more information, please email pc@eastwood.nsw.edu.au

What is a P&C Association?
(For more information go to the P&C Federations website at www.pandc.org.au/)
A P&C Association is a school-based organisation consisting of parents, teachers and citizens residing within the school enrolment area. The objects are:

(a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
(b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Office Bearers of the P&C Association - General Information
Office Bearers are elected at an Annual General Meeting (AGM). The constitution states that there will be a President, 1 or 2 Vice Presidents, a Secretary and a Treasurer. This group, together with up to six (6) Elected Association Members forms the Association’s Executive Committee and Finance Committee. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the association. An overview of the positions is as follows:

President of the P&C: The President of the P&C is responsible for:
- The successful functioning of the P&C Association and the attainment of the P&C’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
• Chaiing all monthly meetings and regular Finance meetings. (In the absence of the President, the Vice-Presidents will chair the meetings or the meeting can elect a chairperson from the members present for that meeting.)
• The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions.

The President has important responsibilities outside of meetings and is looked to as a leader of the parent community. The President should not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

**Vice-President of the P&C**: The Vice-President of the P&C is required to take on any of the Presidential duties when invited to do so by the President or when the President is unable to undertake those duties. These duties include:

• The successful functioning of the P&C Association and the attainment of the P&C’s objectives
• Responsibility to foster the fair participation of all members and consistent adherence to its constitution
• Ensure members are made to feel welcome and give support to all volunteers
• Set up lines of communication with the School Principal and Executive
• Attend all meetings of the Association and the Executive Committee, helping to preserve order, help rule on contentious matters of procedure and assist with the progress of discussion at P&C meetings
• Assist all Sub-Committees

The President and Vice President may represent the P&C Association at official functions and act as the Association's spokesperson when public statements or actions are appropriate

**Secretary of the P&C**: 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 every association meeting 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.

Further, the position includes receiving and tabling all correspondence. The Secretary also issues notice of all meetings and maintains official records of the P&C Association, along with the President, such as the constitution, by-laws, rules of Sub-committees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes and the attendance book.

**P&C Treasurer**: The Treasurer’s primary responsibility is for compliance with financial accountability requirements. The Treasurer:

• Receives and deposits monies, maintains records,
• Draws cheques and ensures that approved accounts are paid;
• Presents income and expenditure and reconciled bank statements to every P&C meeting;
• Maintains up-to-date signatories for P&C bank accounts;
• Produces an annual statement of financial position for all funds held in the name of the P&C Association, including those of sub-committees, for the Auditor;
• Presents audited accounts at the Association Annual General Meeting.
• The Treasurer is responsible for all funds held in the name of the P&C, and is a signatory for all bank accounts.

**Elected Members of the P&C (up to six (6) positions)**: An Elected Member position is for those interested in being involved with and supporting the P&C in a formal way, but may not at this stage be able to commit to an office bearer's position. This is a great way to find out what the P&C actually does and then decide whether you would like to take on an office bearer's position, or join one of the Sub-committees in future years. Duties of an Elected Member are:

• Attend P&C meetings and Finance Meetings
• Support P&C functions and activities
• Assist Office Bearers and Sub Committee Convenors when required
P&C Sub-Committees:

**Music Committee:** The Music Committee is always looking for extra helpers and Committee Members each year to assist in areas such as instrument hire, supervision at rehearsals and collection of band fee’s etc. For more information, please contact music_eps@yahoo.com.au

**Uniform Shop:** The Uniform Shop would like extra volunteer helpers to assist the existing group of volunteers on Tuesday mornings. Helpers are required to assist Tuesdays from approx. 9.15am – 10.00 am and duties include: Helping with set up; Serving customers by showing sizes etc and then once the order is complete, directing the customer to the Cashier for payment; Processing Mail Orders by taking the stock from the shelves, packaging and giving to the Cashier to complete the payment and putting new stock on shelves. For more information, please contact eastwooduniformshop@gmail.com

**Canteen:** The Canteen requires extra helpers to assist with food preparation and general Canteen assistance. Shift times can be flexible but ideally you will be able to commit to a certain day or shift on a regular basis. You may choose to work once a week, once a fortnight or even once per month for a whole day or a few hours. Assistance with looking after the Canteen finances is also an area that requires help each year. For more information, please contact the School Canteen on 9874 9461, call in and see the staff or email pc@eastwood.nsw.edu.au

**Family Social Club (FSC):** Family Social Club is a great way to become involved at school and meet new friends. FSC gets together in a social setting usually once or twice a term and organises fun social events for the Eastwood children such as the school Disco, Zumba dance nights and Movie nights etc. FSC helps the P&C with morning teas and other such events. They also organise and collate Class Lists each year as well as assisting the P&C Treasurer with the collection of Voluntary Contributions once a year, normally at the end of Term 1 or start of Term 2. Assistance with looking after the FSC finances is also an area that requires help each year. For more information, please email pc@eastwood.nsw.edu.au

**P&C Parent Communications:** From time to time, the P&C needs help to communicate information to other parents, for example when we are looking for volunteers for adhoc projects or tasks or if we have special events. On other occasions, we need help from bilingual parents for written and verbal communications (Korean and Chinese). If you are happy to be on our distribution list to receive occasional emails or SMS messages to communicate to school friends or other parents in your class, we would love to hear from you by emailing pc@eastwood.nsw.edu.au

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**Reminder: Annual General Meeting (AGM) and February, 2016 P&C Meeting**

The Annual General Meeting (AGM) will take place next year on Wednesday, 17th February 2016 at 7.30pm in the School Staff Room. Everyone is welcome to attend.

Please note that all P&C roles are declared vacant at the AGM and any parent is welcome and encouraged to express interest in taking on one of these P&C roles. The 2016 P&C Committee and Sub-Committee Convenors are elected at this meeting.

The AGM will be the final meeting for the 2015 P&C Committee, Convenors and Office Bearers and it is expected that all current Convenors present their final annual report and receive their audited accounts. The AGM is a great way to find out what is happening at our school, so we hope you can attend. The AGM will be followed directly after by the February 2016 P&C meeting at approximately 8.30 pm.

Everyone is welcome to attend and we hope you can join us!
HELPING THE EASTWOOD PUBLIC SCHOOL P&C REPLY FORM

We would love to hear from any parents who are interesting in assisting the Eastwood Public School P&C or its Sub-Committees in any capacity during 2016.

If you think you can help or would like more information, please complete the following form and return to the school office by Friday, 12th February, 2016:

HELPING THE EASTWOOD PUBLIC SCHOOL P&C – REPLY FORM

( ) Yes, I am interested in supporting the Eastwood Public School P&C in 2016 in the following way/s:

☐ P&C President
☐ P&C Vice President
☐ P&C Secretary
☐ P&C Treasurer
☐ P&C Elected Member

☐ Music Committee
☐ Uniform Shop
☐ Canteen

☐ Family Social Club
☐ P&C Parent Communications
☐ P&C Spring Fair Committee

☐ OTHER __________________________________________________________________________________

____________________________________________________________________________________________

Name: ______________________________________________________________________________________

Child’s Name: _____________________________________________________________________________

Email: ____________________________________________________________________________________

Phone: ___________________________ Mobile: _________________________

Thank you in advance for your consideration. We look forward to your support in 2016!