



# FGSHS PARENTS & CITIZENS' POLICIES AND PROCEDURES

## General Operating Principles

### Roles

The general role of the P&C is to promote the interests of, facilitate the development and further improvement of the school by promoting parent participation and encouraging collaboration.

The P&C will:

- foster community interest in educational matters
- endeavour to build closer co-operation between the parents, members of the wider school community, staff members, and students
- provide recommendations to the Principal at the Principal's invitation, in relation to student issues and the general operations of the school
- give, or assist in the giving of, financial or other resources or services that benefit students of the school
- perform any other functions as required by the Minister for Education

The P&C must not:

- interfere with the management by the Principal of the day-to-day operations of the school and its curriculum
- make operational decisions about the use of teaching and learning resources
- make decisions about individual teaching styles
- make decisions that are contrary to law or written policy of the Department of Education.

### Membership

Membership is open to:

- a parent of a child/student of the school
- a staff member of the school
- any adult who is interested in the welfare of the school.
- students over the age of 18

Membership is by application submitted at the Annual General Meeting (AGM) or General Meeting of the Association. Executive officers are elected by members at the AGM and are limited and defined by the P&C constitution.

The Principal is an automatic ex-officio member and is not required to submit a membership application form. There are no student members. The Executive is elected annually and membership is renewed annually at the AGM. The applicant must be in attendance if the application for membership is submitted to a General Meeting.

Proxies: No voting by proxy is allowed (see Section 18.4 of Constitution).

# Finance

The P&C has financial delegation and has the capacity to:

- raise funds
- borrow/invest money
- operate a deposit and withdrawal account with a financial institution
- establish a school building fund and apply to have that fund registered as a DGR with the Australian Tax Office
- enter into certain other transactions or arrangements in accordance with the SBFA Act
- enter into contracts, with the Principal's written approval.

The P&C is a statutory body under the Education (General Provisions) Act 2006 and is a separate legal entity. The P&C has the capacity to operate businesses e.g. a tuckshop, uniform shop, out of school hours care. The P&C may employ staff according to and under the appropriate State industrial awards and as per the Constitution.

## Meetings

The P&C must meet at least three times per semester, usually once per month. Meetings for the coming year are usually scheduled at the beginning of the year.

General Meetings are usually scheduled annually and therefore do not require notice. Notice of a Special Meeting should be given, by the Secretary, at least seven days before the meeting. Notice of an AGM should be given, by the Secretary, at least 14 days before the meeting.

A quorum for a General Meeting, AGM or Special Meeting is specified in the P&Cs Constitution and is usually between three and 10.

Each member present at a meeting has one vote on each motion and if the votes are equal, the President or Chair has a casting vote.

The order of business at a general meeting of a P&C is as follows:

1. Apologies
2. Confirmation of the minutes of the previous general meeting
3. Business arising from the minutes of the previous general meeting
4. Correspondence received since the previous general meeting – inward and outward
5. Business arising from the correspondence
6. Table Executive Committee's decisions (if any)
7. Treasurer's report and financial statement, and any business arising from Treasurer's report and financial statement
8. Subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements
9. Other reports
10. Motions on notice
11. General business
12. Applications for membership and recording of new members.

## Subcommittees

A P&C may establish subcommittees it considers appropriate for purposes consistent with the objectives and functions of the Association (including, for example, subcommittees for special purposes such as a swimming club or tuckshop). The P&C appoints members and officers to a subcommittee, from the membership body. Please refer to the FGSHS Subcommittee's Guide.