



**Russell Lea Public School  
P&C Association**

## **Annual General Meeting**

**Tuesday 6th December 2022**

**7.30pm**

**RLPS School Hall**

# **Agenda**

## **Agenda for Annual General Meeting 6th December 2022**

### **1. Welcome**

### **2. Apologies**

### **3. Previous Minutes**

Endorsement and Matters arising

### **4. President's Annual Report**

### **5. Principal's Annual Report**

### **6. Treasurer's Annual Report**

### **7. Appointment of Auditor**

### **8. Membership Fees for 2023**

Discuss and agree 2023 membership fee then take that amount at close of AGM before general meeting commences

### **9. Election of Office Bearers**

#### **Executive Office Positions:**

- **President**
- **Vice President**
- **Vice President**
- **Treasurer**
- **Secretary**

## **Agenda for Annual General Meeting 6th December 2022**

### **Appointment of P & C Representatives Sub-committee Lead Positions:**

- **2023 Fete Coordinator/s**
- **OOSH Liaison Officer**
- **Uniform Shop Coordinator/s**
- **Fundraising Coordinator**
- **Sponsorship Coordinator**
- **Grants Officer/s**
- **Canteen Service Coordinator**
- **Hospitality Coordinator**
- **P & C Facilities Coordinator**

(Volunteers for subcommittees are taken here also)

### **10. Appointment of Merit Selection Panel Representatives for 2023**

### **11. Close**



**The Annual General Meeting of  
Russell Lea Public School  
Parents and Citizens Association Inc. for 2022  
will be held from  
7.30pm on Tuesday 6th December.**

Annual Reports will be given by the President, Treasurer, Auditor and Principal.

**P&C Executive Elections**

The Returning Officer (usually school principal) declares all P&C Executive positions vacant and elections will be held to appoint the 2023 office bearers of:

- President
- Two Vice Presidents
- Treasurer
- Secretary

All 2022 Members of the P&C are eligible for nomination. They must have attended at least two P&C Meetings during 2022.

**The President is responsible for:**

- The successful functioning of the P&C Association
- 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

**The Vice Presidents are responsible for:**

- Vice Presidents are primarily responsible for supporting the President
- Vice President's also take a leading role in coordinating key aspects of the P&C operation, such and coordination of volunteers and events, overseeing communications and management of other P&C business

**The Secretary is responsible for:**

- Carrying out the administrative tasks related to the decisions of the meetings as resolved
- Preparing, in consultation with the President, all meeting agendas
- Attending 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
- Receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate
- Issuing notice of all meetings
- Maintaining official records of the P&C Association

**The Treasurer is responsible for:**

- Being Signatory on the Association's bank accounts
- Receiving and depositing monies
- Maintaining records, managing payments and presenting accounts at every P&C meeting
- Ensuring 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
- Assisting with annual insurance policy requirements

**Sub Committee Lead Positions and Sub Committee team members are sought for the following:**

- **Fete Coordinator/s** - plan and manage all aspects of the RLPS Fete/Community Day, liaising with external and internal stakeholders, sponsors and volunteers, managing communications/advertising and managing fete budget
- **OOSH Liaison** – to represent Kids@Weldon, Russell Lea OOSH at the P&C meetings each month
- **Uniform Shop Coordinator** – to manage the supply and sale of uniforms to parents
- **Fundraising Lead and committee members** – to coordinate events and activities to raise funds (with the exception of the fete, which is managed by a dedicated committee)
- **Sponsorship Lead and committee members** – to develop and maintain sponsorship relationships, sourcing donations and prizes when required
- **Hospitality Coordinator/s and committee members** – to provide, prepare and serve catering for social and school functions like Easter Hat Parade, Book Week Parade, Kindy orientation.

- **Canteen Coordinator** – manage the service of the external canteen provider and ensuring roster of helpers to assist on each canteen day.
- **P&C Facilities Coordinator** – to coordinate the contents and storage of items in the P&C storage area
- **Grants Officer** – identify appropriate grant opportunities and prepare submission applications including any necessary quotations

**Merit Selection Panel - P&C Representative/s:**

Generally, panel representatives are elected at the AGM however they can be nominated and accepted by a majority decision at a P&C Association general monthly meeting.

The P&C representative's role is to represent the interests of the students, parents and the school community in the selection of school staff and to provide a degree of balance and fairness to the process. It is important to remember that the parent representative is an equal participant in the discussion, assessment and decision making process.

Anyone for a merit selection panel must be trained in the Department of Education merit selection procedures before being able to take part in the process. However, a P&C representative doesn't need to be trained prior to being nominated to be the P&C representative, they must be trained however prior to participation in the panel.

The training generally consists of a walkthrough of the merit selection process with the opportunity to ask questions. Training is usually arranged by the Principal or Director, Public Schools. Panel training can also be done on-line using the Department's web based merit selection training tool, which will provide a printable certificate at the successful completion of the course.

# Russell Lea Public School P&C Association



## 2023 SUB COMMITTEE COORDINATOR ROLES AND SUBCOMMITTEE MEMBER INFORMATION

### FETE COORDINATOR/S

#### PURPOSE

To manage the coordination of the fete, sponsorship and advertising.

#### COMMITMENT

Fete planning starts months in advance and commitment increases as date draws closer.

#### KEY TASKS AND RESPONSIBILITIES

- ❖ Project management and leadership
  - ❖ Securing sponsorship and managing fete P&L
  - ❖ Liaising with P&C Exec, principal and school community
- #### PERSONAL ATTRIBUTES REQUIRED
- ❖ Organisational skills, patience, persistence and resolve

### OOSH LIAISON OFFICER

#### PURPOSE

The OOSH (Out Of School Hours) Liaison Officer represents Kids@Weldon, Russell Lea OOSH at the P&C.

#### COMMITMENT

The time it takes to link in with OOSH prior to P&C meeting, then provide updates at P&C meetings.

#### KEY TASKS AND RESPONSIBILITIES

- ❖ liaise with the OOSH Coordinator (of Kids@Weldon, Russell Lea OOSH), and bring updates, issues and requests to the P&C
- ❖ attend P&C meetings to present OOSH report. Otherwise, email the report to the P&C Secretary prior to the meeting.

### UNIFORM SHOP COORDINATOR/S

#### PURPOSE

To manage the supply and sale of uniforms to parents. This can be a shared role.

#### COMMITMENT

Approximately 2-3 hours per week, plus additional days for stocktake and kindergarten orientation.

#### KEY TASKS AND RESPONSIBILITIES

- ❖ Manage uniform shop which is currently open Tuesday and Friday morning for walk in sales
- ❖ Fulfill orders through the Flexischools online ordering system each Tuesday and Friday morning
- ❖ Monitor stock levels and order new items as needed
- ❖ Liaise with P&C Treasurer regarding supplier payments
- ❖ Open the uniform shop during kindergarten orientation
- ❖ Complete stock takes as requested by the P&C Treasurer

### UNIFORM SHOP SUB-COMMITTEE MEMBER REQUIREMENTS

Additional people may be required to assist with uniform shop days - walk in sales and Flexischool order fulfilment. Assist with kindergarten orientation sessions (usually two Thursday mornings in Term 4) and during stock take.

#### ADDITIONAL COMMENTS

The uniform shop is fun and a good way to meet other parents. You need to be able to spend some time at school for this position, usually just at morning drop off time.

### FUNDRAISING COORDINATOR/S

#### PURPOSE

To coordinate fundraising initiatives/events to raise money (with the exception of the fete, which is managed by a dedicated committee).

#### COMMITMENT

Will be dependent on fundraising projects decided at P&C meetings.

#### KEY TASKS AND RESPONSIBILITIES

- ❖ Fundraising - managing all elements of fundraising initiatives and securing assistance where required
- #### PERSONAL ATTRIBUTES REQUIRED
- ❖ Organisational skills, interpersonal skills

### FUNDRAISING SUB-COMMITTEE MEMBER REQUIREMENTS

Each fundraising project may require a team of volunteers with tasks to be allocated by the Fundraising Coordinator.

### SPONSORSHIP COORDINATOR/S

#### PURPOSE

To work with the fundraising team to secure any required sponsorship from local businesses to manage fundraising activities. This role has a heavier workload in a fete year as the sponsorship coordinator works closely with the dedicated fete team.

#### COMMITMENT

Will be dependent on fundraising projects.

#### KEY TASKS AND RESPONSIBILITIES

- ❖ Seeking support from local businesses and families who may be business owners.
- ❖ Liaising with contacts to obtain donations and/or prizes and ensuring promotion is arranged to school community via P&C communication channels.

#### PERSONAL ATTRIBUTES REQUIRED

- ❖ Organisational skills, interpersonal skills

### SPONSORSHIP SUB-COMMITTEE MEMBER REQUIREMENTS

Each fundraising project may require a team of volunteers to seek sponsorship under the direction of the Sponsorship Coordinator.

### GRANTS OFFICERS

#### PURPOSE

To oversee grant applications ensuring relevant opportunities are considered and applications submitted where appropriate.

#### COMMITMENT

Majority of work is in the lead up to submission date deadlines. Can vary depending on application requirements..

### CANTEEN SERVICE COORDINATOR

#### PURPOSE

To manage roster of canteen helpers and be the key point of contact with external provider – The School Canteen.

#### COMMITMENT

Time required to source and organise a term-by-term roster of parent helpers for canteen service days.

#### KEY TASKS AND RESPONSIBILITIES

- ❖ Manage roster of volunteers to assist with each Monday, Thursday and Friday Canteen service.
- ❖ Liaise with the school and The School Canteen regarding term dates, excursions and other impacts on canteen days

### HOSPITALITY COORDINATOR/S

#### PURPOSE

To lead a team to provide, prepare and serve catering for P&C social events and school functions. This can be a shared role.

#### COMMITMENT

Time required for preparation of food and service of food, during school hours for school events such as Easter Hat Parade, Kindy Orientation sessions.

#### KEY TASKS AND RESPONSIBILITIES

- ❖ Source and coordinate volunteers for food preparation and service at school community events
- ❖ Manage supplies - food and kitchen stock (e.g. cups, plates)
- ❖ Prepare and serve food at events; post event clean up with Hospitality committee members

### HOSPITALITY SUB-COMMITTEE MEMBER REQUIREMENTS

Hospitality committee members will be required to assist Hospitality Coordinator in carrying out catering for school events. Ideally there would be a large group of volunteers who share the load and assist when their schedules permit.

### P&C FACILITIES COORDINATOR

#### PURPOSE

To coordinate the contents and storage of items in the P&C storage area prior to and following P&C activities.

#### COMMITMENT

Estimated 1-2 two hours per term depending on calendar of events.