

# All about the P&C Association



2021



# Presentation Overview

## THINGS WE'LL COVER

- What does P&C stand for?
- What does the P&C do?
- Why should I get involved?
- What are the Executive Roles and what do they do?
- What happens at the AGM?
- What happens in meetings?
- Where are meetings held?
- Can I be involved without attending meetings?
- How do I join?



# What does P&C stand for?

P&C STANDS FOR PARENTS & CITIZENS.

This represents the people who form our committee. Parents of children at our school, and other citizens with an interest in the well being of the school and its students, such as teachers and grandparents.





# What does the P&C do?

## **Supports the School**

By providing feedback on and endorsing school policies and activities.

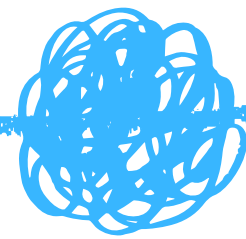
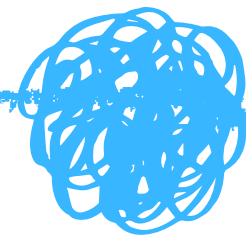
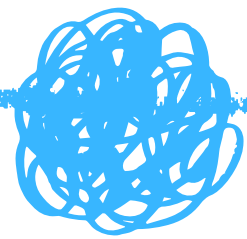
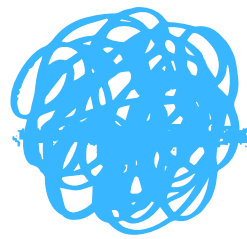
## **Fundraising**

To purchase and provide additional resources to be used to enhance student learning.

## **Brings families together**

By providing parents opportunities to be involved in their child's education.

# Why should I get involved?



## **We host fun events!**

Colour Run, Oktoberfest and more, these events couldn't happen without the P&C!

## **The kids love it!**

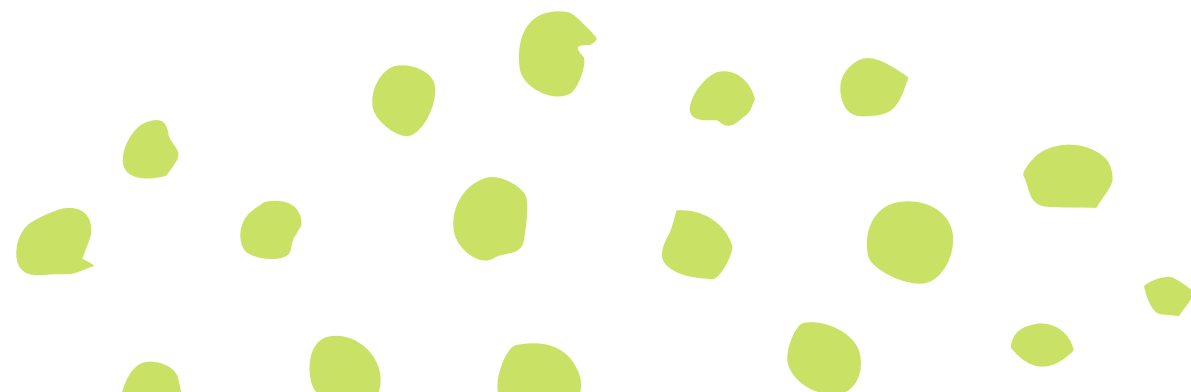
Students love seeing their family get involved, and it sets a great example!

## **Have your say!**

P&C meetings provide the perfect platform to have your say on a wide range of school topics!

## **Have fun and socialise!**

P&C meetings and events are a fantastic opportunity to meet other parents and really feel a part of the school community.





# ESHS BITES



## DID YOU KNOW THE SCHOOL TUCKSHOP IS MANAGED BY THE P&C?

The Executive committee are also employers, who are responsible for overseeing the operation of the school Tuckshop, Uniform Room, School lockers and all the finances connected to it! This includes processing invoices for supplies and the employee wages. The ESHS Bites staff manage the day to day operations of the tuckshop with the support of parent volunteers.



## **PRESIDENT**

- Provide leadership & chair meetings
- Act as P&C Spokesperson/Representative
- Foster good communication between P&C, parents, school & community
- Be accountable for staff & operations
- Encourage participation & inclusiveness
- Oversee HR & business operations

## **SECRETARY**

- Prepare agendas & minutes of meetings
- Communication with all members
- Maintain register of correspondence
- Maintain members & volunteer registers
- Organise, record & maintain documents
- Assist with other administrative requirements of the P&C

## **TREASURER**

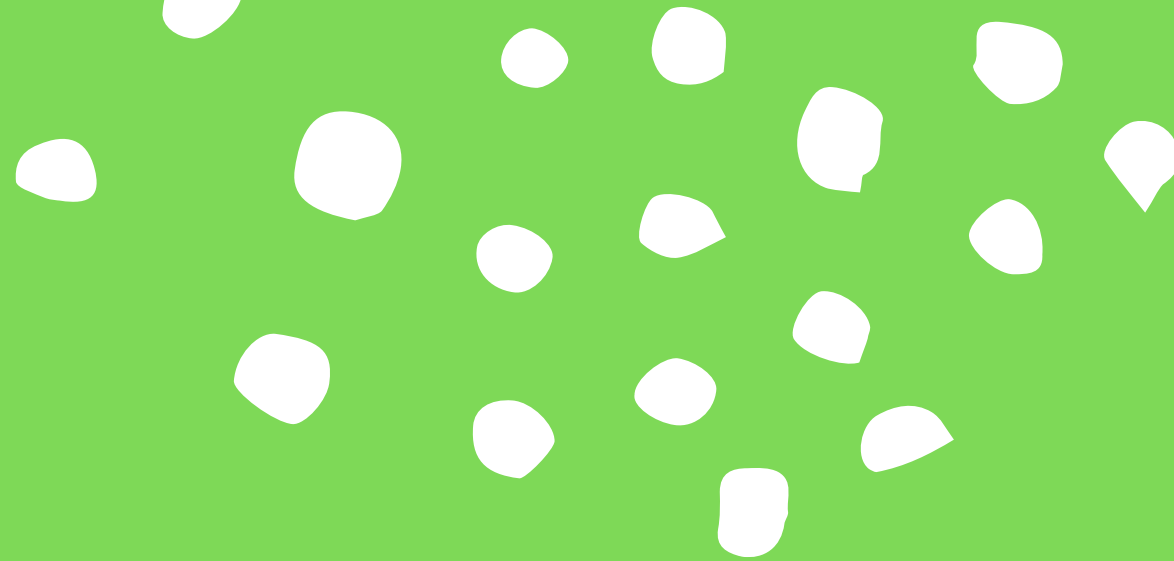
- Ensure compliance with P&C Accounting Manual & other regulations
- Prepare annual budget
- Manage financial statements
- Pay accounts & maintain asset register
- Monitor wages & account management
- Ensure accounting is open & transparent

## **VICE-PRESIDENT**

- Provide support to the President and other executive members as required
- Chair meetings in Presidents absence
- Foster good communication between P&C, parents, school & community
- This role can be divided into multiple sub roles if there is enough interest

**EXECUTIVE ROLES  
& WHAT THEY DO**





## **WHAT HAPPENS AT THE AGM?**

### **All memberships lapse**

Memberships only last until the next AGM. This includes Executive Roles.

### **Join (or re-join)!**

The AGM is the only meeting where memberships can be accepted immediately.

### **Executive Nominations**

Members can nominate and be nominated for Executive Roles.

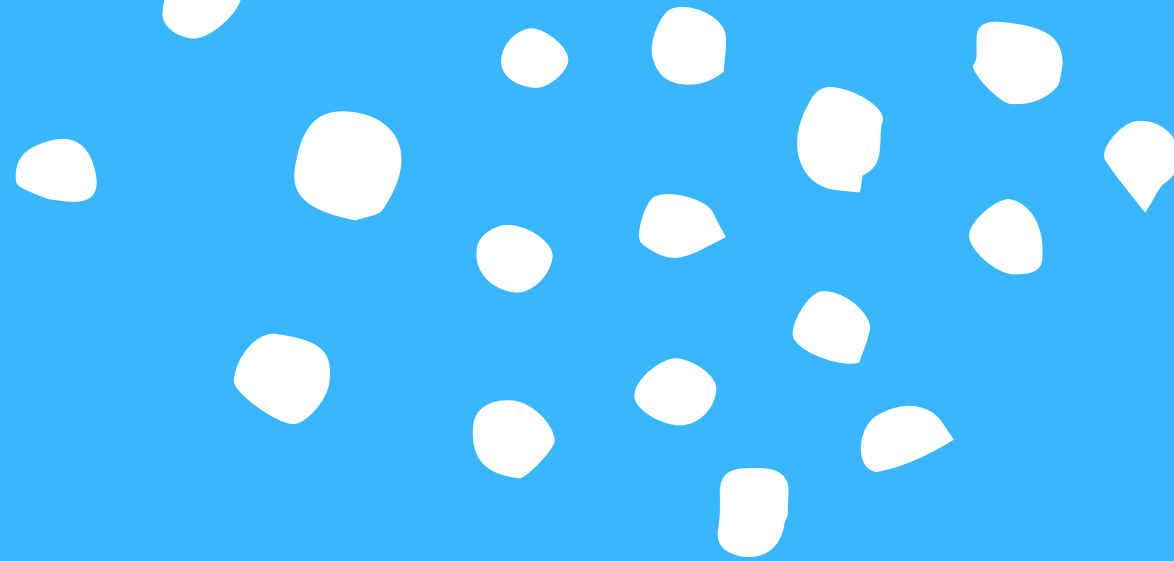
### **Vote for your Executive team**

Secret ballots are used when there are multiple nominations for a role.

### **Plan for the year ahead**

Plan for the year ahead & discuss what the committee would like to achieve.





## **WHAT HAPPENS IN MEETINGS?**

### **President's Report**

The President's report contains updates on all P&C related topics & any recent or upcoming events.

### **Treasurer's Report**

The Treasurer's report contains updates on all P&C accounts and any expenses arising.

### **Principal's Report**

The Principal's Report contains updates and information concerning the school & students.


### **Upcoming Events**

Upcoming events are discussed by all members and motions are made and voted upon.

### **General Business**

An opportunity to bring anything P&C related to the attention of all present for discussion.



A photograph of a school building with a blue text box overlay. The building is a single-story structure with a dark roof and large windows. A sign on the building reads "School Based Apprenticeships & Traineeships". A blue text box in the upper right corner contains the text: "All meetings are held in the School Library which is accessible via the front school gates." There are white polka dots in the top left corner and a white wavy line in the bottom left corner.

All meetings are held in the School Library which is accessible via the front school gates.

School Based  
Apprenticeships & Traineeships

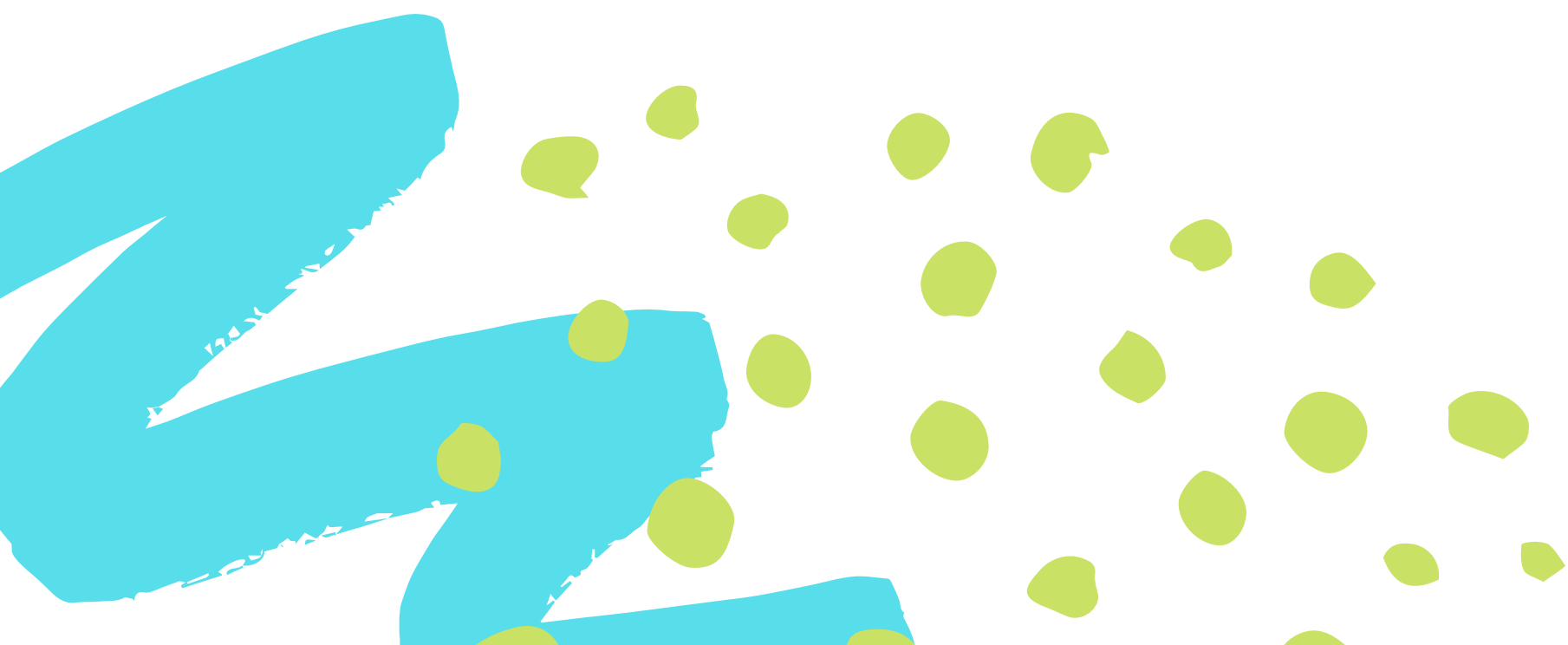


**Can I be  
involved  
without  
attending  
meetings?**

**ABSOLUTELY!**

There are many opportunities throughout the year to volunteer with our P&C.

Add your details to our 2021 volunteer register for more information on how you can help at our events, or visit our Tuckshop to enquire about volunteering there!





# WHAT KIND OF EVENTS DO YOU HOST?



## **ESHS ColourRun**

A fun active day For the whole family!



## **Oktoberfest**

Enjoy this wonderful 18+ fundraiser and support the P&C whilst having a great social night.



## **ESHS Bites Catering**

The staff at ESHS Bites provide for many catering events throughout the year and would love volunteer assistance!



## **Attend the AGM!**

Our 2021 AGM will be held on the 11th of March at 5:30pm. We would love to see you there! This is the only meeting you can join and vote immediately.

## **Attend a meeting!**

If you can't make it to the AGM, we have meetings on the second Thursday of every month! Please note you cannot vote until your second meeting as a member.

## **Fill out the form!**

If you can't get to a meeting, see the office for a membership form. Only members can vote at meetings and receive copies of meeting agendas and minutes.

# HOW DO I JOIN?

WE ARE SO GLAD YOU ASKED!





PARTING WORDS

**VOLUNTEERS DONT GET PAID,  
NOT BECAUSE THEY'RE  
WORTHLESS, BUT BECAUSE  
THEY'RE PRICELESS.**

**Sherry Andersen**

