



*Parents and Citizens Association, Parry St, Charleville Q.4470
Incorporating School of the Air established 1966.*

Join Your P&C

Register Now

Be Involved

Information Booklet

What is a P&C?

The Parents and Citizens Association (P&C) is a group of community-minded people, parents and citizens, who take on a more formal role to assist the school by providing:

- feedback on school policies and activities
- additional resources to be used to enhance student learning
- parents with opportunities to be involved in their child's education.

Research has shown that parent involvement in a child's education makes a significant contribution to the child's success at school.

Objectives

The objectives of the Association are to promote the interests of, and facilitate the development and further improvement of the school, by promoting parent participation, encouraging close cooperation between parents, students and staff and promoting positive community support.

Functions

- (a) To foster general community interest in educational matters
- (b) Encourage closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school/centre
- (c) To provide advice and recommendations to the Principal of the school on issues and concerns in respect of students and the general operation and management of the school
- (d) To provide or assist in the provision of financial or other resources or services for the benefit of students of the school
- (e) To perform any other functions as the Minister may determine, not inconsistent with the *Education (General Provisions) Act 2006*.

The Charleville School of Distance Education P & C Association endeavours to help the school out as much as we are able so they in turn can make the educational opportunities for our children the very best they can. In this day of funding cuts and so forth our P & C is an integral part of the school.

- What We Do and How We Do It at CSDE –

Membership

To become a member of our P & C an application for membership form (attached) must be completed and submitted to the Secretary. Memberships are renewed each year at the AGM which is held in March or at any General Meeting throughout the year. Persons applying for membership need not be present to have their application considered. For insurance purposes, it is recommended that your spouse /partner is also registered. As a member you will receive meeting documents that will keep you informed of what is happening in our P & C.

Your Role as a Member of our P&C

As a member of the CSDE P & C you have the opportunity to

- ❖ meet and network with other home tutors;
- ❖ find out what is happening in our school and keep abreast of current educational trends and issues;
- ❖ take part in discussions on issues/policies/budgets and concerns in respect of our students or the operation of our school; be a part of the decision making in these areas;
- ❖ assist in/ support the fundraising activities conducted and /or assist at functions/activities where the P & C take part.

So please...

- ❖ get to know other members at meetings and school field events – seek out and welcome new families to our school
- ❖ Gain as much knowledge as you can about and from your P&C - support the executive officers you elect to represent you;
- ❖ Pass on news of the meeting to others who may not have been able to attend
- ❖ Value other people's suggestions and ideas. You may not agree with them but please respect their right to express an opinion
- ❖ Provide feedback to Parent Reps and the school.

Please take the time to be a part of your school's P&C, register now, be informed, become involved and have your say. Remember, we are all working towards building a stronger school community for the benefit of ALL the students of CSDE



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**Application for P&C Membership for 2017
Charleville School of Distance Education P&C Association**

Please complete and return to the P&C Secretary: or
email – psecr4@eq.edu.au

Name (include spouse):.....

Address:.....

Phone:.....**Mobile:**.....

Email:.....

Region: Roma Charleville Cunnamulla QuErTh (Quilpie/Eromanga/Thargomindah)

Membership: New / Renewal (please circle one)

I am a parent / caregiver / community member (over 18 years of age) at the school (please circle one)

I agree to be bound by the constitution of the P&C and by all valid resolutions passed by the Association. I agree to work within the boundaries of the Education (General Provisions) Act 2006. I agree to be bound by Education Queensland’s Code of Conduct which includes the following:

- Personal Privacy – information obtained as a P&C representative MUST be considered confidential and treated accordingly
- Courtesy, respect, dignity and fairness will be observed at all times
- Discrimination against any person will not be tolerated (refer *Anti-Discrimination Act 1991*)

Signatures: **Date:**.....

P&C Secretary Use Date received:/...../..... Date accepted:/...../..... Secretary’s signature: Entered in P&C Register: <input type="checkbox"/>

Positions on the P & C – The Executive, Parent Reps & Coordinators

All positions on the P & C become vacant at the AGM in readiness for the election of the following officers from the members of the Association:

- President
- Vice President from each Cluster – Charleville, Cunnamulla/ St George, Roma & QuErTh (Quilpie/Eromanga/Thargomindah)
- Secretary
- Treasurer

Charleville School of Distance Education P & C also has the following Parent Representatives and Co-ordinators.

- QCPCA Representative (Qld Council of P & C Associations)
- PLO Committee Representative (Parent Liaison Officer)
- Cookbook Co-ordinator & Cookbook Distributors
- Souvenir & Uniform Co-ordinator
- Grants Writer

President

The President provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, school administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations. The President of CSDE P & C or their nominee becomes a member of the School Management Team and our SODEA (Schools of Distance Education Alliances) Representative. (SODEA Guidelines are attached for perusal).

Vice-Presidents

The Vice-Presidents provide essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations. Each Vice President will take on the role of Fundraising Co-ordinator for their cluster.

Secretary

The Secretary collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the P&C. This role may be split into two – a minute's secretary and a correspondence secretary to help lighten the load for those who take on the position.

Treasurer

The Treasurer has the overall responsibility for the financial management of the P&C, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Association's Executive Committee, and should be involved in the preparation of the school budget. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

P & C's QLD Representative

The role of the P & C's Qld delegate is vitally important as a link between P & C's Qld and your P&C. Information sharing is the pivotal role of the delegate and hinges on keeping yourself informed on all current and new developments in education in general.

Parent Liaison Officer Committee Representative

The PLO Committee delegate automatically becomes a member of the Parent Liaison Officer Committee. They attend meetings on behalf of the P & C, taking any comments, suggestions etc along and then reporting

back to the committee on developments regarding the Parent Liaison Officer and the Annual Kick Start Conference.

Cookbook Co-ordinator & Distributors

The cookbook co-ordinator is a member who is responsible for the ordering, selling and distribution of the P & C's recipe books. A report of progress is presented to the general meetings as the co-ordinator sees fit. Any recommendations need to be approved by the P & C before they can be acted upon. Cookbook Distributors are members who have placed recipe books somewhere in their area for sale. They are responsible for collecting monies from sales, passing it on to the co-ordinator and ensuring their outlet has sufficient stock on hand, all the time working closely with the co-ordinator.

Souvenir & Uniform Co-ordinator

The souvenir and uniform co-ordinator is a member who is responsible for ordering and selling of the various souvenirs and uniforms the P & C have for sale. A report of progress is presented at the general meeting as the co-ordinator sees fit and any recommendations need to be approved before they can be acted upon.

Extras for the President or their Nominee...

School Management Team

Like most state schools, our school community supports the Principal and staff with a School Management team. This team discuss the operational planning and management of the school and develop a plan for the years to come. There are 4 parent representatives on this body, one from each cluster. This position is for a period of two years. The President of the P&C is also automatically on the School Management Committee. Being a P & C member is not a prerequisite for this position.

SODEA & RREAP

The President or their nominee also becomes our representative for SODEA. A full outline of what SODEA is and what it is all about is below. ***The SODEA role also incorporates discussions regarding our RREAP funding.***

Schools of Distance Education Alliance (SODEA)

SODEA comprises one representative from each of the P&Cs of Brisbane, Cairns, Capricornia, Charleville, Charters Towers and Longreach Schools of Distance Education and Mt Isa School of the Air.

The role of each SODEA member is to represent the views of their P&C Association when advocating for Distance Education students and to report back to their P&C regarding SODEA activities.

It is the responsibility of each SODEA member to:

- Attend all teleconferences or meetings. If unavailable, a replacement can be nominated by the relevant P&C President;
- Collate feedback from their respective P&Cs and present their collective views on issues;
- Provide relevant and timely reports to their P&C to keep them informed of actions or developments;
- Keep up to date with and be familiar with all documents distributed by other members;
- Reply to requests from the Chair, Secretary or other members in a timely manner;
- Work collaboratively with the other members of the SODEA team and present a united face.

The Rural and Remote Education Access Program (RREAP)

The Rural and Remote Education Access Program (RREAP) commenced in 2012 replacing PCAP. RREAP is there to help schools and school communities improve the educational outcomes of students who are disadvantaged because of their geographical isolation.

80% of RREAP funds will be paid directly to schools.

20% of RREAP funds will be paid to School Cluster Committees.

Individual School Funding - Schools' individual RREAP funding is paid through school grants payments each year. The decision making for the expenditure of this grant payment sits with the school and parent organisation within the school.

School Cluster Committees (SCC) – Membership on this committee consists of a School Principal or their representative and a school parent organisation representative from each school in the cluster. SCC will work in a similar way to current local PCAP committees. SCC may choose how they meet, e.g. face-to-face, teleconference. The schools of distance education have chosen to remain in the SDE Cluster which will operate a little differently to other SCC's across the state. The committee will be comprised of the SDE Principals and a P & C representative from each school. The SDE Cluster funding is available for projects that benefit all SDE's.

While this funding is to be available to community organisations, that within the RREAP guidelines provide educational outcomes to students who are disadvantaged because of their geographical isolation so that their learning outcomes match those of other students, the SDE P & C representative will be the contact for community organisations that may wish to apply for a portion of these funds e.g. Mitchell Swim/Gym Camp, or a sporting club that is running a specialist coaching clinic.

RREAP funds must be clearly linked to geographic isolation and must be an enhancement of educational outcomes.

Nominating for a Position on P and C

All positions on the P & C become vacant at the AGM of each year, and for the smooth running of the P & C it is advantageous that these positions be filled. To make a nomination or to be nominated, you must be a registered member of CSDE P & C. A nomination form (attached) needs to be completed and submitted to the Secretary before the AGM.

Meetings

All meetings, except the February general meeting, are conducted via teleconference on **phone number: 07 3181 5999** with **conference code: 2901452267#**. The February general meeting will be a face to face meeting held during the week of Kick Start Conference. The Annual General Meeting is held in March.

Meetings are usually held on a Wednesday of each month from 7:30 pm; however, dates may alter at times. Meeting dates for the year will be as marked on the School Calendar. Reminders for meeting will be emailed to members and placed on notices as well.

Members may place an item of business on the agenda by notifying the Secretary prior to the meeting. Agenda items are advertised on In P & C News or on Notices. Documents for each meeting – agenda, minutes from the previous meeting, correspondence lists, correspondence items of interest, treasurer's report, reports from the Principal, parent representatives and co-ordinators – are emailed to members for perusal prior to each meeting.

How we Raise Funds to Help the School

Souvenirs and Uniforms

Our P&C sells souvenirs, recipe books and uniforms as a source of income. A list of items available including prices and an order form are attached for your convenience. These items can be purchased at the school – see the office staff - or ordered through the mail via blue mailbags marked Attention: Uniform and Souvenir Coordinator. Please address recipe book orders Attention: Cookbook Co-ordinator.

There will be a stall set up in the foyer at Kick Start Conference and in the pavilion at Sports Muster for your convenience. Pre-ordering items so they can be organised for pick up at these events is helpful.

Fundraising

Fundraising is another area where parents can assist the school and the students and take pride in the provision of school equipment and resources that see their students flourish in a supportive school environment.

Throughout each year our P & C endeavours to raise funds by conducting various fundraising activities. These may include raffles, a drive of some sort – pie, sock, wine, bulb, brick etc, and cent sale/chocolate wheel. We are open to suggestions for new / different fundraisers. We try to organise and facilitate at least one event per term with events coinciding with times the school community comes together. (KSC, Sports & Swim Musters) This varies depending on what is happening...in times of flood, drought, introduction of the

new curriculum, etc we have elected not to do as many fundraisers as we are very mindful of the extra burden on our families...in the good times we may elect to do more.

Each cluster will be asked to plan and facilitate at least one fundraiser per year with the VP or another volunteer as the co-ordinator. This shares the fundraising job about the clusters.

We are always on the lookout for new and interesting ways to raise funds for our school, so if you are keen and interested in this aspect bring your ideas along to our planning meetings at the end of each year...this is when we complete our Annual Operations Plan and budget – documents where our fundraisers for the next year are decided upon.

Consent to Fundraise

It is a requirement of the P & C to obtain written permission from parents, for families to participate in fundraising activities. The Consent to Fundraise form (attached) must be completed and submitted to the Secretary as soon as you are able. **This form does not need to be filled out each year...giving consent once means you will receive fundraising info via the mail bag up until you either let the Secretary know you no longer wish to receive it or you leave the school.** However, until we have this permission we are unable to send any fundraising information to your family via the mail bag. This permission includes being a seller of any raffle tickets...please indicate on the form if there are any aspects you do not wish to participate in.

Grants

Community grants are becoming a very successful method for obtaining funds for special projects. To maximise our opportunity to apply for these members are asked to keep an eye or ear out for grants we may be able to apply for and we have a parent who volunteers to look into these.

Voluntary Financial Contribution Scheme

The Voluntary Contribution Scheme is an effective way of raising funds for our P & C. Should you wish to make a contribution, the Voluntary Contribution Scheme form (attached) must be completed and submitted to our Treasurer with your contribution.

Where Does All That Money Go?

Apart from the general running costs to keep the P & C functioning, (insurance, stationery, etc.) we endeavour to help the school and therefore our children out as much as we can.

In 2016 we contributed approximately **\$14,669** to our children's education through:

- \$ 5,900.00 Contribution toward School Camp
- \$ 2,119.00 Sports Muster Catering
- \$ 50.00 Swim Muster
- \$ 1400.00 Book prizes and leaders' shirts at Speech & Awards
- \$ 200.00 For Graduation & Departing Staff mementoes
- \$ 5,000.00 Contribution toward Kickstart conference
-

Other expenditure:

- \$ 7,780.00 For Supplying Souvenir & Uniform Stock
- \$ 1,200.00 Toward SODEA
- \$ 1,210.00 Insurance
- \$ 310.00 Audit fees
- \$ 125.00 Postage/stationery



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Nomination Form

I..... (full name of proposer)
being a registered member of the Charleville SDE P&C Association,

Nominate..... (full name of nominee)

for the **Position of**
eg. President, Secretary, Treasurer, Vice President or coordinator

Dated at.....thisday of.....20.....

Signature of Proposer:.....

When proposing a person for a position, please make sure they are aware of the nomination and are willing to accept the position.

Seconded by :.....(Please print name)

Please return this form to –
The Secretary c/ Charleville SDE Parry St Charleville 4470
Phone/Fax:
Email:psecr4@eq.edu.au

This form may be returned by fax, post or email.

P&C Secretary Use		
Date received:/...../.....	Entered in Nomination	<input type="checkbox"/>
Date approved/...../.....	Register:	



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P&C Souvenirs and Uniforms Order Form

Family Name..... (Please Print)

Address.....

.....Post Code.....

Phone Number..... Order Form Sent/..... /....

Office use. Order Filled	Item Required	Number of Items required	Size	Colour	Cost

Cheque/Cash/Money Order
(Please Circle)

Order Cost \$ _____
Plus Postage Levy \$ 2:50

Total Cost \$ _____

Please make cheque payable to Charleville SDE P&C, send to school with completed order form ensuring to mark size and colour choice. Items can be exchanged.

Coordinator Use Only Order posted on/...../ or picked up on/...../



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CONSENT TO PARTICIPATE IN FUNDRAISERS

Under the Guidelines for P&C Associations in the QCPCA Operations Manual - 2011 Edition, it states that written permission must be obtained by the P&C from parents, for families to participate in fundraising activities.

Throughout the year the P & C conduct several fundraisers which could include a drive of some description - sock, pie, wine, bulb or a raffle where we ask parents to sell tickets. We now require consent to participate from each family before we are able to send information for these fundraisers to individual families.

Written permission only needs to be obtained once from any one family, unless advised otherwise by the family. Therefore if the P&C get written permission from parents when their child enters the school, that permission will continue until that child leaves the school. Parents are able to alter this if they wish at any time.

PLEASE complete the form below **IF YOU WOULD LIKE TO receive fundraising information** form in as soon as possible; otherwise you may miss out on our fundraisers.

I, _____, give permission for the _____ family to participate in any fundraiser the Charleville School of Distance Education Parents and Citizens Association may be conducting. (This includes being a raffle ticket seller in our major raffle.)

If there are any aspects of the fundraising you would not like to be a part of please specify:-

Signed: _____ Date: _____

Region (please circle): Charleville Cunnamulla/St George Roma QuErTh (Quilpie/ Eromanga/ Thargomindah)

Please Return via the mail bag/post to - The Secretary
Charleville SDE P&C Association
Parry Street
Charleville Qld 4470

By completing this form you are not bound to become a member of the P&C Association, although you are very welcome to do so!



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VOLUNTARY CONTRIBUTION SCHEME 2016

An effective way of raising funds for our P & C is by a Voluntary Contribution Scheme where families can contribute an amount of money voluntarily to the P & C. This money is then put to use in the enhancement of resources available for student learning.

As per years gone by, the suggested contribution is \$50.00 however; we welcome and accept any contribution that families may choose to make.

Cheques are to be made payable to the Charleville SDE P&C.

Thankyou for your support.

.....

NAME:.....

ADDRESS:.....

.....

.....(TOWN).....(POSTCODE)

AMOUNT PAID:.....

BEING FOR VOLUNTARY CONTRIBUTION

Please enclose with payment and send to the treasurer:
Christy Bredhauer
Lambert Station
Charleville 4470



The current Executive of our P & C is

- ✚ PRESIDENT: Annabel Tully info@annabeltully.com
- ✚ VP ROMA : Jill Radel yebna2@bigpond.com
- ✚ VP CUNNAMULLA: Stacey Keane waverleydowns97@gmail.com
- ✚ VP QUERTH: Tracy Sargent granvillestn@activ8.net.au
- ✚ VP CHARLEVILLE: Gabrielle Davis calabahsde@hotmail.com
- ✚ SECRETARY: Michelle Freshwater pandcsecretary@charlevisde.eq.edu.au
- ✚ TREASURER: Christy Bredhauer lambertstud@activ8.net.au

The new executive will be elected in March at the AGM and will be distributed then.

The secretary has a database of all registered members' details (as required according to our Constitution), from which each member of the executive may access the details of members when necessary. This is for the purposes of better utilising technology in our communications (emailing or faxing agendas, Minutes and other updates) in an effort to conquer our vast distances and isolation. If you do not want your details made accessible to all members of the executive you should advise the Secretary accordingly.

In line with the current Privacy Act, every effort is made to ensure your privacy in our new found world of technology.

Every effort is made to keep these reference numbers and details up to date. Please notify the Secretary of any changes that you are aware of.

If you no longer have children at the school, please advise the Secretary whether or not you wish to continue to receive the minutes and/or remain on any committees or in any positions you hold in the P&C until the next AGM when registration falls due.

Please take the time to be a part of your school's P&C, register now, be informed, become involved and have your say. Remember, we are all working towards building a stronger school community for the benefit of ALL the students of CSDE

P&C: Making a Difference, Together.