

# Kaleen Primary School Parents and Citizens (P&C) Association Incorporated

## About the P&C

The School P&C is a great place for families with students to meet others, join in a range of community activities and even get support from other parents at times. We aim to keep it a friendly, community-oriented atmosphere where everyone is welcome.

All parents and carers of children at the school are eligible members of the P&C and are encouraged to be involved.

The role of the P&C includes helping people come together, making suggestions to/asking questions of the Principal, getting to know each other, feeling that you can contribute to the school and having fun during this precious time of your child's life. The more members we have actively participating in the P&C association the better we can achieve our objectives.

Please consider coming along to the first P&C meeting of the year and getting involved – it's a great way to meet new people and really contribute to your child's school experience.

The Agenda and a description of the roles and responsibilities of P&C office bearers are outlined in the attached documentation.

## Communicating with you by email

As we use email to communicate with parents, it is essential that we have an accurate and up-to-date email contact list of parents. Opting for P&C email is a great way to engage with activities, issues and useful information for parents in your school even if you can't make it to meetings.

So please complete and sign the below form and return it to the school or to the P&C. Your email address will be kept confidential and only used for authorised P&C/school communication purposes.

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

YES I'm interested in being notified via email of P&C activities and meeting outcomes.

YES I would like my name to be added to the list of helpers for P&C events.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to the School Reception or email the P&C at [kaleenpandc@gmail.com](mailto:kaleenpandc@gmail.com)

Many thanks

# NOTICE: ANNUAL GENERAL MEETING

**Date:** Tuesday 26 March 2019  
**Time:** 7pm  
**Location:** Kaleen Primary School Library

The AGM marks the administrative start of the new year, and we would like as many parents as possible to attend. At the AGM, the items of business include the nomination and election of parents to serve on the Committee for the coming year and discussion of fundraising/spending priorities for 2019.

An agenda for the meeting and a nomination form for Committee membership is included for your reference. A brief outline of Committee roles is attached to the nomination form. If you would like any further information, please feel free to approach current committee members who can be contacted through the front office.

Nominations of candidates for election as members of the Committee must be made in writing and with the consent of the candidate. **Completed nominations should be brought to the meeting.**

We look forward to seeing you at the AGM.

Kaleen Primary P&C  
5 March 2019

## Roles and responsibilities of Committee Positions

- **PRESIDENT:** The President provides leadership, oversees the running of the P&C
- **VICE PRESIDENT (VP):**The VP supports the president and fills in when required
- **SECRETARY:** The Secretary prepares meeting agendas, takes minutes of meetings and manages P&C correspondence.
- **TREASURER:** The treasurer is responsible for the management of all funds received and expended by the P&C and prepares reports for meetings.
- **VICE TREASURER:** The Vice Treasurer supports the treasurer as needed.
- **PUBLIC OFFICER:** The Public Officer lodges relevant forms required for associations by the Office of the Registrar General.

Volunteers are also required to coordinate the fundraising activities throughout the year and there are sub-committees for the preschool and canteen.

Please bring your completed form to the meeting and GET INVOLVED to keep our school up there with the best.

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Name:.....

Contact Details phone and email:.....

I would like to nominate for the position of:.....

I support the nomination of ..... for the position of .....

# Kaleen P&C ANNUAL GENERAL MEETING

## AGENDA

1. Opening
2. Attendance
3. Apologies
4. Correspondence
5. Acceptance of previous minutes (2018)
6. Reports
  - Principal
  - P&C President
  - Treasurer
  - Business Ops
    - a. Canteen
    - b. Uniform Coordinator
  - Events Ops
    - c. School Board
7. Proposed changes to the Constitution
8. Election of Office Bearers
  - a. President
  - b. Vice-president
  - c. Treasurer
  - d. Vice treasurer
  - e. Secretary
  - f. Public officer
9. New president takes the chair
10. Identification of P&C fundraising for 2019
  - e.g Fete, Discos, Mango Fundraiser, Family Portraits
11. General business
12. Closure