



P&C **SECRETARY'S** **GUIDE**

Updated for the
2019 P&C
CONSTITUTION

THE GO-TO RESOURCE FOR ALL EFFECTIVE
P&C ASSOCIATION SECRETARIES

Every care has been taken to ensure the accuracy of the information contained herein, but no responsibility is taken for any lack of coincidence with the School Education Act 1999, the School Education Regulations 2000 or the Associations Incorporation Act (2015). These Acts of Parliament, together with the June 2019 P&C Constitution are the definitive documents in this area.

All references to meeting protocol have been taken from *Foyster & Carr's 'take the CHAIR'* produced by the Australian Rostrum Council. See also Appendix C of the WACSSO Constitution and Rules.

Top 10 rules for being a great P&C Secretary

1. Be organised.
2. With the assistance of the Chairperson, prepare a comprehensive agenda for every meeting.
3. Make sure **all** members are aware of the start time, finish time and place of the meeting. Ensure the Chairperson starts on time and finishes on time.
4. Do not read the minutes of the last meeting in full at the meeting. Circulate draft copies at least two weeks before the next meeting date.
5. Do not attempt to take detailed notes of discussions and include them in the minutes.
6. Record all resolutions taken *exactly as passed* by the members and ask the Chairperson to repeat the words of the motion if unsure.
7. Ensure that you record the names of the people responsible for following up a resolution (Action Items).
8. Nominate members to assist. That's what they are there for.
9. Do not become too involved in discussion/debate. If you feel you want to have close involvement in a topic, ask someone else to take the minutes for that item.
10. Office Bearers and Sub-committees must put in written reports to save time and help you in your duties.

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Secretary's Guide

Role of the Secretary

An efficient Secretary is the key to the smooth operation of any P&C.

P&Cs fortunate enough to possess one tend to hang on to their prized possession – sometimes too long. This can be risky for your organisation as you should be preparing successors to the role.

Secretarial positions differ, but common aspects recur. This handbook covers virtually all the duties expected of a P&C Association Honorary Secretary.

What's a good Secretary like?

The effective Secretary must be:

- ◆ Methodical
- ◆ Impartial
- ◆ Persistent
- ◆ Familiar with the Association's Constitution, Code of Conduct and By-laws



It is a characteristic of knowledge that those who seek it will find it. If you're keen to learn and help your P&C Association, you'll find ways to do it.

Methodical

- Obtain a filing cabinet, chest of drawers or special box. If there is space, keep all records (working and archived) in a safe place on school premises e.g. canteen.
- Use an online storage platform. These can be generic or specially designed for Associations like P&Cs.
- Draw up an annual calendar or chart and mark in all key dates: meetings; fetes; P&C Association deadlines (insurance premiums due, WACSSO affiliation fees, Associations Online requirements, ACNC requirements, WACSSO Annual Conference); school terms and holidays. Use the annual P&C Handbook from WACSSO as a source of information for this calendar.

Persistent

They must round up people who've been given jobs to do such as action items from P&C meetings.

At meetings, look for the opportunity to delegate tasks to other members. Remember, the Secretary is not the general "gopher" to whom all tasks must fall. This attitude, which many people have, makes the Secretary's job far more onerous than it need be.

"the Secretary is not the general 'gopher' to whom all tasks must fall"

Impartial

Be representative of the whole P&C and avoid cliques or internal power-plays. You have been elected to serve the best interests of the P&C membership.

Constitutionally Aware

Like all P&C members, you must be thoroughly aware of the constitutional requirements of the Association. Always have a copy of the 2019 P&C Constitution (and any By-laws) on hand to ensure the Association is always acting within its obligations. A Secretary who is thoroughly familiar with the provisions of the Constitution is a tremendous help to the Chairperson.

“A Secretary who is thoroughly familiar with the provisions of the Constitution is a tremendous help to the Chairperson”

Internal Administration

Agenda

The business for the P&C meeting is set out in an agenda which is an outline of the meeting structure. A well-considered agenda, compiled by the Chairperson (usually President) and the Secretary, leads to a constructive meeting. Ideally, the agenda should be circulated to all members prior to the meeting, allowing them to give some thought to issues raised before being required to make a decision. Under the 2019 P&C Constitution, financial motions to be moved at meetings **require notice** of 7 days for General Meetings and 48 hours for Executive Committee Meetings. Because this notice must be sent out prior to the meeting, it is a good idea to send the agenda at the same time, so members can be informed what they will be asked to spend funds on.

It may be useful to publish the agenda in a newsletter and on social media so other members of the school community are aware of the matters being dealt with at the meeting. This can help attract new members to the meeting.

Correspondence In/Out

Correspondence can be loosely defined as *communications to/from parties external to the P&C and its membership, and relevant to the core business of the association. This includes both post mail and email.*

Ensure you have a process for collecting and sorting the P&C correspondence. This should be done on a regular basis and not left until the week of a P&C meeting – or, even worse, the day of the meeting.

- Maintain two separate books for correspondence; one for inward and the other for outward correspondence (See samples on page 14 of handbook.). Alternatively, record these in a spreadsheet or use an online platform.

- As soon as correspondence has been received, number it in sequence and enter it, with its number and the date in the inward book.
- If the correspondence is passed on to another member of the P&C, make a note of that in the book so that the letter will not be lost.
- When a reply is written, record it by number in the outward book with the date sent. Pages from these books can be photocopied and placed with the minutes.

Letters do not have to be read to the meeting unless someone specifically requests that the Secretary do so.



Correspondence that does not relate to finances or employees, must be retained for 12 months (*P&C Constitution Rule 20.3*). Correspondence that relates to employees and finances should be given to the P&C Treasurer. Letters which you believe may have historical interest should be archived with the minute books.

Processing post mail/email

The Secretary, or another person delegated by the P&C, must:

- Collect the mail from the school (usually a designated pigeonhole), or PO Box at least once a week.
- Request to be cc'd into Office Bearer email correspondence with external parties.
- Be the recipient of any resignations of members of the P&C or Executive Committee (*P&C Constitution Rule 8.1*)
- Open and read all the mail (see next point for exceptions) that is addressed to the P&C Association. It does not matter if it is addressed to the President, Secretary, Treasurer or Mr/Ms P&C Member – someone MUST open the mail and decide what to do with it.
- If mail is marked “Private and Confidential”, only the person it is addressed to is legally allowed to open the envelope. This could be confidential employee or ‘Safety House’ information.
- Give mail to the relevant person e.g. canteen convenor.
- Refer urgent correspondence to the President immediately. It may be necessary to call an Executive Committee meeting to discuss the P&C’s response.
- List correspondence of a non-urgent nature on the next agenda under ‘Correspondence In’, or present as a separate list.
- Reply to correspondence as approved and directed by a meeting of the association.

Reports

Encourage everyone who makes a report to submit it in writing. These written reports should be retained as part of the permanent records of the P&C Association.

Reports may be submitted by:

- Treasurer (mandatory)
- President
- Vice-President/WACSSO Liaison (recommended)
- Principal (recommended)
- P&C member on School Council/Board
- Sub-committees including Canteen, Uniform, Fundraising etc.(mandatory)

“Encourage everyone who makes a report to submit it in writing”

A motion to adopt a report obliges the Secretary to keep a copy of the report as an appendix to the minutes. The report becomes a part of the permanent records of the P&C Association.

Records

It is the Secretary's responsibility to:

- Notify the Principal and **WACSSO Inc.** before 30 April each year the names of the persons who in that year are Office Bearers and executive members of the P&C. The WACSSO website has a submittable form that makes this task easier.
- Maintain the Register of Members (Section 53 of the Associations Incorporation Act 2015). The Register of Members will include the name, either the residential, postal or email address of each member and the date they became a member. It should also state if a member is suspended or expelled. Any changes to this information must be recorded in the Register within 28 days.
- Maintain all official documents such as the P&C Constitution and Association's Incorporation certificate.
- Alert the Executive Committee when renewals fall due or an official deadline must be met.
- Maintain the current minute book (or alternative).
- Ensure old minutes or minute books are safely archived. Remember, these are the historical record of your Association and must be kept indefinitely, preferably in a locked filing cabinet on the school grounds. Also consider having a back-up soft copy on hardware or online.
- Return all documents to the Executive Committee as soon as possible after they leave the position.

Refer P&C Constitution Rules 6.6, 16.2, 16.3, 16.4, 16.5, 16.6 & 20.2.

Disputes and Mediation / Suspension and Expulsion

The Secretary has an important role in both these processes (*P&C Constitution Rules 9.0 and 28.0*) as they may be one of the first Executive members contacted when a member wishes to raise an issue. They will also be responsible for sending correspondence and calling meetings which form an integral part of these rules.

Being a member of the Executive Committee, they will also play a part in determining the outcome of a dispute or deciding if a member is to be suspended or expelled and the recording of any action in the Register of Members. They may also be required to take part in the mediation process.

Common Seal

If the P&C has a Common Seal (*P&C Constitution Rule 29.0*), then it is kept in the custody of the Secretary. They are also one of the Office Bearers that are permitted to countersign its use.

“Being a member of the Executive Committee, (the Secretary) will also play a part in determining the outcome of a dispute”

P&C Meetings

- Convene meetings as required, i.e. advertise and organise them. Include financial motions on any notice of meeting.
- Call Special General Meetings, if required, under the provisions of *P&C Constitution Rule 23.3*.
- Prepare an agenda in consultation with the Chairperson. (See sample on page 12 of this guide).
- Prepare and circulate documents, preferably prior to the meeting: minutes, agenda, reports, correspondence list.
- Prepare the meeting room: chairs, tables, whiteboards, copies of the Constitution, Codes of Conduct etc.
- Take new memberships and add to Register of Members.
- Record minutes. Keep the Chairperson informed of any matter which may assist or invalidate proceedings.
- Write letters or emails as the meeting has instructed.
- Be prepared for secret ballots if requested.
- Carry out the constitutional requirements of the Annual General Meeting with regard to timing of notices, notices of motion, nominations of office bearers, and annual financial reporting.

Refer *P&C Constitution Rules 6.6, 23.1, 24.1, 24.2 & 26.5*.

Notice of Meetings

Notice of meetings must be sent 7 days prior to the scheduled date in accordance with the Constitution. If all those entitled to be at the meeting do not receive adequate notice, there is a risk the meeting could be declared invalid. (*P&C Constitution Rule 24.1*)

The notice must mention:

- Time
- Date
- Venue
- Motions on Notice (i.e. General Business)
- **Financial motions to be presented**
- Type of meeting (i.e. General, Executive, Special etc.)

Types of meetings:

- General Meeting
- Annual General Meeting
- Special General Meeting
- Executive Committee Meeting
- Sub-committee Meeting



Members must receive 7 days' notice of a General Meeting (including Annual General Meeting and Special General Meeting), and 48 hours' notice of Executive Committee Meetings. Required notice for Subcommittee meetings will be outlined in the Terms of Reference for that Subcommittee.

The Minutes

It is essential to have a clear and accurate record of the proceedings of a meeting, which is why minutes are kept. Minutes should be written as soon as possible after the meeting, so they are a true and accurate record of the meeting events. (*P&C Constitution Rules 16.2, 23.1.3 and 26.5*)

Why record Minutes?

Minutes are a brief, formal summary of the business conducted and outcomes at the meeting that help keep the Association working towards its objectives. As an official record they serve the following purposes:

- recording attendance and apologies;
- being a permanent record of meetings;
- recording policy decisions and progress on activities;
- documenting action that needs to be taken and by who;
- confirming elections, expenditure and actions authorised by the P&C Association;
- being a constitutionally acceptable reference and guide in case of later doubt or dispute; and
- providing information to members absent from the meeting.

P&C Associations may vary the form of their minutes, but there are some items which should always be recorded as they arise. These include:

- The operating name of the P&C Association;
- the type of meeting (i.e. General, Executive, Special etc.);
- time, date and venue of meeting;
- name of the Chairperson;
- names of the people present – apologies, if received, of those absent;
- confirmation of previous minutes;
- correspondence received and action to be taken;
- Treasurer’s report and list of accounts for payment;
- reports and action to be taken (including the names of members required to follow up);
- resolutions of the meeting;
- motions defeated, withdrawn or deferred to the next meeting;
- date of next meeting;
- time of meeting close; and
- the minutes of the Annual General Meeting must also list the names of the persons elected to the various offices and committees.

“Minutes are a brief, formal summary of the business conducted and outcomes of the meeting”

The Minute Book

The minute book is an official record of the P&C Association’s decisions. Once the minutes have been accepted, the official copy should be pasted securely in the minute book or in digital format. Don’t allow people to “borrow” the minutes to make copies. You may easily lose a vital piece of your history.

Hints for Recording Minutes

Minutes are not a record of who said what. It is unnecessary to accurately record everything said, and incorrect reporting may lead to repercussions. The decisions that were made are the important points that need to be noted. A verbatim report of the debate that led to the decision is not required unless a member specifically requests for their debate to be recorded (even then it is at the Chair's discretion if this happens or not). You may also choose not to record the names of the mover and seconder.

“Minutes are not a record of who said what.”

Minutes that are written in point form make a much more useful working document than minutes that are written as a narrative.

The Secretary should always sit next to the Chairperson so details can be clarified quickly and to keep the Chairperson on schedule. Groups of people often believe they have reached a decision, yet when asked to express it, they have difficulty. It is not the Secretary's job to determine how a decision should be recorded in the minutes so do not be afraid to interrupt the meeting to clarify any matter to ensure accuracy.

When recording minutes:

- Listen for key words or phrases;
- try to capture basic ideas and the essence of what people say – **never attempt to record debates verbatim**;
- use clear, simple language;
- don't worry about spelling;
- abbreviate words and use initials to save time;
- circle key ideas, statements or decisions;
- number all pages;
- keep notes made at the time until the minutes have been confirmed at the next meeting; and
- write up the minutes as soon as possible after the meeting.

“write up the minutes as soon as possible after the meeting”

Recording Motions

There are two types of motions:

Procedural motions relate to the conduct of the meeting, such as 'point of order', 'dissent' or 'closure'. These are motions that members can use during standing orders, for more information see the President's Guide or the Effective Meeting Guidelines publications.



Substantive motions (most common type) are where motions are moved, debate follows, and votes are taken. The Secretary may choose whether or not to record the names of movers and seconders, however the result of any vote must always be recorded. When a motion is defeated it must still be recorded in the minutes. To leave it out creates the false belief that the matter was not raised. Motions that are put to the meeting but are not seconded do not need to be recorded.

It is not necessary to record the names of speakers for or against motions. After the motion has been put to the meeting the Secretary need not record any more detail (except main points raised in the discussion) until the decision is reached.

For minor motions, you may wish to use a simple statement such as:

“It was resolved that ...”; “It was agreed that ...”; “The Anytown Primary School P&C Association resolved to ...”.

Ensure you understand any motion and subsequent resolution fully before recording it. If you don't understand the motion/resolution, ask the Chairperson to repeat it.

Action Column

It is essential that the minutes have an action column that lists the names of those responsible for following up the decisions made during the meeting. Every motion that requires action, should have the name of the person responsible for the action detailed.

Remember to push this point at meetings and delegate or you may be expected to do everything. Don't let decisions pass without appointing a member to take responsibility for actioning it.

“Every motion that requires action, should have the name of the person responsible for the action”

Distributing the Minutes

Minutes are important. They provide a record of decisions made, and perhaps more importantly, a record of action required. For this reason, they must be distributed in confidential draft form to members not less than two weeks before the next meeting is scheduled (*P&C Constitution Rule 26.5*). These minutes are not official until they are ratified at the next General Meeting.

If members have an opportunity to read and really absorb the minutes prior to the meeting they can be sure it really is a true and accurate record of the meeting – and it may also serve as a reminder to a member they have a task to action.

Avoid reading the minutes of the previous meeting in full at the next meeting– it is unproductive, kills momentum and eats into precious time.

Confirming the Minutes

If you have circulated the minutes before the meeting, the members vote:

“That the minutes of the meeting of Anytown Primary School P&C Association held on at be taken as read and confirmed as a true and accurate record.

This gives the members the chance to discuss the **accuracy of the minutes as a record**. This is not the time to re-open discussion on decisions taken at the previous meeting. If the decisions taken were inappropriate or foolish, they must stay on record and be rescinded, or amended, at the proper time in the meeting.

The Secretary must enlist the help of the Chairperson to prevent *nit-pickers* from wasting time looking for trivialities in the minutes. There is no need for members to correct spelling and grammar, unless the errors change the meaning or intent of the resolution.

If amendments / corrections are required, the members vote:

“That the minutes of the meeting of Anytown Primary School P&C Association held on at, with the following amendment(s), be taken as read and confirmed as a true and accurate record.

The minutes are then signed and dated by the Chairperson before being pasted in the Minute Book. This is known as *ratification*.

Contrary to popular opinion, it is acceptable for the minutes to be signed by someone who was not the Chairperson at the meeting of which the minutes are a record. Similarly, it is reasonable to allow all members at the current meeting to vote on the minutes, irrespective of their attendance at the previous meeting.



Sub-committees of the P&C

What is a Sub-committee?

The P&C may form Sub-committees to perform specific tasks. In forming a Sub-committee, the P&C delegates the responsibility of planning, management and operation of an amenity, e.g. canteen, uniform shop, or fundraising to a committee. The P&C instructs the committee on how it is to operate by adopting instructions called a *Terms of Reference* (P&C Constitution Rule 18.2). These *Terms of Reference* can be altered at any time by the General Meeting of the P&C and it is recommended that when the Sub-committee is elected at each AGM they be given a copy of the *Terms of Reference* for review and reference.

The Sub-committee is formed by resolution at a P&C General Meeting (or AGM) and the members of the committee elected at the same time. Should a position become vacant on the committee an election may be held at a General Meeting of the P&C to fill the vacancy.

Members of P&C Sub-committees must be financial or ex officio members of the P&C (P&C Constitution Rule 18.4).

After a committee is formed it may elect from within its membership a Convener and a Secretary. Where finances are involved, and the P&C has approved a separate bank account a Treasurer and a Secretary or one person as Secretary/Treasurer may be elected.

The P&C Treasurer has overall responsibility for the books of account of all Sub-committees (P&C Constitution Rule 17.1)

The expenditure of a Sub-committee's profits must be decided upon by a General Meeting of the P&C. Power of fundraising and expenditure, in keeping with the Sub-committee's purpose, may be given to a committee by the P&C. The Sub-committee's profits should be transferred to the general P&C account on a regular basis.

“The expenditure of a Sub-committee's profits must be decided upon by a General Meeting of the P & C”

Timely and responsible fund management at Sub-committee level is important to ensure that funds raised are used or committed during the year in which they are raised. WACSSO does not recommend

that Sub-committees, other than the canteen or uniform Sub-committees, have separate accounts or fundraise independently. However, as the P&C is an autonomous body it may choose to give these responsibilities/powers to one of its committees. If this is the case then an appropriate clause, identifying the responsibilities of the Treasurer, should be included in the Terms of Reference.

Sub-committees may have a clause in their Terms of Reference that allows them to spend money on consumables or incidentals directly associated with the administration of the Sub-committee. This clause in the Terms of Reference could be worded (as an example): *“the Sub-committee has the power to expend up to \$100 per term on administrative purposes only”*.

All monies in an account in the name of a Sub-committee belong to the P&C (*P&C Constitution Rule 18.8*). This means that if the main P&C account runs short of funds it can claim any excess funds from Sub-committee accounts. Terms of Reference for committees with their own bank accounts are available from the WACSSO website.

The President of the P&C is *ex officio* a member of all Sub-committees (*P&C Constitution Rule 18.6*) and separately, Sub-committees must include a member of the Executive Committee (*P&C Constitution Rule 18.5*).

“All monies in an account in the name of a Sub-committee belong to the P&C”

Responsibilities/powers of the Sub-committee are decided by the P&C when adopting the *Terms of Reference* for that Sub-committee. These responsibilities/powers should be clearly described to enable the Sub-committee to function effectively. In addition to any reports presented at meetings of the Sub-committee, Sub-committees must present reports at all P&C meetings and at other meetings of the P&C (*P&C Constitution Rule 18.7*). It is preferable that reports be written and contain a financial statement (where finances are involved) and recommendations to be motioned and debated. The P&C Treasurer must have access to the financial books of Sub-committees.

How to form a Sub-committee

1. At a General Meeting of the P&C or AGM, a motion is passed *That a Sub-committee be formed consisting of members to be known as the School Parents & Citizens' AssociationSub- Committee.*

Terms of Reference are adopted, and the members (including at least one Executive Committee member) are elected.

The number of members on the Sub-committee can be changed at any time by resolution of the P&C. Membership of the Sub-committee is open to all financial and *ex officio* members of the P&C.

2. **Terms of Reference**
All Sub-committees require *Terms of Reference* to enable them to function. *Terms of Reference* are instructions from the P&C outlining how the committee is to operate. WACSSO has developed sample *Terms of Reference* for many Sub-committees, which can be found on the WACSSO website
3. After the *Terms of Reference* have been adopted and the required number of Sub-committee members have been elected, these members decide the date and place of the first meeting. At the first meeting of the Sub-committee a Convener is elected. **As this is only a Sub-committee of the main P&C Association the Sub-committee does not elect a President, there is only one President of a P&C Association.**
4. The Sub-committee meets at a time and place determined by the members. The Sub-committee must produce a written report to each meeting of the P&C. This report will include any recommendations (motions) to be approved by the General Meeting. All members can attend P&C meetings, as they are all financial or *ex officio* members of the P&C.

Issues to be observed:

- **Where the P&C has given approval for a Sub-committee to operate a bank account** the name of the account of the Sub-committee must be:
.....School Parents and Citizens' Association Inc.
(..... Account)
 - Signatories on all bank accounts operated by a Sub-committee must be authorised signatories only (*P&C Constitution Rule 17.6*). A Sub-committee can't use its own signatories.
5. **Sub-committees of P&C Associations do not have Annual General Meetings.** All positions on all Sub-committees are declared vacant at the Annual General Meeting of the P&C, at which time these positions are again filled by election.
 6. The Public Liability Insurance cover included in the affiliation fee paid by the P&C to WACSSO extends to cover all Sub-committees of the P&C, except for the Safety House Committee. Sub-committees must ensure that any planned activities are approved by a P&C General Meeting to ensure there are no complications with insurance claims. A P&C's incorporation status extends to include all Sub-committees of the P&C. To enable this to occur the establishment of the Sub-committee and adoption of *Terms of Reference* must appear in the P&Cs minutes.

"Sub-committees must ensure that any planned activities are approved by a P&C General Meeting so there are no complications in the event of an insurance claim"

Examples

Sample Agenda

Anytown Primary School P&C Association Inc.

General Meeting to be held on Wednesday 3 May 2018 from 7.30pm – 8:30pm in the Staff Room

1. Welcome
(By the Chairperson.)

Apologies
(Read by Secretary.)
2. Confirmation of minutes of previous meeting
(Motion that the minutes be accepted.)
3. Business arising from previous minutes
(Specific items under consideration may be listed here. Members may raise any matter referred to in the minutes, but do not re-debate the issues.)
4. Correspondence
 - 4.1 In
*(Motion that correspondence in be **received**.)*
 - 4.2 Out
*(Motion that correspondence out be **approved**.)*
5. Treasurer's Report
*(Motion that Treasurer's Report be **adopted**.)*
6. Other Reports
 - 6.1 President
 - 6.2 Vice President/WACSSO Liaison
 - 6.3 Principal
 - 6.4 Sub-committee reports
*(Motion that each report be **adopted**.)*
7. General Business
(Notices of Motion (must include financial motions, which should be provided at least 7 days before meeting – encourages members to notify the Secretary of other items for discussion at least 7 days prior to the meeting as well.)
8. Other Business
(Added to agenda at the beginning of the meeting and prioritised by the Chairperson.)
9. Date of next meeting
10. Closure

Sample Minutes

Anytown Primary School P&C Association Inc.

Minutes of the General Meeting held on Wednesday 3 May 2018 at 7.30pm in the Staff Room

1. Welcome

In attendance

B Smith (Chairperson), C Jones, J Rogers, Chong San Yoon, B Miller, M Taloi, K Rees-Smith, I Card, C Board, J Doe, P Trainer

Apologies

M Short, R A Wilkins

2. Confirmation of Minutes of Previous Meeting

Resolution: That the minutes of the meeting of Anytown Primary School P&C Association held on 3 May 2018 at 7.30pm be taken as read and confirmed as a true and accurate record.

Carried

3. Business Arising from Previous Minutes

3.1 School Fete

Letters have been sent to prospective sponsors and exhibitors. Phone call to WACSSO re Public Liability Insurance (see attached note).

3.2 Baileys Fundraiser

Orders have been posted and goods should be received on Monday 25th April.

3.3 School's 40th anniversary

Working party met to draw up timetable and allocate tasks.

4. Correspondence

4.1 Correspondence In

Resolution: That correspondence in be received as per attached list.

Carried

4.2 Correspondence Out

Resolution: That correspondence out be approved as per attached list.

Carried

5. Treasurer's Report (attached)

C Jones explained increase in cost of uniforms due to supplier's price increase.

Resolution: That the Treasurer's report be adopted.

Carried

6. Reports

6.1 President's Report (attached)

Resolution: That the President's report be received.

Carried

6.3 Vice President/WACSSO Liaison Report (attached)

Resolution: That the Vice President's report be received.

Carried

6.3 Principal's Report

Resolution: That the Principal's report be received.

Carried

6.4 Canteen Sub-committee's Report

Jane Doe reported that the Canteen Supervisor's contract is due for renewal.

Action: President and Ms Doe to negotiate new agreement with Manager.

Profit of \$1,870 from last semester (Semester 2, 2018) transferred to P&C General Account.

Resolution: That the Canteen Sub-committee's report be adopted.

Carried

7. General Business

7.1 Homework Policy

Several parents have raised the issue of student homework.

Resolution: That the Principal outline the school's homework policy in the next School Newsletter and invite comment from concerned parents.

Action by: Principal

Carried

7.2 Use of school grounds outside of school hours

The question was raised whether students can use the school oval, playground equipment and basketball court outside of school hours. The Principal was unsure of Education Department Policy in this matter and will report back to the next meeting after receiving advice.

Action by: Principal

7.3 **Motion on Notice:** That the P&C Association contribute \$600 towards the cost of purchasing new football jerseys for the senior team.

The school's senior football team needs new jerseys at a cost of \$60 per jersey for 20 jerseys. The school has indicated a willingness to pay half of the cost if the P&C is willing to donate the rest - \$600.

P Trainer wished it noted that she voted against this motion.

Carried

8. Other Business

8.1 P&C Training Program

C Board reported on a P&C training program attended at a nearby school, reported how awesome it was and suggested that we host a similar training at our school and invite all P&C members and parents to attend.

Resolution: That the Vice President/WACSSO liaison contacts WACSSO and organises a training session be held at our school.

Action by: Vice President/WACSSO Liaison

Carried

9. Date of Next Meeting

The next General Meeting will be held Tuesday 4 June at 7.30pm (to 8:30pm) in the staff room. An Executive Committee Meeting to be held on the same evening from 6:30pm – 7:30pm.

10. Closure

The meeting closed at 8:23pm.

Sample Correspondence Log

It is useful to maintain two separate books (or a simple spreadsheet) for correspondence – one for inward and the other for outward.

As soon as a letter has been received, number it in sequence and enter it, with its number and the date, in the inward correspondence book. If a letter is passed on to a member of the P&C, make a note of that in the book. When a reply is written, record it by number in the outward correspondence book with the date it was sent.

Pages from these books can be photocopied and placed with the minutes. At the meeting, letters do not need to be read unless the meeting specifically requests that the Secretary do so.

Sample Log – Correspondence In

No.	Date Rec'd	From	Subject	Passed To	Date	Action Req'd
27/19	2/4/19	WACSSO	GST	President	2/4/19	Immediate action req'd
28/19	3/4/19	Joe Smith	Marquee for fete	Fete coordinator	6/4/19	Follow-up by 30/4/19
29/19	13/4/19	Baileys	Fundraising	President	13/4/19	Next meeting
30/19	14/4/19	WACSSO	P&C Voice (3)	President Secretary Treasurer	14/4/19	Circulate among P&C members

Sample Log – Correspondence Out

No.	Date Sent	To	Subject	Origin	Date	Remarks
12/19	3/4/19	Shire	Signs at fete	President	2/4/19	Refer reply to fete/fundraising coordinator
13/19	17/4/19	WACSSO	Copy of audited accounts	Treasurer	11/4/19	

Membership Forms

Having a supply of membership forms at each meeting will simplify the task of recording the details of new members to the Association. Only required details should be transferred to the permanent Register of Members as soon as practical after the meeting. The Register of Members will include the name, either the residential, postal or email address of each member and the date they became a member. Any changes to this information will be recorded within 28 days.

Updated membership forms are available in the WACSSO P&C Handbook which is delivered to P&Cs at the start of every year. Membership forms from the previous financial year should be destroyed as soon as possible after the next AGM.

The only people permitted to view these membership forms will be the Office Bearers of the P&C. Any P&C financial member may view the Register of Members, which is why it has limited information.

Refer *P&C Constitution Rules 6.6 & 16.3*.

“The Register of Members will include the name, either the residential, postal or email address of each member and the date they became a member”

Register of Members

The Register of Members is a legal document and must be maintained as a permanent record of members of the P&C Association. A member's required details or change in membership must be recorded in the Register of Members within 28 days after that person becomes a member. A template for this Register can be found on the WACSSO website (*P&C Constitution Rules 6.6 & 16.3*).

“The Register of Members is a legal document and must be maintained as a permanent record of members”

Rules of Debate and Standing Orders

For use at other meetings (State Council, P&C Associations and other meetings)

Definition of Members:

1. Reference to "member" shall mean a person who qualifies under the P&C Constitution to be a member entitled to attend and vote at a duly constituted meeting.

1.0 ORDER OF BUSINESS:

The order of business of any meeting other than a Special General Meeting (called for a specific purpose) shall be as follows:

- Open - quorum present? - welcome
- Apologies
- Minutes of previous meeting(s)
- Confirmation
- Business arising
- Correspondence
- Reports (including financial and other committees)
- Membership
- Admissions/resignations
- Election results
- Motions on Notice
- General Business (listed and unlisted)
- Next meeting
- Date, venue, time
- Closure

2.0 CORRESPONDENCE:

- 2.1 In dealing with the correspondence, every piece of correspondence shall be taken without motion as formally "received", unless a motion to the contrary is submitted, and every letter may be dealt with immediately after the contents have been read to the meeting.

3.0 DISCUSSION:

- 3.1 No discussion shall take place except on a motion or amendment moved and seconded and put in writing, if so, required by the Chairperson.

4.0 METHOD OF ADDRESS:

- 4.1 At all times throughout a meeting a member shall address the meeting through the Chairperson and shall stand when doing so unless the Chairperson allows the member to remain seated.

5.0 MOTIONS NOT SECONDED:

- 5.1 Motions not seconded shall lapse and will not be debated.

6.0 DEBATING THE MOTION:

- 6.1 The mover and/or seconder of a motion may speak to the motion when initially moving/seconding it or reserve the right to speak later in the debate.
- 6.2 After the motion has been moved and seconded the Chairperson shall:
 - if neither the mover nor seconder has spoken or only one of them has spoken to the motion, call for anyone wishing to speak to the motion.
 - if both the mover and seconder have spoken, call for anyone wishing to speak against the motion.

- 6.3 No more than two speakers, including the mover and the seconder, shall speak successively for or against a motion.
- 6.4 No person may speak more than once to any question except the mover in exercising the right of reply, which will close debate.
- 6.5 The following time limits shall apply:
- Movers of motions shall speak for no more than (4) minutes
 - Speakers for or against the motion (2) minutes
 - Mover's right of reply (2) minutes.

No member shall speak on any matter for more than four minutes unless granted an extension of time by the meeting.

- 6.6 Debate is closed, and the Chairperson shall put the motion when:
- two speakers have spoken successively for or against the motion and there is no opposing speaker
 - the mover has exercised the right of reply.

7.0 AMENDMENTS:

- 7.1 An amendment shall not directly negate the intention of the original motion.
- 7.2 When an amendment is before the meeting, discussion shall be confined to the matter addressed by that amendment.
- 7.3 A further amendment shall not be submitted until the current amendment is disposed of, but any speaker to an amendment may give notice of intention to propose (foreshadow) another amendment.
- 7.4 Any member giving notice of further amendment shall not then speak to their proposed amendment until that amendment is before the meeting.
- 7.5 When an amendment is carried it is incorporated into the motion and the motion as amended becomes the motion before the meeting (or 'substantive motion').
- 7.6 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices thereof have been given.
- 7.7 If an amendment is lost and no prior notice of a further amendment has been given the debate on the substantive motion shall resume.
- 7.8 Once all amendments have been dealt with further amendments to the motion, if any, may be moved and dealt with at will to the procedure set out in 7.1 to 7.7.
- 7.9 An amendment shall not relate to any part of an original motion which has already been agreed upon as forming part of the amended motion.
- 7.10 No member shall propose more than one amendment upon a motion.
- 7.11 The mover and seconder of the original motion may speak to an amendment to their motion but must restrict their speech to the subject matter of the amendment. The mover's speech on the amendment does not constitute the mover's right of reply.

8.0 RIGHT OF REPLY:

8.1 The mover of the motion shall have the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken. The reply shall be limited to the answering of matters raised in opposition to the motion and shall not introduce any new arguments.

8.2 The mover of an amendment shall not have the right of reply.

9.0 CLOSURE OF THE DEBATE:

9.1 The debate shall be closed:

- when as provided in 6.3 there have been two successive speakers either in favour of or against the motion and there is no opposing speaker; or
- if in the opinion of the Chairperson the debate has apparently covered all the ground and is becoming unduly extended or repetitious; or
- when a motion "that the motion be put" is carried by the meeting.

9.2 The motion "that the motion be put" may be moved any number of times during a debate and may be submitted by any member who has not taken part in the debate. No seconder is required for this motion. This motion ('that the motion be put') shall be put to the vote immediately without debate.

If lost, the debate shall continue as if such motion had not been moved.

If carried, then the motion (or amendment) under discussion shall immediately be put to the meeting without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

10.0 ADJOURNMENT OF THE DEBATE:

10.1 A motion for the adjournment of a debate may be moved at any time and shall be put to the meeting without discussion.

10.2 Adjournment motions may be:

- 'that the item be referred to person/committee.' i.e. debate is suspended such time as that person/committee puts the item back on the agenda.
- 'that debate be adjourned to time/place' i.e. debate is adjourned to the stated time or place.

10.3 If carried, the debate shall be adjourned accordingly. If not carried the debate shall continue.

11.0 DISSENT FROM THE CHAIR:

Offers members the opportunity to disagree with the Chairperson's ruling

11.1 A motion of dissent from the Chairperson's ruling shall only be accepted by the Chair if moved and seconded.

11.2 On receiving a motion of dissent, the Chairperson shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended.

11.3 The Vice-President shall take the Chair.

11.4 Only the member challenging the ruling and the Chairperson may speak on a motion of dissent. The member challenging the Chairperson's ruling states the reason/s for doing so. The Chairperson then responds.

11.5 The motion of dissent shall then be put in the following manner "That the Chairperson's ruling be upheld" and a vote shall be taken immediately.

11.6 After voting, whether the Chairperson's ruling is upheld or not, the Chairperson returns to the chair and the original question shall proceed. (A motion of dissent is not a motion of no confidence.)

12.0 POINT OF ORDER:

12.1 When any member is speaking no other member shall interrupt except to raise a point of order.

12.2 The member raising a point of order shall state the point of order clearly and distinctly and then be seated. If a member is speaking such member shall be seated until the point of order is decided. The Chairperson shall rule upon the point raised and not allow a discussion.

12.3 An explanation or clarification is not a point of order but may be allowed when the member speaking has finished, but only to the extent of actual misunderstandings or misstatement, and the member making such explanation shall be prohibited from debating the merit of any proposal.

13.0 VOTING:

13.1 Financial members (including the person presiding at the meeting) and ex officio members present at a meeting and entitled to remain thereat shall be entitled to exercise a deliberative vote on any proposition before or election held at the meeting. No other person shall be entitled to vote at any meeting of the Association.

13.2 On conclusion of debate the matter shall be put to the vote.

13.3 In the event of a tied vote on any proposition/motion before a meeting then the proposition is lost.

13.4 No member shall enter or leave a meeting while a vote is being taken.

14.0 MOVER AND SECONDER:

14.1 Either the mover or seconder of a motion may vote against it, provided that notification of such intention is given to the meeting.

15.0 VALIDITY OF VOTE:

15.1 No objection shall be made to the validity of any vote except at the meeting at which the same shall be tendered and every vote not disallowed at such meeting shall be deemed valid.

16.0 RECOMMITTAL:

16.1 A matter may only be recommitted provided that two-thirds of the members present and entitled to vote, vote in favour of such recommitment.

17.0 RESCISSION:

17.1 A resolution passed at any meeting may be rescinded

- at the same meeting if two-thirds of those present and entitled to vote, vote in favour of such rescission; or
- at a subsequent meeting if notice of intended rescission is given either at the original meeting or in the notice convening the subsequent meeting.

18.0 BREACH OF STANDING ORDERS:

18.1 A member refusing to retract any offensive expression having been first directed to do so by the Chairperson, shall be debarred from taking part in any discussion until such retraction is duly made.

19.0 SUSPENSION OF STANDING ORDERS:

19.0 Any or all the Rules of Debate and Standing Orders, with the exception of Rules 17 and 18, may be suspended at any time if two-thirds of those present and entitled to vote at a meeting are in favour and when the matter so introduced has been dealt with, the ordinary course of business shall be resumed.

(SCHOOL Name)
PARENTS & CITIZENS' ASSOCIATION INC
(Name of Sub-committee) SUB-COMMITTEE

TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Committee shall be called the (School Name) Parents & Citizens' Association Inc. (name of Sub-committee) Committee.

2.0 COMPOSITION:

- 2.1 (a) Not more than 5 members, one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be ex officio a member.
(c) An employee of the P&C whose employment is related to the work of the sub - committee may attend meetings in an advisory capacity only.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a General Meeting of the P&C to fill the vacancy.
- 2.3 The Committee to agree on a Convenor, Treasurer and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Committee shall be:

- 3.1 The financial management of the (name of sub-committee) committee.
- 3.2 Establishing nutritional guidelines which are consistent with the Healthy Food and Drink Policy mandated by the Department of Education.
- 3.3 Acquiring all suitable stock and goods for business use, and ensuring all stock and goods are stored in suitable containers within the business.
- 3.4 Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association, which is \$XXXXX. Establishing a reserve account for the purpose of equipment replacement.
- 3.5 Operating a bank account at a level sufficient for the trading capital requirements of the business.
- 3.6 Recruiting volunteers as shall be considered necessary.
- 3.7 Providing reports for ratification to all General Meetings of the P&C Association and when required to the Executive Committee.
- 3.8 Establishing credit accounts with suppliers as required for the operation of the business, ensuring all deliveries take place in school hours.
- 3.9 Ensuring that Grievance Settlement/Dispute Resolution Procedures are followed.

4.0 DUTIES OF CONVENOR:

- 4.1 Convenor when present, shall preside at all meetings of the Committee. In the event the convenor is absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The convenor shall ensure that a written report of the activities of the committee is presented to all General Meetings of the P&C Association (or executive committee) and at such times as directed by the General Meeting of the P&C association. The report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF SECRETARY:

- 5.1 The Secretary shall have custody of the documents of the Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association.

6.0 MEETINGS:

6.1 Meetings of the Committee shall be held at a time decided by the committee. Notice of the meeting should be at such times and places as determined by the committee provided that not less than forty-eight (48) hours' notice is given.

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

8.0 VOTING:

8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

8.2 Voting shall be by show of hands by those present.

8.3 No proxy voting is acceptable.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved by the General Meeting of the P&C Association.

NOTES:

Where the committee is established during the year the members are elected at a General Meeting of the P&C. All members of any committee of the P&C must be financial members of the P&C.

**THE COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P&C ASSOCIATION**

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