

A stylized blue logo on the left side of the slide. It features a circular base with a figure inside, resembling a person with arms raised in a 'V' shape. The figure is composed of several overlapping light blue shapes, giving it a sense of movement or energy.

Effective P&C Workshops 2017 Series

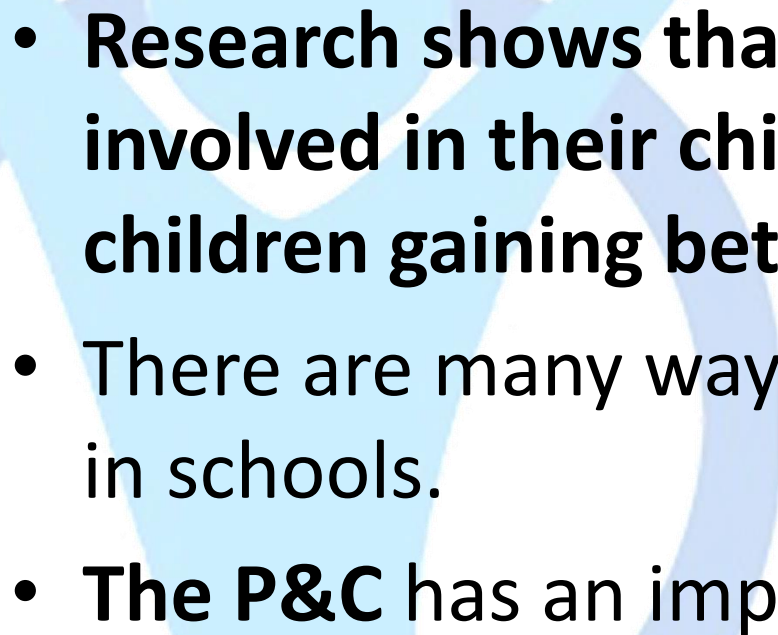


Session 1

*'Who, How and Why'
of your P&C and Council*

Parents and schools: partners in education

(Information Sheet 1)

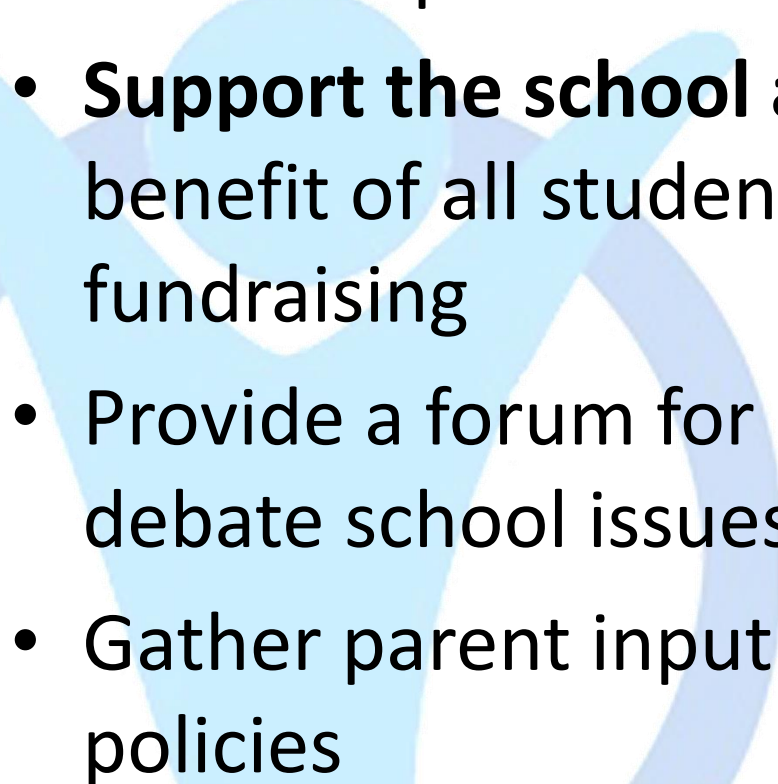
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- **Research shows that parents who get involved in their child's education, see their children gaining better education outcomes.**
 - There are many ways parents can get involved in schools.
 - **The P&C** has an important role to play.

The P&C and parent engagement

- The P&C facilitates parent involvement in the school
- First assess how well your school is doing in engaging parents now (Information Sheet 2)

The role of the P&C

(Information Sheet 6)

- Facilitate parent involvement in the school
 - **Support the school and community** to the benefit of all students - services, events, fundraising
 - Provide a forum for parents to discuss and debate school issues
 - Gather parent input to educational issues and policies
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Is your P&C a social, educational, advisory, service-providing or fundraising body?

- Different for each school
- Clearly defined goals and priorities will make your job easier
- What do parents at your school want from the P&C?
- Seek shared goals

The role of Council

(Information Sheet 37)

We are the peak body for P&Cs in the ACT, made up of delegates from each school. We:

- Provide help for our member P&Cs
- Foster a quality public education system
- Represent parents – we are the voice for ACT public school parents

Council: supporting P&Cs

- Phone and email queries
- Workshops and information seminars
- Insurance package for P&Cs
- Publications
- Information sheets and resources
- Where to get more information?
www.actparents.org.au

Council: Your voice in the community

- Through participating in the P&C you can move towards being an empowered parent.
- Through Council, parents can share concerns and form a common call for action or change.
- The conduit between the two is your **Council Delegate**
 - Reports to P&C meetings on Council happenings
 - Brings school issues and opinion to Council meetings

Raising concerns: in your school

(Information Sheet 4)

- Encourage parents to first talk to teacher, then principal if needed
- ETD complaints process is a last resort
- P&C meetings can be a forum for discussing concerns and can be referred to Council.

Council: representing parents

- Representative voice with Minister - regular meetings
- Speaks directly to ETD – regular meetings, impromptu contact and sits on 22 committees
- Submissions to government reviews and inquiries
- Speaks for public school parents in the media
- Our policy document, agreed to by parents, allows us to speak on their behalf
- Affiliated with ACSSO – a national voice



End of session 1



Session 2

*The structure
and function of your P&C*

Your constitution

(Information Sheet 9)

As an **Incorporated Association** your P&C must

- Report to the Office of Regulatory Services (ORS)
- Have a constitution
- Follow your constitution (or change it!)

Council can provide a sample P&C constitution, or come to our new Constitution Workshop!

Role of P&C office bearers

(Information Sheet 17)

- There are 6 main roles outlined for P&C office bearers;
- President,
- Vice-President,
- Secretary,
- Treasurer,
- P&C Council Delegate and
- Public Officer

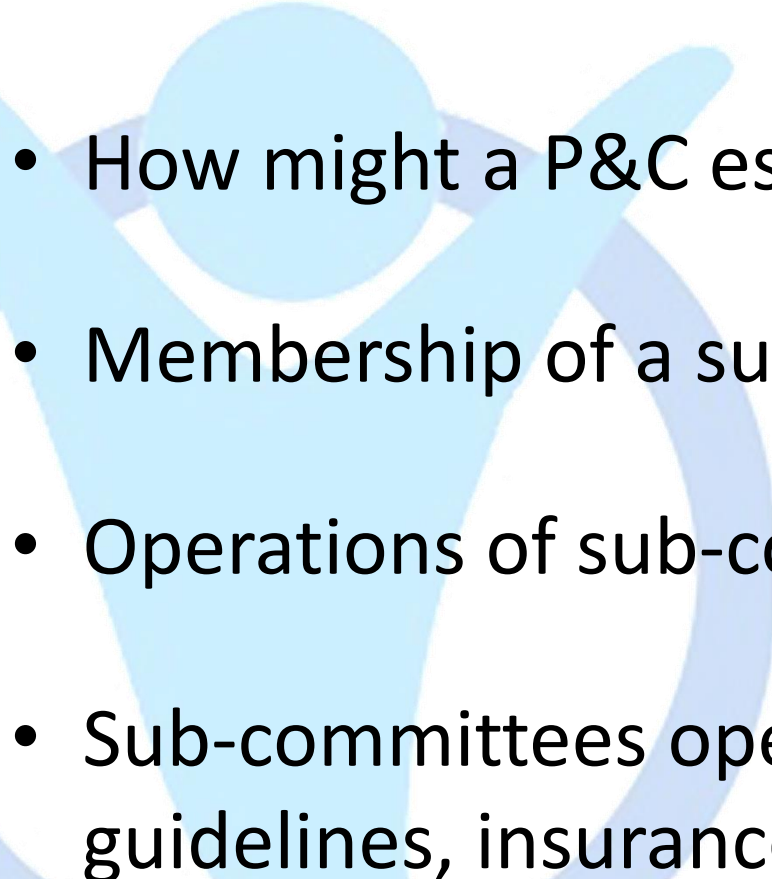
Helping new office bearers

(Information Sheet 18)

- Important to have good record keeping.
- New officers must be given essential information and a handover. Template for handover notes available on our web.
- Send us your contacts and watch for emails and newsletters from us.

Sub-committees roles & responsibilities

(Information Sheet 26)

- What is a sub-committee?
 - How might a P&C establish a sub-committee?
 - Membership of a sub-committee
 - Operations of sub-committees, bank accounts
 - Sub-committees operating outside their guidelines, insurance issues
- 

Some notes on finances

(Information Sheets 15, 16 & 35)

- Voluntary contributions
- Spending P&C funds
 - appropriate, approved, running costs covered
- Taxation issues
 - Encumbered funds, income tax, GST, charity status
- There is a Treasurer's and Insurance Workshop and new Treasurer's Handbook for more help!

P&C as an employer

(Information Sheets 29 - 32)

- P&C committees can operate as a small business, in terms of operating:
 - canteens,
 - outside hours school care and
 - tutor programs.
- Council has a sample contract for canteen staff



End of session 2



Session 3

Improving meetings

Meeting procedures

(Information Sheet 19)

- The agenda
- Minutes
- Motions
- Quorum
- Chairing the meeting: Good and bad habits

Making meetings work

(Information Sheet 20)

- Find what suits your P&C
- Formal versus informal meetings
- Voting versus consensus
- Meeting improvement checklist for you to assess your meetings – Information Sheet 21

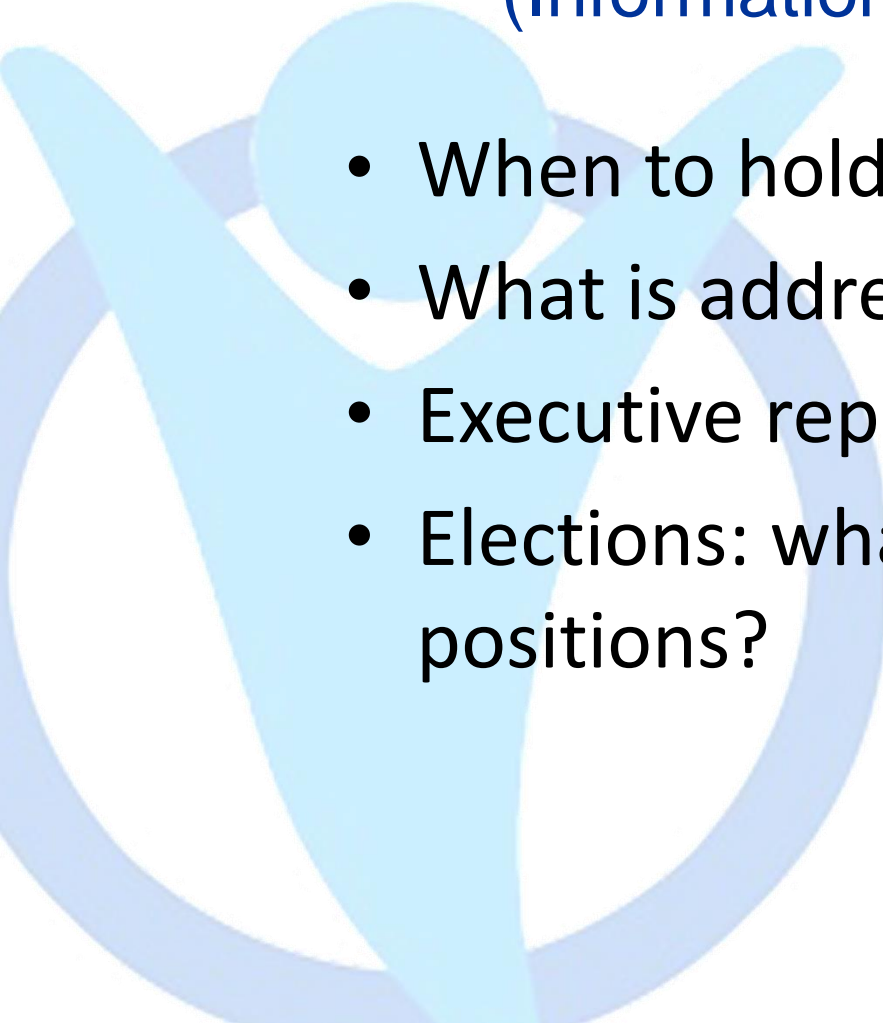
Voting rights and your school Principal

(Information Sheets 22 & 23)

- Your constitution will state what the voting rights of members are.
- Usually all P&C members can vote
 - But who is a member?
 - Keeping membership lists
- Ex officio members
- The role of the Principal

The Annual General Meeting (AGM)

(Information Sheet 24 & 25)

- 
- When to hold it, notice to give
 - What is addressed at the AGM?
 - Executive reports
 - Elections: what if we don't fill all the positions?

Privacy and confidentiality

(Handout)

- All P&Cs must observe the Privacy Act.
- Council has its own Privacy Policy which you can adopt
- Please look at the handout for more information



End of session 3



Session 4

*Communications
Recruiting Support
& Fundraising*



Communicating with parents

- Make sure you are accurate, reliable, current, relevant so that parents can rely on you
- Choose right avenues for your P&C
- Information Sheet 13 has some options and cautions
- Social media – see Information Sheet 14

Getting parents involved in the P&C

(Information Sheet 10)

- Find out why parents are hesitant to participate
- Push the benefits of being involved
- Create shared goals
- Create a culture of inclusion, try new approaches
- Run meetings well
- Have a public 'face' for your P&C
- Get new parents on board as soon as possible
- Publicise your achievements and thank everyone
- Encourage participation from parents who are second language speakers (see also Information Sheet 3).

Recruiting volunteers

(Information Sheets 11)

- Personal communication works best
- Start early
- Spread the load
- Technology can help with rostering
- Make it rewarding – look after your volunteers so that they will come back
- Thank everyone often
- WWVP checks

Fundraising

(Information Sheet 27 & 28)

- Let people know what it is for; track progress on large items
- Spread the work load- don't overwork your parents.
- Think about where the money is coming from, don't take all from parents.
- Check licensing requirements



Activity:

List 2 successful fundraisers, 2 unsuccessful ones.
Exchange with someone you haven't met.



End of session 4

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Thank you!

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