

ACT COUNCIL OF PARENTS AND CITIZEN ASSOCIATIONS

Strategic Plan 2016-2020

Vision

A high quality public education system in the ACT that maximises learning opportunities for all students in which parents and carers play an integral role with the school community.

Mission

To support affiliated associations.

To provide a considered parent input to the ACT school system.

To represent ACT parents in ACT and national education matters.

To encourage educational debate within the ACT.

To proactively engage students, governments, parents, carers and affiliated member bodies in pursuing the vision of the Council.

Values

The ACT Council of P&C Associations values the contribution of parents, carers, governments and others to improve the academic, social and emotional outcomes of students, regardless of a student's ability, ethnic background, gender, sexual orientation, religion or socio economic status.

Goals for 2016-2020

Goal 1

Contribute to the continual improvement of the public education system by providing a strong parent voice.

Goal 2

Assist member organisations in achieving their objectives.

Goal 3

Demonstrate strong leadership in policy development and advocacy based on research and consultation.

Goal 4

Operate a well governed and well managed body.

Goal 1: Contribute to the continual improvement of the public education system by providing a strong parent voice	Resources/who/what/how	When/to be achieved	Targets	Annual review
Priorities/Strategies: Promote government wide consultation, inclusivity and transparency in government planning & policy development that allows for well-informed input of Council and P&C Associations.	Executive, staff and P&Cs. Using written submissions, participation in appropriate task forces, meetings with Ministers & ETD. Lobby for consultation with & between Directorates.	On going	At least 3 meetings with Minister & ETD Senior team each year & other Ministers/Directorates as needed	
Strengthen collaboration with the ACT Education and Training Directorate through effective representation.	Executive. Regular meetings with the ETD Senior Executive Team and by participation in ETD facilitated committees/task forces.	By appointed dates	As above plus at least 1 rep on each relevant committee /task force etc	
Strengthen collaboration with national, state and territory counter parts to influence issues.	Executive & elected representative. Active membership on ACSSO, involving close communication & attendance at annual conference.	On going & by late Oct	At least one rep to attend all ASCCO meetings & Conferences	
Strengthen collaboration with other relevant bodies to influence issues as they impact on public schooling.	Executive & Staff. Maintain direct communication with the AEU, Principals' associations and Companion House invite their input from time to time and participate in joint activities	On going	At least 1 meeting a year with each body	
Continually pursue effective and innovative ways to enable a strong representative parent voice.	ALL. Build opportunities to communicate eg media interviews, speaking at conferences etc.	On going	At least one interview or media release each term.	
Proactively and systematically campaign for the promotion of members' concerns.	Executive & Staff. By meetings with Ministers, ETD, media releases, public meetings etc	On going	As above plus timely submissions on all relevant topics	
Encourage debate within the parent community and to encourage engagement, representation and participation eg in the form of a mobile lobby group.	ALL. Build networking opportunities eg issue media releases on relevant topics, research and make submissions to parliamentary enquiries.	On going	Invite at least 1 speaker a term to Council meetings, invite members to ETD & Minister meetings	

Goal 2: Assist member organisations in achieving their objectives.	Resources/who/what/how	When/to be achieved	Targets	Annual Review
<p>Priorities/Strategies:</p> <p>Foster and assist member Associations by providing advice and information for their effective operation and encourage any school or college without a P&C to join Council as an associate member to continue the flow of information to /from that school/college's parents</p>	<p>Executive, Council & Staff.</p> <ol style="list-style-type: none"> 1. By issue of info/guide books, publishing of ParentACTION & answers to questions/queries. 2. Conduct a survey of P&Cs re their issues and priorities 3. Utilise SCIP visits to P&Cs/schools. 4. Offer associate membership to schools/colleges without a P&C 	<p>Issue to P&C by 1 Mar each year.</p> <p>Survey by 30 April 16.</p> <p>On going</p> <p>On going</p>	<p>All P&Cs receive materials on time</p> <p>Results for Council by 1 Apr</p> <p>SCIP briefs to all schools requiring</p>	
<p>Represent the interests of member Associations in dealing with the Education and Training Directorate and other authorities to achieve the best possible educational outcomes for the students, schools and families.</p>	<p>President, selected Executive members, Executive Officer, elected representatives to external committees, etc</p> <p>Regular meetings with ETD Senior Executive Team & active participation in committees etc.</p>	<p>On going</p>	<p>At least 1 meeting each term and reps on all relevant committees</p>	
<p>Strengthen communication and information sharing between Council and member Associations.</p>	<p>Executive, Executive Officer, Communications Officer.</p> <p>Use of website, email & other correspondence. Parent ACTION and Communicator enewsletter.</p> <p>Regular General meetings. Annual Report. Offer to visit P&Cs</p>	<p>On going</p>	<p>Meetings as per the Constitution</p> <p>Regular issues of publications.</p> <p>Visit all P&Cs interested</p>	
<p>Facilitate the provision to members of public liability insurance and other insurance policies for meetings, fundraising events and other activities.</p>	<p>Executive Officer and P&C Treasurers.</p> <p>Negotiate with insurers to facilitate cost-effective insurance for members & Council.</p>	<p>By 1 July each year</p>	<p>All P&Cs covered</p>	

Goal 3: Demonstrate strong leadership in policy development and advocacy based on research and consultation	Resources/who/what/how	When/to be achieved	Targets	Annual Review
<p>Priorities/Strategies:</p> <p>Strengthen Council’s capacity to influence government policy and practices to advocate for high quality, inclusive and secular public education in all ACT government schools and their appropriate funding.</p>	<p>Executive, elected reps, Policy Officer, staff. By using well researched written submissions, participation in appropriate task forces, meetings with Ministers and ETD.</p>	<p>On going</p>	<p>Timely submissions & at least one meeting each term with ETD and Minister. Active participation in external committees etc</p>	
<p>Continually review and develop Council policies formulated on evidence-based research and consultation.</p>	<p>Executive, Council, Executive Officer, Policy and Communications Officers. Conduct Annual Policy Conference, consultation with parents, research & policy development.</p>	<p>On going, hold Policy Conference by mid Aug</p>	<p>Issue of policies, conduct of Policy Conference</p>	
<p>Publish and promote all Council’s policies.</p>	<p>Policy Officer. Revise, print and distribute the Policies booklet annually & post to our website</p> <p>Keep members informed of current issues, conduct forums, arrange guest speakers, enter into collaboration, use lobby groups as appropriate, create and accept opportunities.</p>	<p>On going</p>	<p>Policies issued to P&Cs and Government</p> <p>At least 1 discussion forum and 2 guest speakers each year</p>	

Goal 4: Operate a well governed and well managed body.	Resources/who/what/how	When/to be achieved	Targets	Annual Review
<p>Priorities/Strategies:</p> <p>Continually review information, communication and technology processes to meet Council's needs.</p>	<p>ALL. By regular review of our capabilities, upgrades as required & use of Communications Officer, maintain currency of the website and social media</p>	<p>On going</p>	<p>An informative and interactive website, with effective email and social media</p>	
<p>Ensure consistency of processes, policies and practices</p>	<p>ALL. By annual review and evaluation by staff and Executive members.</p>	<p>On going</p>	<p>Efficient, cost effective administration</p>	
<p>Regularly review our operational processes and accountability measures.</p>	<p>Executive & Staff. By the annual audit, regular reporting to Executive and Council. 2. Conduct a review of the Constitution, including changes to meeting methods, use of technology for meetings and voting etc</p>	<p>1. By 1 Sep 2. By 1 May</p>	<p>Satisfactory audit report Revised Constitution</p>	
<p>Diversify the funding base to increase our capacity to meet the Goals.</p>	<p>Staff. By increasing revenue sources such as advertising, publications sales and grants.</p>	<p>By 1 July each year</p>	<p>Increase by 10%</p>	
<p>Use best practice to be a fair and good employer.</p>	<p>Executive Officer & Executive. By regular communication with staff and prompt actions as appropriate. Offer training as appropriate.</p>	<p>On going</p>	<p>Effective, productive and happy staff</p>	



Amendments to the ACT Council of P&C Associations Constitution – 2015

The general purpose of these amendments is to bring the Constitution up to date with our current procedures & allow for further innovation in managing our membership & meetings.

A number of minor manuscript amendments have been made such as changing Education Department to Education and Training Directorate, spelling and formatting corrections. These changes have not been shown in the revised Constitution as they are too numerous and confuse the primary changes.

Changes to Clauses

12. Associate membership

(b) – *current wording* “represents the educational interests of students with special needs.”

- *new wording* “represents or is involved in the educational interests of students.”

The change broadens the scope for approving new Associate members, while still including the special needs group.

13. Representation of Council on Affiliated Bodies

New sub para (c) – “Affiliated bodies’ executive committee officers may also represent their organisations at Council meetings in the same manner as alternate delegates.”

This addition allows P&C officers/committee members to attend meetings and act in the same manner as an alternate delegates. It does not give them any more votes.

22. Quorum –

New sub para (c) – “Any delegate accessing a General, Policy or Executive meeting via tele or video conferencing shall be deemed to be present for that meeting and count towards the quorum.”

This will enable delegates and Executive members to still participate in meetings when they are unable to attend a face to face meeting.

23. Voting at Meetings–

(d) – *current wording* “Voting shall be by those present and able to vote by a show of hands, but if one third of delegates present so request, voting on any motion shall be conducted by secret ballot.”

- *new wording* “Voting shall be by those present and able to vote by a show of hands or by voice for those on teleconferencing, but if one third of delegates present so request, voting on any motion shall be conducted by secret ballot except for those on tele or video conferencing.”

This amendment allows for delegates and Executive members to vote by tele/video.

25. Election of Representatives to Peak Committee(s)

(a) delete sub paras (i) to (iv) – insert new sub para (i) “Election of representatives to peak bodies will be conducted in the same manner as for Council’s Executive Committee members in clause 24.”

Amend so representatives are elected in the same manner and at the same time as Executive committee members, this is our current practice.

Clause 17 (d) iv – delete, also in vii change to nine and renumber all subsub paras. Subsub para iv allows for the election of an Assistant Secretary. However, this is a throw back to many years ago when the Secretary and Assistant Secretary actually performed most of the Council’s administration. Since the employment of Executive Officers most of this work has been undertaken by them, with the Secretary and Assistant Secretary now mainly involved in providing input to and reviewing/commenting on agendas, minutes, papers etc.

Therefore, it is unnecessary to continuing having both a Secretary and Assistant Secretary elected to the Executive Committee.

We should delete this position and add a further ordinary Executive Committee member.

Date	Person	Organisation	Topic	Confirmed
23 Feb	?	TAMS/ACT Roads	Update on road safety pilot program around ACT schools	
22 March	Mandy Weidmann	The Fund Raising Directory	Fund Raising by P&Cs – what works and why, how to do it and what to do with the funds.	Janelle to contact
24 May	Kal Thompson & Jayne Crossling	Think U Know 0409 390 420 0458 228 263	Cyber bullying/safety	Confirmed online 2/2/16
28 June	?	ETD	Urban renewal suburban planning process relating to all ACT schools.	
26 July	?Craig John	Triathlon ACT	Getting involved in the Australian Schools Triathlon challenge	
25 Oct				
22 Nov				For AGM

ACT Council of Parents and Citizen Associations

2016 CALENDAR of Meetings

Date	Time	Event	Venue
<i>Mon 1 Feb</i>		<i>Term 1 starts – teachers back</i>	
Tues 9 Feb	10am	ACT Community Health Reference Group meeting	HBCTL
Tues 9 Feb	6.45pm	Executive Meeting	Maitland House Hackett
Tues 23 Feb	6.45pm	Council General Meeting	CTL Multipurp Rm
Tues 8 Mar	6.45pm	Executive Meeting	Maitland House Hackett
Wed 16 Mar	4pm	ETD Senior Exec Team meeting	Northbourne Ave
Tues 22 Mar	6.45pm	Council Hot Topics/General Meeting	CTL Multipurp Rm
Thurs 31 Mar	6.30pm	Effective P&C workshop	CTL Multipurpose Rm
Sat 2 April	2pm	Effective P&C workshop	Maitland House Hackett
Tues 5 Apr	6.45pm	Executive Meeting	Maitland House Hackett
Thurs 7 April	7pm	P&C Treasurers & Insurance workshop	CTL Multipurpose Rm
<i>9 – 25 Apr</i>		<i>Term break</i>	<i>Easter 25-28 March</i>
Tues 3 May	10am	ACT Community Health Reference Group meeting	HBCTL
Tues 10 May	6.45pm	Executive Meeting	Maitland House Hackett
Tues 24 May	6.45pm	Council General Meeting,	CTL Multipurp Rm
Tues 14 Jun	4pm	ETD Senior Exec Team meeting	Northbourne Ave
Tues 14 Jun	6.45pm	Executive Meeting	Maitland House Hackett
Tues 28 Jun	6.45pm	Council Hot Topics/General meeting	CTL Multipurp Rm
<i>2 - 17 Jul</i>		<i>Term break</i>	
<i>Tues 19 Jul</i> <i>TBC</i>	<i>6.45pm</i>	<i>Executive Meeting</i>	<i>Maitland House Hackett</i>
Tues 26 Jul	6.45pm	Council Hot Topics/General meeting	CTL Multipurp Rm
Wed 27 Jul	10am	ACT Community Health Reference Group meeting	HBCTL
Tues 9 Aug	6.45pm	Executive Meeting	Maitland House Hackett
Wed 17 Aug	4pm	ETD Senior Exec Team meeting	Northbourne Ave
Tues 23 Aug	6.45pm	Policy Conference /Council General meeting	CTL Multipurpose Rm
Tues 13 Sep	6.45pm	Executive Meeting	Maitland House
<i>24 Sep -9 Oct</i>		<i>Term break</i>	
Tues 11 Oct	6.45pm	Possible Executive Meeting	Maitland House

Wed 19 Oct	10am	ACT Community Health Reference Group meeting	HBCTL
Tues 25 Oct	6.45pm	Council General meeting	CTL Multipurp Rm
Tues 8 Nov	6.45pm	Executive Meeting	CTL or Maitland House
Wed 16 Nov	4pm	ETD Senior Exec Team meeting	Northbourn Ave
Tues 22 Nov	6.45pm	Council General meeting & AGM	CTL Multipurp Rm
Tues 13 Dec	6.45pm	Executive meeting	Maitland House Hackett
17 Dec 16 – 30 Jan 17		<i>Christmas/New Year break</i>	