



# *John Purchase Public School Parents' & Citizens' Association*

*"Participate and Communicate"*

## **General Information about the P&C Association**

The John Purchase Public School Parents and Citizens' Association is a dedicated group of parents, teachers and interested citizens that work to provide financial and organisational support to the school. We work closely with the school staff to provide additional financial support to improve educational opportunities for our children and by providing equipment and support not supplied by the Department of Education and Training.

The P&C is responsible for:

- Bringing parents, citizens, students and teaching staff into close co-operation;
- Providing facilities, equipment and services for the school;
- Encouraging parent and community participation in curriculum and other educational issues at the school;
- Co-operating with teaching staff at public functions at the school

The P&C not only organises fundraising events such as school fetes, discos etc, but owns and manages key facilities at the school including: OOSH, the Canteen, the Uniform Shop and the School Band. We also provide funding for our Special Needs Teacher.

### **When and where do we meet?**

The P&C Association meets every second Monday of the month at 7 pm during school term in the new Hall Annex behind the main school hall next to the netball and handball courts. The meetings are open to all parents of the school and interested citizens in the area.

### **How do I get involved?**

You can participate in the P&C as much or as little as your time and interest permits. If you have time and a little commitment or a specific skill you can offer, then you may want to consider a position on the executive or on one of the subcommittees. If you don't have a lot of time you can help out by becoming involved as a volunteer for one of the many fundraising events. Any help is appreciated.

If you just want to help as a volunteer then all you have to do is ask how you can help. If you want to become involved in the running of the P&C by being on the Executive or one of the sub committees then you will need to come along to either the AGM or on of the General meetings. A joining fee of \$1 is all that we ask of you. This makes you a financial member of the P&C and eligible to vote or hold a position on a committee.

We rely on the help of volunteers to achieve all we do for the school. Your participation and support is important and greatly appreciated.

## **How is the P&C Run?**

The P&C is run by a committee called the Executive. This is made up of the

- President
- Two Vice Presidents
- Secretary
- Treasurer
- Six other members

The Executive meets regularly each month before a P&C General Meeting. Every year the Executive positions are declared vacant and elections are held for new members. Anyone is entitled to stand for an Executive position including past Executive members.

The Executive is not a “closed shop” and parents are welcome to become involved at an executive level. We welcome new people as this brings fresh ideas and input. None of the positions are particularly onerous but will require a certain amount of time to be given to the operation of the P&C.

Details of the various roles and responsibilities of the Executive can be found in the P&C section of the school website [www.johnpurchase.net](http://www.johnpurchase.net) under the Rules and Guides section.

## **Sub Committees**

As the P&C has quite a bit to do, several sub committees have been created to look after the specific services that the P&C provides to the school. These are

- Band
- Canteen and Uniform Shop
- OOSH

The role of these sub committees is to administer each of their concerns on behalf of the P&C Association. This includes the administration of employees, the determination of policy, planning, administration of maintenance, safety, legal and financial requirements amongst other things. Although being on a sub committee is not onerous there is a certain level of responsibility as you will not only need to deliver quality and affordable services but also be responsible financial managers and employers. This may sound complex but the Association will provide guidance where required. You just have to ask.

Sub-committees meet regularly (usually one a month during school term) to discuss, plan and then report back to the P&C Association at General meetings. Being on a sub committee does not require you to come to every P&C General meeting unless you are the Convenor or delegated sub committee representative.

Details of the various roles and responsibilities of each sub committee can be found in the P&C section of the school website [www.johnpurchase.net](http://www.johnpurchase.net) under the Rules and Guides section.

## **Volunteers:**

If you are unable to attend the P&C meetings but are able to assist in other ways, the P&C often requires volunteers from time to time to help out at various functions, fundraising, Working Bees, discos, Book Club, Canteen etc. If you are able to support us in any way, please let us know.