



Koorana Primary School & Education Support Centre P&C Association

P&C

Welcome and Information Pack 2017

1. Welcome to the Koorana Primary School & Education Support Centre P&C

On behalf of the parents of Koorana Primary and ESC, I would like to welcome you and your child/children to our school community. Our school has a P&C who will never turn away someone willing to help out or be involved with their child/children's education. Please come along to a P&C meeting for a relaxed and informal chat about what's going on in the school.

Thank you for taking the time to learn about the Parents and Citizens Association and we look forward to working with you to continue to build a stronger community here at Koorana.

Sharon Desai
P&C President 2017

2. What is a P&C?

It is a forum for parents, guardians and citizens to support and assist the government school system for the benefit of all students. The P&C body has many functions:

- Encourage parents to participate in the school's development;
- Develop parent participation and involvement in the school;
- A forum for the discussion of issues pertaining to the school and the community;
- Promote and support the school in the wider community; and
- Assist the school with extra amenities for the benefit of all students

Through the interest of parents, Koorana P&C has contributed significantly to the school since it opened. Contributions range from assistance with playgrounds, shade structures over the playgrounds, school camps and excursions, school resources, ICT equipment and programmes. Volunteer parents forming sub-committees undertake duties in several areas:

- Fundraising and Finance;
- Uniform Shop;
- School Banking;

3. P&C Structure

Koorana P&C consists of the following Executive members and a number of sub-committees.

Executive Members

PRESIDENT: is the vital link between the parent body and the school; developing and nurturing a good working relationship with the school administration. The main role of the President is to chair the P&C meetings and be the public face of the P&C.

VICE PRESIDENT: in the event that the President is absent at General and Executive Committee meetings, the Vice-President chairs. In addition, the Vice-President is ideally placed to act as a liaison person between the P&C and WACSSO, District Council and/or other P&C Associations.

SECRETARY:

- Takes minutes of General and Executive Committee meetings;
- Maintains a register of financial and ex-officio members;
- Circulates incoming and outgoing correspondence as appropriate to committees and members;
- Prepares the agenda and circulates committee reports to all members prior to each meeting;

- Provides notable P&C items to the fortnightly school newsletter;
- Retains custody of all documents relevant to the administrative activities of the P&C.

TREASURER: responsible for all monies received and expended on behalf of the P&C, including any Sub-committees such as Uniform Shop and Fundraising. The Treasurer should be familiar with any bank or trust accounts maintained by the Sub-committees.

Sub-Committees/Representatives:

SCHOOL BANKING: Co-ordinated through parent volunteers the Commonwealth School Banking Programme for students at Koorana Primary School on a Thursday in the undercover area. The benefit of having school banking is to provide money literacy for our children and create a behaviour and habit of moneysaving, while at the same time directly benefiting the school community via commissions received on all deposits and new account openings. For information come and see Sharon or Annette (Banking Coordinators) at P&C Hub every Thursday.

FUNDRAISING: the P&C offers a variety of fundraising opportunities throughout the year including but not limited to the following (which are open to change through-out the year)

- Mother's Day and Father's Day Stalls
- Easter Raffle
- Free Dress Days
- Disco
- Christmas Stall

All the above-mentioned activities are only possible through the generous donation of time from the parent volunteers within our school. Funds from these events and others are invested back into the school either through direct contribution to the school or via projects agreed to by the P&C General and Executive Committee members. We encourage parents to come along to fundraising meetings to see if they can help out in any small way and as a social occasion to sit and have a nice chat.

4. How to get involved

As you will no doubt have gathered there are many avenues from which to choose from to get involved in your child/children's education; whether it is through donation of your time, to assist in one or more of the above mentioned services or through monetary donation. We urge you to discover what your area of support is and join us, your P&C, in building a stronger community for both our children and future generations who are fortunate to be able to say they are members of the Koorana Primary and ESC School Community

MEETINGS: Presently the P&C meets *third Friday* of each Term in the school staff room. Meetings are held in the mornings at 8:45am and concluding by 10am. Young children / toddlers are welcome at meetings. Our AGM and election of office bearers is held at the first meeting of the school year. This year it will be on Friday 24th March 2017.

MEMBERSHIP: Our P&C comprises of parents and guardians of children attending our school, over the age of 18 years, who have paid an annual subscription of \$1. This membership fee entitles you to the right of voting on all motions throughout the year when attending meetings. We aim to have parents from across each year group as P&C members to ensure our meetings run with the interests of the entire school community.

VOLUNTEERS EMAIL REGISTER: If you have a particular skill or trade, networking connections or willing to help out when required with time, please register your email address. We will email out to those on the register when we have an event or function that requires either support or resources. It is then up to you to decide what support you can lend to the school. Any amount of time and /or resources is greatly appreciated throughout the year.

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