

# Penshurst P&C Patter



A publication of the Penshurst Public School Parents & Citizens Association

Term 2 Week 1

Friday 28<sup>th</sup> April 2023

Dear Parents and Carers,

Welcome back to Term 2, I hope that you all had great school holidays and are ready to start back at school. I would like to mention a few things that are coming up this term.

## **Annual General Meeting**

The P&C will be holding their AGM on the 4th May 2023 at 2pm. All positions are up for re-election (President, Vice President, Treasurer and Secretary). If you have any questions about these roles or are interested can you please email the P&C prior to the meeting at [penshurstpublicpc@gmail.com](mailto:penshurstpublicpc@gmail.com). I will also attach information on each role for you to look at.

If you would like to come along and join the meeting and or the P&C, please feel free to meet us in the office before 2pm to sign in.

To be able to vote on any positions or topics that are brought up in meetings, you will need to pay the annual registration fee of \$2 at this meeting. If you still want to come along but don't want to vote then you are still welcome to come and listen in and discuss issues and functions that will be brought up in the meetings.

If you have any questions that you would like discussed please forward your question to the P&C email [penshurstpublicpc@gmail.com](mailto:penshurstpublicpc@gmail.com) and it will be added to the agenda for the meeting.

## **Mothers Day**

This year the Mothers Day stall will be held on Tuesday 9th May (TBC) in school hours for the students. There will be a selection of items ranging \$2 - \$10. We will also hold the stall after school from 3pm outside the hall on Wednesday 10th, Thursday 11th and Friday 12th. Cash and Cards are welcome.

## **Library Helpers**

Mrs Quere is also looking for some parents to come and help cover books for the library on Wednesdays. If you are interested and are able to help can you please email the P&C at [penshurstpublicpc@gmail.com](mailto:penshurstpublicpc@gmail.com)

## **Second Hand Uniform Stall**

We are looking at holding a second hand uniform stall in weeks 5 or 6. If you have any clean, usable uniforms please bring them to the office for the P&C to collect. Official date will be announced in the next newsletter.

*Cale Munns*  
*P&C President*

# PPS P&C OFFICE BEARER Role descriptions

The P&C Executive roles are elected at the P&C Association's AGM each year.

## President

- Chairing of P&C Association meetings
- Ensuring the P&C Association's objectives are met
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Setting up lines of communication with the Principal and establishing a positive and constructive relationship with the school
- Establishing a positive relationship with the school
- Creating a welcoming environment and fostering fair participation
- Setting agendas
- Adherence to the constitution, by-laws, rules, policies, and procedures
- Acting as the P&C Association's spokesperson
- Being a signatory on the P&C Association's bank accounts

## Vice President(s)

- Backup chairperson
- Supporting the president, secretary, and treasurer in their roles
- Shadowing the treasurer and secretary to act as a back-up
- Often assigned oversight of key operations, e.g. canteen, uniform shop, WWCC
- Signatory to P&C Association bank accounts

## Secretary

- Preparation of meeting agendas in conjunction with the president
- Sending notifications of meetings to members
- Taking minutes at P&C Association meetings
- Preparation of draft minutes
- Handling and tabling correspondence
- Dealing with administrative tasks related to meeting decisions.
- Maintaining the official records of the P&C Association, including the constitution, by-laws, rules, policies and procedures, ABN details, register of members and meeting attendance

## Treasurer

- Accounting for all funds and assets of the P&C Association
- Ensuring compliance with financial accountability requirements, including financial records
- Maintenance of P&C Association bank accounts
- Financial reporting at P&C meetings
- Signatory to all P&C Association bank accounts
- Taking new membership or membership renewals
- Organising the annual audit of accounts as required
- Overseeing staff wages and entitlements (should the P&C Association have employees)
- Working with the P&C Association bookkeeper (if one has been engaged)