

Parent

VOLUME 18, NUMBER 1, TERM 1, 2015



Keeping P&Cs informed

Riding the wave

Education megatrends

Connexions ~ The e-world ~ Independence



FEATURES

Insurance
AGM time
The ACSSO story

P&C OPERATIONS

The ACNC:
Changing your reporting period
So you are interested in joining
a P&C executive team ...
Fundraising
by Mandy Weidmann



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Parent talk

THE OFFICIAL MAGAZINE OF P&Cs QLD



Volunteers with P&Cs Qld's Met East Area got together for barefoot bowls to celebrate the end of the school year.



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Cover: This year, P&Cs Qld will explore the theme 'Riding the wave' – and some of the education megatrends that are shaping and changing the educational landscape: connexions, the e-world and independence.

Welcome



Welcome everyone to a new school year in public education.

As a mother (and now grandmother!) I know how exciting the beginning of the school year is to all of our families.

President and Chair's message

From the Torres Strait to the Gold Coast, from Mount Isa to Birdsville, young people are entering our 1230 state schools at a time of rapid change and unprecedented opportunity. Whether it's Prep or the first year at high school, this is a time of new beginnings for many of our young people. I hope that you are able to really enjoy these special, landmark times. They will be ones that you and your family will continue to look back on as milestones in your children's lives.

I once heard our state school system in Queensland described as one of the most complex and diverse educational systems in the world.

Our schools certainly differ from each other enormously; from tiny, rural schools and schools of distance education, through to the large and complex schools in our urban centres. No matter the differences, they all seek to offer a quality education to our children.

We know instinctively, and the research certainly proves, that one of the most critical factors in achieving a quality education is the quality of the partnership that is forged between home and school. Parents and carers are at least 50% of the equation that guarantees that children learn well, achieve more, and

go on to lead happy and productive lives.

The fact that you are reading this message indicates that you already understand the importance of being involved in your child's education. We do, however, need to take our involvement to a new and higher level. Governments, both national and state, are inviting parent 'engagement' – they are asking parents and carers to become involved in creating a true and lasting partnership with principals and teachers around the most significant aspects of children's education.

At a practical level, P&C annual general meetings must be held by 31 March. Each year we have one or two cases where the necessary paperwork is not in place. For example, your audit must have been completed and the financial statements available for the AGM.

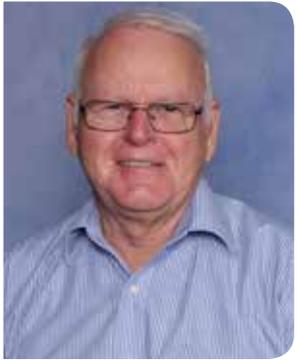
This is also the time of year when our office is mailing affiliation and insurance advice to P&C treasurers. Please look out for this important correspondence and contact us if you require any clarification or assistance.

Margaret Black

Wishart State School P&C celebrated Tuckshop Day with a Mad Hatter's tea party.



From the CEO



Current research points toward several interlinked global 'megatrends' – representing a significant shift in environmental, economic and social conditions that will play out over the coming decades. Being able to harness these megatrends will be necessary for our success and, indeed, survival.

It is with this thought in mind that this year, P&Cs Qld will explore the theme 'Riding the wave' – and some of the education megatrends that are shaping and changing the educational landscape: connexions, the e-world and independence. The theme will be the cornerstone of our State Conference, to be held at the Sofitel Hotel in Brisbane on 11-12 September and will also be explored and developed through a number of workshops and webinars that are being planned throughout the year.

The first of the three strands, or dimensions, is 'connexions' (yes it can be spelled this way!). One of the positive contributions that delegates gave us from last year's hugely successful conference was the strong request for us to provide more regular opportunities for individual P&C members to interact with each other, both at Conference and throughout the year. We are certainly going to provide this opportunity for ongoing dialogue and the exchange of ideas.

'The e-world' is our second strand, and what a world it is. We will explore the ramifications of a digitally connected world and all the implications that this has for us and particularly for our children. These realities are not always positive, and we will provide thoughts and advice from expert colleagues on the ways that parents can ride the 'e-world wave' in the best interests of their families.

We have deliberately chosen our third strand, 'independence', in light of the national and Queensland

move to developing independent public schools. Parents are increasingly asking us to explain how independent public schools are different; what advantages are to be had for students; and what we can learn from the experience of other states. Many readers will be aware that QCPCA (trading as P&Cs Qld) has now established a second entity – School Councils Qld – to assist parent and community members engage this agenda. We will partner with the Queensland Education Leadership Institute to develop a range of training options for school communities in 2015. Independent public schools will be examined carefully at Conference.

Also, P&Cs Qld is affiliated with a national body, the Australian Council of State School Organisations (ACSSO). In 2015 we will work with ACSSO to host a joint annual conference, with the second day of our State Conference open to parents from across the nation, giving the 2015 conference a connectedness that is truly Australia wide – an opportunity not to be missed.

We are already working to put together some of the exciting training options for this 2015 agenda and have sourced some world-class presenters for Conference. I invite all parents to join us as we embark on another year where we all hope to bring parent engagement to newer and higher levels.

A handwritten signature in black ink that reads "Kevan Goodworth". The signature is written in a cursive style and is positioned above a thin horizontal line.

Kevan Goodworth

Want the latest information
and news for P&Cs?

Subscribe to our monthly email newsletter, P&C-e.
Visit the P&Cs Qld website or use this code.



Queensland Minister for Education, Training and Employment

Dear parents and carers,

Welcome to a new year and the first term of 2015. Once again I extend my thanks for the great work achieved in our schools in the past year and the valuable contribution P&Cs Queensland and your members make to our state schools.

I also send a special welcome to the parents and carers of our prep students who start their educational journey this year.

This is a very exciting year for education in Queensland because it brings to fruition some significant projects that will maximise the quality of education for our children.

First and foremost is the move of Year 7 to high school – one of the biggest reforms to education in Queensland's recent history. In late January, we saw more than 100,000 students in Years 7 and 8 walk through the gates of high schools around the state for the first time.

Since the reforms were first announced, the support and input from P&Cs Queensland has been invaluable. At a local school level, many of our high schools formed Year 7 working groups with P&C involvement to help manage the smooth transition of students to high school. On behalf of the Queensland Government I would like to thank you for contributing to a positive start to the school year for our students in their new and exciting learning environment.

This year also sees the start of two initiatives under the Queensland Government's **Great teachers = Great results** action plan for Queensland schools. The Master Teachers and the Mentoring Beginning Teachers programs are two key planks of this



Education, Training and Employment Minister John-Paul Langbroek visited Kuluin State School on the Sunshine Coast last year to announce extra funding for an additional 2,250 Prep teacher aide hours per week in 2015.

initiative that will help support our teachers to give our students the best education experience possible.

From the start of this term 300 new Master Teachers began working in state schools across Queensland. These highly skilled and experienced teachers are working in 463 schools, either in individual schools or across clusters. They will provide valuable on-the-ground guidance and support to their colleagues to help improve academic outcomes including literacy and numeracy.

In the Mentoring Beginning Teachers program, 500 experienced teachers have been trained as mentors to provide professional guidance and support to the next generation of teachers. This includes 30 online mentors trained to work with teachers in rural and remote locations.

A further 600 teachers are registered to undertake mentor training in March and from this year, every

Continued next page

new teacher will be supported by an experienced colleague. By 2017 it is expected that a total of 3000 mentors will be in schools around Queensland.

While the Master Teachers and Mentoring Teachers initiatives offer excellent career development opportunities for the teachers involved, they will also ensure that your children have a bright future. We know that one of the most important factors in a student's education is the teacher standing at the front of the classroom. That's why the primary aim of both programs is to give teachers the skills they need so students have every opportunity to succeed.

A progressive rollout of the QParents' online portal starts this term. Parents from 96 schools around Queensland will be participating in a pilot phase. The portal presents an amazing opportunity for parents to access information regarding their child's education, securely and online.

Through the QParents' web and mobile apps, schools will be able to share information such as attendance, report cards, timetables, behaviour, invoices, payments and enrolments. Ultimately, QParents offers parents endless possibilities to keep in touch with their child's school. A range of security measures will ensure the integrity of the student data. Only the details of students whose parents sign up to be part of the scheme will be uploaded. We live in a technological age and I appreciate the support of P&Cs Queensland for this project.

I also thank P&Cs Qld for its valuable input to the Smart School Subsidy Scheme for 2015–2016. This scheme funds projects such as covered outdoor learning and sports areas, new playground equipment and upgrades to sporting facilities, which benefit students as well

as the wider community. This is yet another example of our P&Cs working to enhance the facilities and educational opportunities for our school students.

And finally, in this Centenary of Anzac year, I acknowledge the community spirit of the many P&Cs who successfully applied for funding through the Queensland Anzac Centenary grants program. These projects include new memorials, upgrading honour rolls display cabinets, planting a Lone Pine tree and a theatrical production. One successful project is at Bundaberg

East State School, where three new roll-of-honour boards and a new wartime memorabilia display cabinet replace the original cabinet which was lost in the 2013 Australia Day floods. Congratulations to all P&Cs for your contribution during this important year in Australia's history.

I would like to wish you well for the year ahead as we work towards making 2015 a productive, successful and rewarding year for all.



OONOONBA SS: TOP TUCKSHOP 2014!

At the Annual QAST Tuckshop of the Year Gala Awards presentation, held at Victoria Park Golf Course on Tuckshop Day in November 2014, Ooononba State School from Townsville was named Qld Tuckshop of the Year.

Their nomination was filled with words like 'working together', 'lucky to have', 'contributes to school activities', 'learning social skills in a non-threatening environment' and 'reinforces classroom learning'. This tuckshop team set a goal for the year: to move from the two-star rating, received last year to a four-

star menu. Gradually, by replacing prepackaged foods with healthier, made on-site alternatives, gluten-free products and greening up other existing items, they felt ready to send the menu into QAST for their menu health check. Imagine how rewarding it was to receive the news that their menu was rated as five stars. Even better, it is very popular with the students.

After receiving the award, the tuckshop team was inundated with good wishes from local schools and the media alike. Their

facebook page was full of praise for their achievements. This is a group of parents (not unlike those at most schools) who agreed on a goal and then made it happen. Congratulations Ooononba Team!



The ACNC: Changing your reporting period

The Australian Charities and Not-for-profits Commission (ACNC) assumes that all charities have a reporting period based on the financial year (from 1 July to 30 June). State school P&Cs in Queensland, however, have a reporting period based on a calendar year (1 January to 31 December) and must complete the **ACNC form 4A: Request a substituted accounting period**. Their Annual Information Statement (AIS) is then due to be submitted to the ACNC by 30 June of each year. P&Cs that have not submitted this form may be contacted by the ACNC as it will appear that their AIS is overdue. For further information or to download Form 4A, please visit the ACNC website (www.acnc.gov.au) and go to the 'Manage my charity' tab.



New to State Office



Amy Butler joined us in the New Year as Business & Communications Manager to concentrate on development initiatives and the multiple

communications platforms offered by P&Cs Qld to service its members. Amy recently returned home to Australia to enjoy the sunshine and great outdoors after a number of years in the UK. She is looking forward to building strong relationships and supporting P&Cs across Queensland in their important contribution to state school education.



Visit the P&Cs Qld website for details and registration. More webinars will be scheduled throughout the year.

AGM PREP:

10 February 5 pm
12 February 10 am

HANDOVER:

24 February 5 pm
26 February 10 am

INSURANCE:

5 March 10 am

ROLE OF PRESIDENT, VP AND SECRETARY:

18 March 5 pm

ROLE OF TREASURER:

25 March 5 pm

OSHC (presented with QCAN):

12 May 10 am

END-OF-YEAR PREPARATION:

10 November 5 pm

Public schools are the equal of private schools

A new analysis of school NAPLAN test results published by Save Our Schools shows that the results in public schools are as good as those in private schools.

SOS national convenor, Trevor Cobbold, said that the results show that public schools are a good choice for parents and they should not be beguiled by misleading private school marketing.

'Our study shows that the often-presumed better results of private schools are a myth. Public schools are the equal of private schools. Public, Catholic and Independent schools with a similar socio-economic composition have very similar results in nearly all states and the ACT.

'Medium SES* public, Catholic and Independent schools have very similar results in most states and the ACT. For the most part, there are only minor differences that are within the margin of statistical error. Medium SES schools account for 60–70% of schools in all states except the ACT.

'There is more variation amongst high SES schools. Public schools achieve significantly better results than private schools in the two highest high SES categories in NSW, Victoria and Western Australia while the results are similar in Queensland. These are the only states with schools in all three sectors in these categories.

'Little can be made of comparisons of results for low SES schools because there are very few Catholic and Independent schools of this type.'

Mr. Cobbold said that the new study is the first comprehensive compilation of school results by SES categories for public, Catholic and Independent schools in all states. It compares the Year 9 2013 NAPLAN reading results for low, medium and high SES public, Catholic and Independent metropolitan schools in all states and the ACT using data drawn from the *My School* website.

The full report can be read on the Save our Schools website (www.saveourschools.com.au).

** Schools are classified into low, medium and high SES schools according to values on the Index of Community Socio-Educational Advantage (ICSEA) compiled by the Australian Curriculum, Assessment and Reporting Authority. Low SES: ICSEA range 800–949; Medium SES: ICSEA range 950–1099; High SES: ICSEA range 1100–1200+.*

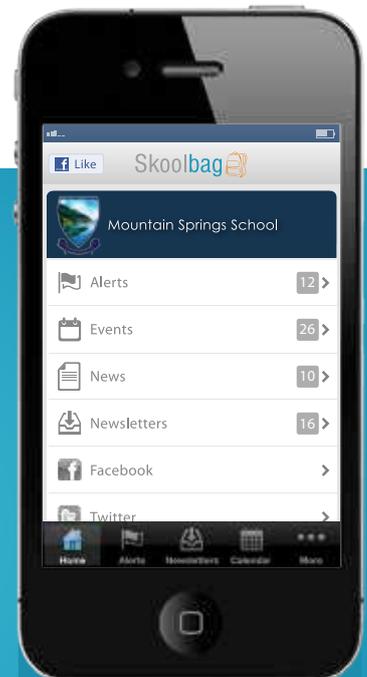
Skoolbag

Smartphone school to parent communication

It's your school's mobile app

Skoolbag allows schools to communicate with parents instantly.

- ✓ FREE Push Notifications / instant messages to parents
- ✓ Replaces costly SMS
- ✓ School Alerts
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- ✓ School Newsletters
- ✓ School Documents & Forms
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- ✓ Create Any Content Category - the ultimate flexibility



Skoolbag supports:



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Phone: 1300 661 031

Insurance

The P&Cs Qld insurance package provides Public & Products Liability, General Property Insurance and Group Personal Accident Insurance for Voluntary Workers.

Combined General & Products Liability Insurance

Cover is provided in respect to claims arising from physical damage to third-party property or bodily injury arising from your products and services. This policy indemnifies the P&C association for all amounts up to the limit of liability, where all of the following are satisfied:

- personal injury or property damage occurring during the period of insurance;
- which is caused by an occurrence in connection with the activities of the association;
- for which the insured is legally liable to pay compensation;
- no admissions of liability are made without the insurer's consent.

General Property Insurance

The policy covers damage to property and equipment caused by an insured peril. The basic sum insured automatically provided under the P&Cs Qld General Property Policy is \$15,000. P&C associations can opt to increase the sum insured based on their individual asset needs. The base premium applicable is \$9.60 per \$1,000 sum insured (plus stamp duty and GST). It is important to note that the sum insured nominated under the policy, is required to comprehensively cover the replacement value of all stock (e.g. uniform/tuckshop stock) and contents owned by the P&C

association (including subcommittees) for the purpose of fundraising. Remember, it is the responsibility of the P&C association to ensure you elect a total sum insured that adequately protects your insurable property.

Personal Accident Insurance – Voluntary Workers

Covers the insured person(s) against injury as a result of an accident; subject to the volunteer being noted and authorised and that the work being carried out is on behalf of the P&C or their school. 'Voluntary workers' are members of the community aged between 10 and 90 years. (Note: policy sub-limits & benefits are as defined and on a sliding scale subject to age). Students who assist as voluntary workers for the P&C or their school must have written permission from

their parent(s) and/or legal guardian. The policy does not provide cover to students engaged in normal/ associated school activities (including swimming club, outside school hours care services, excursions).

There is no cover for children accompanying voluntary workers, unless such children are voluntary workers. The P&C/school are reminded to act with a duty of care to ensure that the voluntary worker is capable and competent to perform the task at hand. A voluntary worker register must be kept and maintained by the P&C at all times.

eMenu
smart food choices

Makes running your tuckshop easier!

eMenu is now available at gast.org.au

Sign up for FREE today!

Recipes
 Menus
 Suppliers
 Cost Control
 Smart Choices
 Menu Health Checks

Qast and Canteens
 Queensland Association of School Tuckshops Inc.
 Phone 07 3324 1511
 Visit www.gast.org.au

This is a brief overview of the insurance cover provided under the 2015–2016 P&Cs Qld insurance package. For full terms, conditions and exclusions, please refer to each respective policy wording, available on the P&Cs Qld website from 1 March.

Holding an event?

Ensure you're insured!

It is essential that P&C associations provide Marsh Advantage with full details of any planned activities or events which are outside the normal day-to-day operations of a P&C. Notice can be given by completing an *activity declaration form* (available on the P&Cs Qld website).

Completing an *activity declaration form* and providing full disclosure of an event/fundraiser will enable confirmation of cover to be obtained from the respective insurers and ensure the interests of the P&C association are protected.

Which events need an activity declaration?

Traditional forms of fundraising and associated activities for P&Cs might include (but are not limited to) meetings, selling raffle tickets, and preparing/selling food. These activities would **not** usually require an activity declaration.

However, events which involve the general public and activities which are high-risk, hazardous or include participation such as fetes, trail bike rides, gymkhanas, fun runs, markets and novelty games need an activity declaration form.

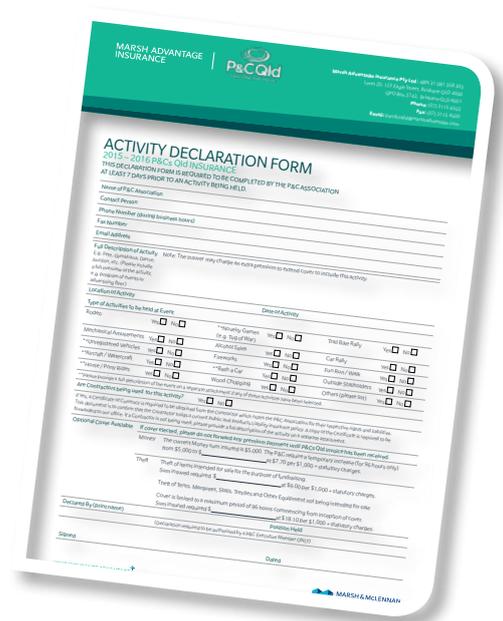
Some activities proposed by P&Cs are in fact school-based and/or school-managed. Activities of this nature could include (but are not limited to)

school excursions, sports days, school swimming carnivals, fun runs/walks and musical concerts. These types of activities do not fall under the business description of a P&C and are not covered by the P&C's insurance.

Will you be using a contractor/service provider?

It is important to note that the P&Cs Qld Liability Policy provides indemnity to the P&C association only and indemnity is provided in accordance with the policy terms and conditions. No liability cover will be provided or extended to any other parties that are involved or incorporated with an event.

P&Cs using contractors should ask them for a *liability certificate of currency* which records the P&C association as a named principal. This document will confirm that the contractor holds a current public and products liability insurance policy. A copy of this certificate should be forwarded to Marsh Advantage with your activity declaration form.



What happens when Marsh Advantage receives our activity declaration form?

When Marsh Advantage receives an activity declaration form, they assess the event to ascertain whether it is covered under the P&C insurance policy or whether an extra premium may be required to extend the cover.

Although Marsh Advantage aims to return a reply to your P&C within 24–48 hours, your form should be sent in at least a week before your event. A large number of activity declaration forms are received each day by Marsh Advantage and numerous phone calls can hold up the process of responding to them, so please be patient.

Where do we get an activity declaration form?

The 2015 activity declaration form can be downloaded from the P&Cs Qld website (www.pandcsqld.com.au) under P&C Operations/Insurance Policies and Forms.

Tips/Hints

Due to the move of Year 7 to high school, the age at which volunteers will be covered by the P&C insurance package has been lowered to 10. This applies only to children actively volunteering with their parent's permission. There is no cover for children accompanying volunteers.

WHEN IS THE AGM?

All Queensland state school P&Cs must hold their Annual General Meeting (AGM) by 31 March (three months after the end of the P&C financial year – 31 December).

PURPOSE OF THE AGM

The AGM is held so that:

- annual reports can be presented
- an executive committee can be elected
- subcommittees can be established or confirmed as continuing

A president’s report is presented and should highlight activities of the previous year and a vision for the coming year.

PREPARING FOR THE AGM

In the lead-up to the AGM, the P&C treasurer must have all the P&C books audited. Subcommittee treasurers must get their books to the P&C treasurer as soon as possible after 31 December to allow their books to be presented to the auditor for inclusion in the P&C audit. Subcommittee accounts must be audited by the same auditor as the P&C. The audit must be complete and ready to be presented at the AGM – the AGM cannot proceed without audited books. Any election of officers should be postponed until the reports are available.

The treasurer should also check that the current auditor is the one to be proposed for the ensuing year and that they are willing to continue as the Association’s auditor. If not, then a new auditor should be sought, ready for recommendation at the AGM. The Association should seek quotes for the cost of the annual audit.

Secretaries should ensure that all minutes are complete and adopted, and adopted minutes signed as a true and correct record by the P&C president. Minutes from the last AGM need to be available at the AGM. The president and secretary should work together on the AGM agenda.

The president should prepare the *Student Protection Risk Management Strategy*, including the annual checklist on page 9 of the strategy document (available at www.pandcsqld.com.au under ‘Publications’), ready to be endorsed at the AGM. Copies of the strategy document and annual checklist should be given to the principal.

Subcommittees should be advised to meet and propose their recommendations for the new

subcommittee executive, to allow the AGM to appoint members and officers. Also, any member of a subcommittee who cannot attend the AGM should complete a membership application form and give it to the secretary to present to the AGM. It is a good idea to supply membership applications to the general school community, to encourage P&C membership. New members are necessary for the P&C to continue to be a viable organisation from year to year. Only members of the association can be appointed as members or officers of a subcommittee.

P&Cs Qld has a brochure available for purchase which includes a membership application form and can be used to encourage P&C membership. See the P&Cs Qld website (promotional material).

NOTICE OF AGM

The date for the AGM is usually determined at the last general meeting of the financial year. The P&C secretary must provide at least 14 days notice of when and where the AGM is to be held. The secretary is required to give notice of the date of the AGM in writing personally, or by notice in the school newsletter (most commonly) or local paper. The notice should include the list of representative positions to be elected at the meeting.

All office-bearer positions are vacated and are then open for election at each AGM.

CALLING FOR NOMINATIONS

Advertising the AGM in the newsletter is a timely opportunity to call for nominations for executive positions. Inform your school community of the achievements of the P&C for the year and follow on with a brief description of each of the executive positions available, including subcommittee positions. In addition, talk to your principal, who may know interested parents who might be happy to be involved. The *Quick Guide for PerC Executive Officers* (available on the P&Cs Qld website) provides an overview of executive positions that may be helpful for potential candidates.

Can people not attending the AGM nominate for positions?

Yes – people can nominate for positions without being at the AGM.

Nominees must submit a written, signed nomination, stating the position/s they are interested in to the secretary. Nominations must be moved and seconded.

Nominees must complete and submit a membership form to the meeting (without this they will not be a member and not eligible to stand for election).

How is the election conducted?

If there is only one nomination for the position, and the candidate receives the votes of a majority of members at the meeting, the person is duly appointed.

If there is more than one nomination, a secret ballot can be held.

The meeting should elect a person not standing for any position to act as the returning officer.

Only individuals on the current ‘Register of

DOCUMENTS REQUIRED FOR AGM

- Audited financial statements (if these are not available, and elections cannot be held until the next AGM)
- Annual reports from president, treasurer and secretary
- Minutes of the previous AGM
- Minute book with all general meeting minutes
- P&C-approved constitution
- P&C budget for the current year
- Register of P&C members, Life Members
- Spare nomination forms (if used for election)
- ATO change of details form
- Executive change of details form for the Treasurer, Secretary, and P&C Employment (DETE) and P&Cs Qld
- Membership forms
- Bank account signatory forms for incoming executive officers
- Information for incoming executive officers

TIME

Members' have voting rights until the call for membership prior to the election.

The AGM is the only P&C meeting at which individuals can become members without attending the meeting. The call for membership is prior to the election process.

P&Cs must send notification of incoming officers and a copy of the annual financial statements to the relevant Department of Education Regional Director/Regional Office.

APPOINTING AN AUDITOR

Prior to the AGM, the committee should consider who they will nominate as auditor of the association's financial statements for the coming year. It is wise to contact the proposed nominee prior to the AGM to confirm their willingness to be nominated and obtain a quote for the audit.

If there is no nominee for the position of auditor, or if you are considering changing auditors, the members at the AGM should, by way of a motion, agree to authorise the executive committee to seek out and appoint the auditor (this avoids having to call a special meeting to appoint the auditor).

If possible, appoint an auditor in an honorary capacity. If this is not possible, negotiate and confirm the auditor's fees prior to appointment.

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FOR THE AGM

are not available, the meeting should be adjourned (if audited statements are available)

er, subcommittees

minutes (signed by president) for the past year

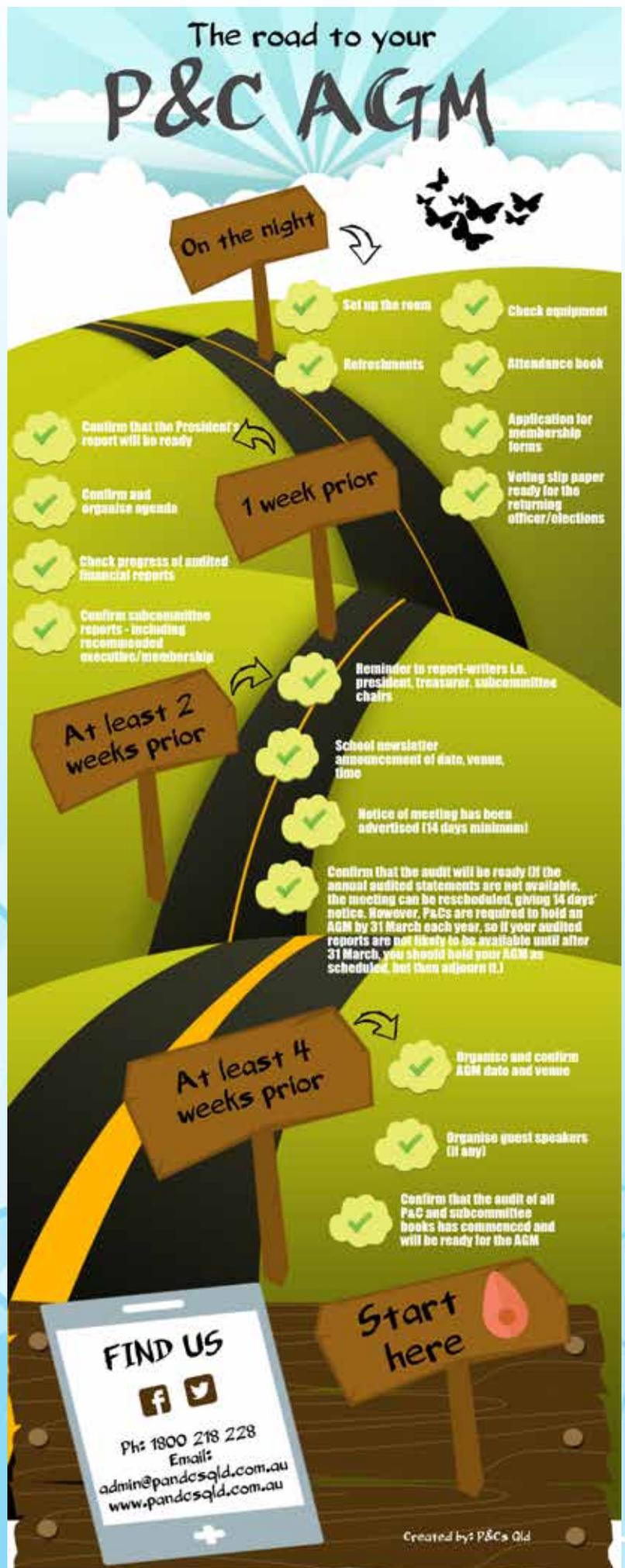
s and attendance book

ections) and voting slips for elections

e Department of Education, Training and

ning executive

roles and responsibilities (handover folder)



AGM AGENDA

- Welcome
- Attendance and apologies
- Confirmation of previous AGM minutes
- Business arising from minutes
- Receipt and adoption of association's audited financial statement and treasurer's report (including all relevant subcommittees' audited financial statements)
- Note: If the audited statements are not available, the meeting should be adjourned at this point.
- Receipt and adoption of president's annual report
- Applications for new and continuing memberships
- Elections of officers/executive committee
- Confirmation of continuing subcommittees of the association (including appointment of members of subcommittees)
- Appointment of association's auditor
- Adoption of updated *Student Protection Risk Management Strategy*
- General business (including appointment of P&Cs Qld rep, if required)
- Close



NOTE: The date of the next AGM is set at the general meeting prior to the AGM, not at the previous AGM.

AFTER THE AGM

As soon as possible after the AGM, the P&C secretary should advise P&Cs Qld (on the form included in the P&Cs Qld mailout or on SharePoint), your DETE Regional Office and the ACNC of the new executive details. Provide a copy of your P&C's audited financial statements (incorporating all subcommittee information), the auditor's report and transmission forms to your DETE Regional Office. Do not send your audited statements to P&Cs Qld.

Draft AGM minutes are handed to the new secretary, to be typed in preparation for the next meeting.

Signatories to bank accounts are removed and new ones added as required.

MANAGING THE HANDOVER

In many cases, the AGM will mean a 'changing of the guard'. While it is good to see fresh faces taking on important roles within schools, it often means a loss of the vital knowledge and experience the P&C needs to keep on track. The outgoing

executive is responsible for handing over the positions, records and documents to the incoming office bearers.

Unfortunately, many new P&C executives will not have received any sort of handover. Some may have been given a verbal 'catch up', others will have received a bunch of papers, but few will have been given the important information that a P&C needs. As a new P&C executive member, you should make it your goal to learn the role you have been elected to, and ensure that there is a handover process in place. Prepare a handover folder for each executive position, which includes things like:

- a copy of the *Quick Guide for PerC Executive Officers*
- a copy of the P&C Constitution
- the location of files/archives
- essential documents (e.g. employment information, *Accounting Manual*, *Purchasing Policy*)
- contact list
- templates used.

Handy hints

- Give your school community lots of reminders about the time and the location of the AGM
- Send out the agenda and any motions on notice with the school newsletter
- Invite a special guest or ask the principal to chair the meeting for the election of new office bearers
- Prepare certificates of appreciation for those who have supported the P&C over the past year
- Review the information on the P&Cs Qld website

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YMCA provides specialist OSHC

The YMCA of Brisbane has been serving the communities of Brisbane for 150 years. YMCA has a strong mission which includes a belief in equality of opportunity and justice for all. This mission extends to believing that families that care for a person with disabilities should have access to the same opportunities and choices available to other families. People with a disability and their carers are among the most disadvantaged in Australian society: with 90% of parents using childcare so that they can work, a huge 20% are less likely to participate in the workforce if they have a child with a profound disability.

Outside School Hours Care (OSHC) settings give young people a place to have fun; a place to learn and play while building friendships and socialising with peers; and a home away from home. Every young person should be given the opportunity to access such places and build happy memories and lasting friendships. YMCA Outside School Hours Care identified that children with profound disabilities have been limited in their access to after-school and vacation care. Social interaction and friendship-building can be challenging, as safe and supportive places where young people with disabilities can be themselves are few and far between.

The more research we compiled, the more evidence we found that not only did young people with a disability miss out on these beautiful chances but families as a whole missed opportunities. Lack of access to OSHC was preventing parents of children with a disability from



“The service is tailored to my daughter’s needs and her needs are supported by the staff – She is so happy to go to OSHC.”

fully participating in the workforce or forcing them to take less skilled positions so that they could work flexibly during school hours only. Not only does this impact on family income, it impacts on the general well-being of the parents, child and family through social isolation,

high costs, relationship strain, negative attitudes and acceptance in society.

After years of research and development, YMCA Aspley Specialist OSHC opened its doors on 15 July 2013. Aspley Specialist Outside School Hours Care was modelled on providing a recreational care-based environment for children and teenagers with disabilities, allowing parents to return to work or access much needed respite. Young people attending YMCA Specialist OSHC are given

opportunities for social development while taking part in specifically designed recreational activities. We operate under the same legislation as any other OSHC service and parents have access to reduced fees through Child Care Benefit. Our program provides smaller staff-child ratios, additional space, specialised equipment, qualified and experienced staff and an individualised program.

We encourage children and young people attending the service to engage in physical activity while learning through play, develop



“Thank you so much for this service. It has greatly improved our family’s ability to cope.”



life skills that they can take into the world on leaving and build lasting friendships in a supported environment. We have a flexible daily routine which allows students to make independent choices while also being inclusive of those who are more reliant on routine.

Aspley Specialist OSHC is a positive, happy environment and staff strive to constantly maintain a level of calm even when young people are displaying challenging behaviours. Music plays a huge part at the service by inspiring young people's play and creativity and contributing to the overall atmosphere. Young people attending are supported and encouraged by caring staff who are sympathetic and understanding of all of their needs.

In the short time we have been open, we have witnessed some beautiful, heart-warming moments. We have seen a young non-verbal boy grow enough to say the word 'mum' for the first time and young people within foster care becoming reconnected. With the needs of our young people, it is important to have an open and friendly relationship with all families attending. We find that due to the care, love and assistance we provide, families are finally seeing that they are supported and that great things can be achieved. We regularly hear stories from our families about how communication between them and their children has improved or how challenging behaviours are decreasing. We recently surveyed all attending families and some of the feedback was inspiring. Accessing

“OSHC has proven invaluable: after-school care means I can work an extra two hours, while vacation care in particular has saved my sanity over the holidays.”

work and commitment is beginning to be noticed: we have been finalists in the National Childcare Awards and nominated for a National Disability Award; have won several awards including a NAB Schools First Award and Early Childhood Intervention Australia award for Inclusive Practices; and have been selected to take part in an Australia-wide action research project as part of the National Outside School Hours Care Association (NOSHCA). Our action research on Outside School Hours Care for Disability will hopefully be published this year, highlighting the need for more supported services for families across Queensland.

Although the service is still in its infancy, we are aiming to change the world for the better and help support young people, families and communities for a happier future by spreading the word of inclusion and inclusive practice. We need to remember that:

We need people to believe in us in order to shine. We need more people to encourage us and teach us how to reach our full potential. I believe we all have an inner voice we just need to find a way to get it out.
Carly (16-year-old girl, author of Carly's Voice Breaking Through Autism)

If you would like more information on YMCA Aspley Specialist OSHC or would like to come and see the wonderful work that we do, please don't hesitate to contact Jenny (Inclusion Coordinator) at jenniferdodd@ymcabrisbane.org



“My other children are able to attend sporting clubs and other activities; it allows me to be present while watching them. So much of my time is spent with my special needs child that this service allows me to put focused time into my other children.”

the service has given parents the opportunity to bond with their other children, have dinner with their partner or take that much needed time-out to enjoy a coffee.

In the past year alone our numbers have increased dramatically and we have doubled our approved places. During vacations, we have significantly higher attendance with families traveling up to 20 km to access the service. All of our hard



Outside School Hours Care

What's in it for your School?

we cover all our own operating expenses and contribute directly to your schools infrastructure by way of: -

Co-Investment | payment of Hire Charges and Outgoings | volunteering in P&C Events | assisting with Fundraising | Open Day Representation.



What are some of the benefits to your School?

no time loss from accounting, payroll or administrative requirements | no staffing or HR issues | no continual concerns of noncompliance regarding the NQF | no risk of breaches or fines from the regulatory authority | local community support



What do we do?

YMCA Outside School Hours Care delivers a program management approach that exceeds industry 'best practice' in program delivery, community development and risk management.

Children are provided with a variety of exciting, fun and educational activities in a safe and caring environment.

To arrange a
presentation
for your School
contact:

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So you are interested in joining a P&C executive team ...



Enticing volunteers to take on executive roles on the P&C can sometimes be a challenge, but it can help to give prospective P&C members a clear idea of what each role might entail.

Of course every P&C is different, but many of the responsibilities held by executive officers are either required by legislation (as interpreted in the P&C Constitution) and therefore common to all volunteers in that role, or have become common practice over the years.

The Constitution (section 12) specifies that an operational P&C must have:

- a president
- at least one vice-president
- a secretary
- a treasurer.

P&Cs can decide to add officers to suit their individual needs.

The current president or secretary of the Association may not also hold the position of treasurer, and the school principal, while an *ex officio* member of the P&C, may not be an executive officer of the Association. Employees of the P&C may not hold executive positions on the P&C or any of its subcommittees.

Here is a quick rundown of the essential P&C executive positions and their key functions as required by the Constitution.

President:

- Provides leadership and represents the Association
- Is the accountable officer of the Association
- Encourages communication between the Association, school administration and the community
- Encourages participation in the Association
- Chairs P&C meetings and is familiar with the rules, Constitution and other documents governing Association operations
- Is an official member of the School Council, if the school has one

Vice-president:

- Provides support for the president and other executive officers as required
- Chairs P&C meetings in the absence of the president and is familiar with the rules, Constitution and other documents governing Association operations
- Carries out any duties delegated by the president

Secretary:

- Collates agenda papers for each P&C meeting (including subcommittee reports) and helps the president prepare the agenda

- Prepares and presents minutes of meetings
- Records and deals with correspondence in and out
- Organises, records and maintains information pertaining to the activities of the Association

Treasurer:

- Has overall responsibility for the financial management of the Association, including all subcommittee accounts
- Must comply with the *Accounting Manual for P&C Associations* and *Purchasing Policy for P&C Associations*
- Prepares an annual budget and annual operational plan in consultation with the other officers
- Keeps accurate accounts of receipts and expenditure

When communicating the requirements of the various executive roles to your school community, you might like to include a summary of the attributes that prospective executive officers might possess. For example:

- The PRESIDENT should have good people skills, be a good listener and able to communicate in a tactful way.
- The SECRETARY must be able to attend P&C meetings and use email. He/she should have good written communication skills and attention to detail.
- The TREASURER should be good with numbers and have good spreadsheet and bookkeeping skills. He/she must be able to access email and be available at the school once or twice a week to sign cheques and collect invoices.

The ACSSO story



Current ACSSO President, Mrs Margaret Leary, is a P&Cs Qld Life Member and the first President from Queensland.

www.acsso.org.au

The Australian Council of State School Organisations (ACSSO) is the national voice of parents of children in Australia's public schools and their school communities. ACSSO is non-party political and non-sectarian.

ACSSO is committed to access, equality, equity of outcomes, excellence and participatory democracy.

A brief history

The inaugural meeting of the Australian Council of School Organisations was held in Melbourne on 23–25 September, 1946. The founding President was Cr JT Gray from Victoria and the position of Honorary Secretary/Treasurer was held by Mr HJ Hawker, also of Victoria.

In 1963, the word 'State' was added to the title and in 1978 ACSSO became incorporated. Some notable names have held executive positions within ACSSO (former Premier of Victoria Joan Kirner was President from 1974

to 1978) and several P&Cs Qld Life Members have held the position of Treasurer over the years: Mr Bill Heath (1983–1986), Mrs Rosemary Hume (1995–1996) and Mrs Margaret Black (2005–2007).

Objectives

ACSSO's main objectives are:

- to promote public understanding of the role of public education and of national education issues
- to represent parents of children in government schools and their school communities in relevant forums
- to advocate on national education issues
- to work with other organisations on matters of mutual interest
- to represent ACSSO views on national issues to government and other related organisations.

Members

Membership of ACSSO is open to any State and Territory organisation or body representing parents and school communities directly associated with government schools. Currently, the following organisations are affiliated with ACSSO:

- P&Cs Qld www.pandcsqld.com.au
- NTCOGSO (Northern Territory Council of Government School Organisations) www.ntcogso.org.au
- ACT P&C Associations (Australian Capital Territory P&C Associations) www.actparents.org.au
- Parents Victoria www.parentsvictoria.asn.au
- TASSO (Tasmanian Association of State School Organisations) www.tasso.org.au
- SAASPC (South Australian Association of School Parents Clubs) www.saaspc.org.au

What does ACSSO do?

ACSSO provides research-based input to the Australian Government on proposed policies and actions in the education area, plus a range of information and support services to State and Territory affiliate organisations and their membership networks. Our functions are increasingly diverse and extensive, and include:

- to conduct, commission and publish research on educational issues
- to lead and facilitate public debate and discussion to establish the strategic directions and priorities for education
- to provide an interactive information service to government and to schools and their communities
- to ensure that community needs and priorities are reflected in education decision-making processes
- to develop and manage a range of initiatives and community projects to improve the effective involvement of parents and families in student learning and development.

ACSSO provides research and information material to affiliates on issues relating to its policies. It maintains contact with other organisations on matters of common concern and ensures that its policies and those of its affiliates are made known as widely as possible to policy makers, to parents, students and the general public.

Partners and projects

The Family–School & Community Partnerships Bureau (www.familyschool.org.au) is an organisation dedicated to greater parental engagement and community

involvement in schools. It conducts research, disseminates best practice and provides practical support and advice to parents, principals, teachers and others about how to build and sustain partnerships.

The Bureau, which has been funded by the Australian government, was created and is governed by the two peak parent bodies from both government and non-government school sectors – ACSSO and the Australian Parents Council (APC). Both Councils have long been involved with, and have frequently collaborated in, the promotion of parent and community engagement with schools.

Currently, the Bureau is revamping the Parent Engagement Framework originally released in 2008 and conducting a longitudinal study of parent engagement across a variety of schools around the nation.

What's on for ACSSO in 2015?

ACSSO started the year with a campaign on data-mining after President Obama released a Student Privacy Pledge for tech companies in the USA. Although this is still in the early stages, ACSSO has been creating awareness of data-mining for the last couple of years. This will be ongoing throughout 2015.

This year, our annual conference will be held in conjunction with the P&Cs Qld State conference in Brisbane in September. The theme 'Riding the Wave – Education Megatrends' offers a perfect opportunity to collaborate as it covers both state and national agendas.

ACSSO is also in the beginning stages of a transition to a Company Limited by Guarantee which will allow us more flexibility to operate in a competitive space.

We will continue with our support and representation at (to name a few):

- AESA (Australian Education for Sustainability Alliance) www.educationforsustainability.org.au
- AEF (Asia Education Foundation) www.asiaeducation.edu.au
- NTS Alliance (Need to Succeed Alliance) www.needtosucceed.org
- The Australian Government Department of Education www.education.gov.au

ACSSO CEO, Dianne Giblin, is the sometimes host of #ozftchat, which is an interactive chat on Twitter about schools, education and parents that anyone can join. It is usually held on Monday evenings from 8 pm (AEDST). You can find ACSSO on both Facebook and Twitter.



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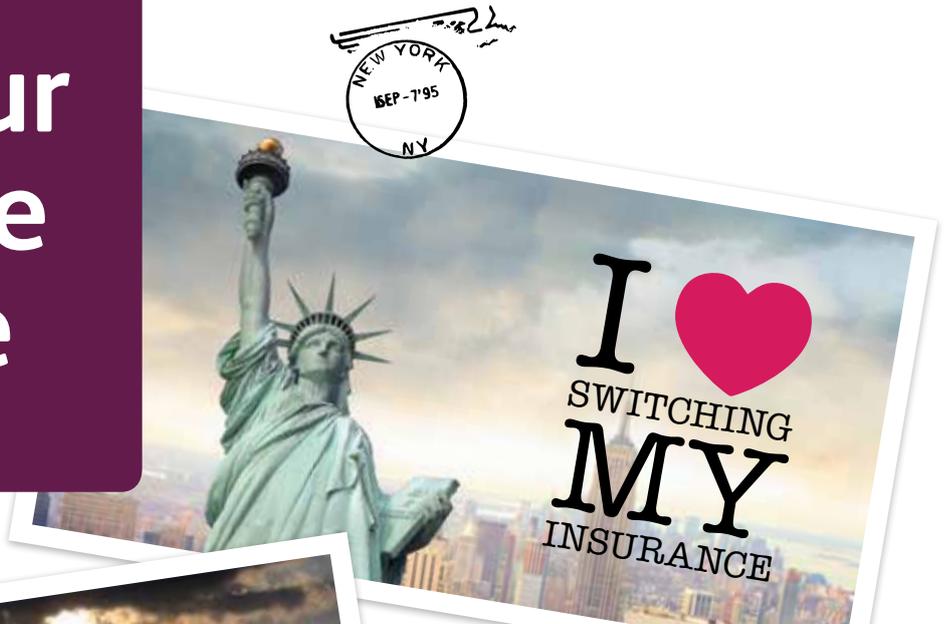
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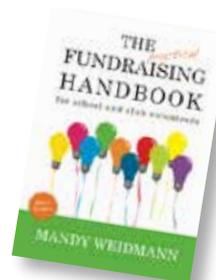


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The *Dummies'* Guide to sharing your knowledge

This tip is not strictly about fundraising, but it will help to reinforce your fundraising strategy. Not only that, it's a fantastic thing to do to build a sense of community in your school!

Mandy Weidmann publishes the Fundraising Directory and is the author of *The Practical Fundraising Handbook: for school and club volunteers*. You can sign up to her free newsletters and tips at fundraisingdirectory.com.au



All parents new to a school (and even some who have been around a while!) have questions about how things work, what to do, who does what, where things are and so forth.

My suggestion is that the P&C shares their knowledge by creating a *Dummies' Guide* or 'frequently asked questions' for school families. This is best done at the start of a fresh year, or as soon as practical thereafter.

The benefits for fundraising include:

- you can let families know your fundraising calendar (if it has been decided);
- you can let families know how they can volunteer throughout the year. You can even be specific, for example 'we need a photographer to volunteer at the fete' or 'we need somebody to co-ordinate the cookbook fundraiser';
- you can set your general expectations for your fundraising. For example, I heard about one fete co-ordinator who reportedly spoke at parent information evenings to let families know that their school fete was an opportunity for those

families that could afford it to splurge so that the fundraising goals could be achieved. (From all reports it was effective!);

- you get to 'sell your benefits' to reinforce the important contribution made by the P&C, which makes families more receptive to supporting you financially.

Your *Dummies' Guide* might also include topics like these:

- how parents can get involved in the school (e.g. by helping with reading, swimming, fundraising)
- the philosophy of your P&C, for example, your commitment to being inclusive and welcoming
- what facilities are operated by the P&C
- 'who's who' in the P&C
- what/how past P&C efforts have been able to contribute to the school, and importantly what **benefits** these have had for the children
- how after-school care/tuckshop/uniform shop/swim club works
- what support is offered to families
- any music/sport/art/special interest programs that are

offered at the school

- what happens if your child has problems at school – who is the first contact?
- a map of the school, including the best parking.

As you plan to create your *Dummies' Guide*, it is important to invite contributions from the principal, who may wish to write a welcome message and communicate other important information such as the school's anti-bullying policy. Also ask your convenors to contribute.

It is also a great idea to send a quick survey out to your parents, simply asking them what they wish they knew when they first joined the school community. You might be surprised by the responses.

I can sense the lightbulbs going off for seasoned fundraisers reading this ... I can see you thinking: 'If we create a substantial document, we can get it properly designed and printed and then sell sponsorship/advertising in it!' Now that's the kind of fundraising thinking I love!

Happy fundraising!
Mandy Weidmann



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