



2024 P&C HANDBOOK

THE ESSENTIAL ANNUAL
RESOURCE FOR RUNNING AN
EFFECTIVE P&C ASSOCIATION



Acknowledgement of Country

The Western Australian Council of State School Organisations pays respect to First Nations and Traditional Custodians throughout Australia, recognising their connection to land, waters and sky.

We acknowledge parents, families, Elders and communities as first educators, sharers of culture and knowledge; and recognise the value this learning holds for children and young people.

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About WACSSO

Established in 1921, the Western Australian Council of State School Organisations Inc. (WACSSO) is the peak body representing parents of public school children in Western Australia. We provide services and representation at both a State and National level to approximately 650 Parents and Citizens Associations (P&Cs) in Western Australia.

WACSSO is largely a volunteer organisation made up of State Councillors (representatives) from each education electorate in Western Australia. State Councillors attend five weekend State Council meetings each year where they debate and discuss issues relevant to families and students in public schools. A State Conference is held once a year where both Councillors and delegates from P&C Associations come together to discuss and decide on the direction of the Organisation.

WACSSO also employs nine staff members to assist Councillors and provide expert advice to affiliates. Our dedicated and professional team is more than willing to assist you and your Association in any way we can.

Partnering with P&Cs to advance public education

Our vision is for Western Australian schools to provide world-leading education to every student.

For over a century, we have worked passionately with school organisations across this State to improve the public education system, all the while never losing sight of a simple principle: that we are stronger together.

This is why we work every day to build the individual capacity of all of our affiliates, empowering them through a number of support services and knowledge-sharing and learning opportunities.

It's also the reason we recognise the power of presenting a collective voice for the views of all P&Cs. As one, we have the strength and fearlessness to advocate for the positive change that will truly make a difference.

Together with the P&C community and all our stakeholders, we will work tirelessly to advance public education in Western Australia so that every student has the best chance to realise their potential.



Message from the President

On behalf of WACSSO State Councillors and Staff, I wish all P&C members a warm welcome to the new school year, 2024!

P&Cs play a critical role in school communities and are well-placed to champion positive family-to-school engagement. I acknowledge each and every P&C member for the commitment they show to their school and community.

Being a P&C member can be a rewarding volunteer experience, and it can bring with it a range of professional skills. Your collective efforts make a difference across the whole school.

The WACSSO team is here to help your P&C succeed! We have a comprehensive suite of resources to assist committee members in understanding the roles and responsibilities of their Association. These resources are invaluable to new members but can also serve as handy reminders and tools for the seasoned P&C volunteer.

This P&C Handbook is the centrepiece of our publications. It contains essential information for the P&C committee to understand and meet its obligations. The Handbook also includes links to additional resources to assist P&C Office Bearers in fulfilling their duties. Make sure you list the P&C Handbook as an agenda item at the next P&C meeting, allowing committee members to review the Handbook's information.

The Handbook has four sections:

1. Affiliate Obligations;
2. Finance and Employment;
3. Affiliate Information; and
4. Events and Training.

The Handbook is also available online under the "P&C Guides" in the resources section on the WACSSO website. Using the 2024 edition of the P&C Handbook is essential to ensure that your P&C abides by the most current updates.

WACSSO State Councillors feature on the next page. I strongly encourage you to get to know your Councillor; they are keen to help and support you and your P&C. Consider inviting the Councillor representing your electorate to attend a P&C meeting. This presents an excellent meet-and-greet opportunity and will allow your P&C to learn more about the services and resources WACSSO provides. Where you do not have an elected State Councillor, our professional team of WACSSO Staff are available to assist.



The 2024 WACSSO Annual Conference will be held at Crown Perth on the 24-25 August 2024. Conference is an action-packed weekend with P&C-focused workshops, inspirational speakers, student performances, the popular Exhibitor's Hall and keynote addresses from the Minister for Education and the Director General of Education, among others. Most importantly, Conference allows for P&Cs' concerns from across WA to be heard. This year, we're focusing on the future with the theme 'Innovate, Collaborate, Advocate.' I look forward to sharing knowledge with all our affiliates on how P&Cs can be best equipped to serve their communities well into the future.

The P&C can be a powerful advocate for your school, and I encourage you to consider issues impacting your school community and submit agenda items to the AGM session of Conference.

Schools are often referred to as the heart of a community. P&C committee members focused on good student outcomes will work together to ensure their school is a place where all children, families, and staff feel safe, valued, and excited to be members of that community.

Pania Turner
WACSSO President

WACSSO State Councillors



Pania Turner
President



Julie Brooks
Senior Vice-President
Great Southern



Anne Fairbanks
Vice-President
Perth South



Kate Hayes-Thompson
Vice-President
Wheatbelt South



Scott Mosey
Canning East



Julia Foong
Canning North



Chelsea Walker
Canning West



Katherine Loader
Goldfields-Esperance



Rob Fairholme
Joondalup East



Tony Osborne
Joondalup West



Paula Steenson
Midwest



Michael Montgomery
Peel North



Vivienne Cantem
Peel South



Sharyn Morris
Perth North



Esmond Delaney
South West



Indah Yildiz
Swan West

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Affiliation with WACSSO

Benefits of Affiliation

WACSSO is your peak body, representing parents of public school children across Western Australia. Through the power of membership, we provide services to over 650 P&Cs in WA and represent the parent voice at State and National levels.

WACSSO affiliation provides your P&C with an authorised Constitution, range of resources, publications, training and networking opportunities that enable you to support your school community and enhance the education experience for all children. It also provides you with Public Liability and Volunteer Personal Accident insurance cover and access to competitive rates for other forms of insurance.

WACSSO State Council comprises of the President and up to 20 volunteer Councillors who represent individual electorates throughout WA. We also have a team of nine staff members who provide expert advice, services, events and training to members.

WACSSO Services

- **Advocacy** at the State and National level on key issues impacting parents of public school children.
- A **P&C training program** is provided for affiliates. Our Training Team conducts in-person and webinar training sessions for P&C members. In addition, WACSSO provides a number of learning opportunities for all parents, including our major annual Conference event.
- Affiliates and individual members can access expert **advice and support** from WACSSO staff.
- The **WACSSO website** provides up-to-date information, news and events.
- The **P&C Voice** quarterly electronic magazine is distributed to all affiliates and interested subscribers. Subscription links are available on our website.
- **WACSSO eNews** is delivered fortnightly to subscribers. Subscription links are available on our website.
- **Annual Conference** is WACSSO's premium celebration event which provides the an opportunity to learn, network and hear about the latest issues and opportunities in public education. Conference is also WACSSO's decision-making forum and AGM.
- **Most affiliated P&Cs are represented by a State Councillor.** Councillors can attend P&C meetings to assist, advise and support P&Cs.
- **Representation** on decision making committees within the Department of Education as well as to the State Minister for Education, the Director General of Education and other relevant government portfolios. Each year, WACSSO participates in government inquiries that seek to inform and improve the educational landscape in Australia.

Resources

As well as this Handbook, WACSSO produces a range of publications and resources covering issues relevant to the successful operation of your P&C.

These include:

- The Effective P&C Association
- The Effective Meeting Guidelines
- President, Vice-President, Secretary and Treasurer Guides
- An array of guidelines, templates and info sheets
- P&C Finances eLearning Course.

These, and many other publications and brochures on specific topics, can be accessed on the WACSSO website or at no charge on request to the office.

Visit: www.wacssso.wa.edu.au/resources/

Insurance

Public Liability and Volunteer Personal Accident Insurance is included with affiliation. The Public Liability Insurance covers your P&C for up to \$20 million. The Volunteer Personal Accident Policy covers anyone volunteering on behalf of your Association.

Insurance for canteens, uniform shops and workers compensation is available at competitive rates through Grange Insurance Services, or an insurer of your choice.

Grange Insurance Services can be contacted on (08) 9201 8000.

Contact Details

To make the most of your affiliation with WACSSO, don't forget to update your P&C's contact details following the AGM. This is a constitutional requirement and enables us to stay connected with your P&C and share important information. You can update your details on the WACSSO website.



Scan to Win!

We're seeking feedback on the printed version of our 2024 P&C Handbook. Scan this code, complete the short questionnaire and you'll go in the draw to win a \$300 Bunnings Voucher for your P&C! Make sure you include the code P&C2024 when you complete the survey.

Become a State Councillor

A guide to the roles and responsibilities of a WACSSO State Councillor

WACSSO State Council is led by the President and Executive Committee and made up of individuals who represent electorates throughout WA. All State Councillors are volunteers and are nominated by their P&C Association.

Councillors represent the views, issues, concerns and opinions of all the P&Cs in their electorates through regular contact.

Many Councillors donate their time to sit on a variety of committees such as the Children's Crossing and Road Safety Committee, Nature Play WA and the WA School Drug Education Network.

Being a State Councillor is your opportunity to positively contribute to the education of students in public schools throughout WA.

Roles and responsibilities of a Councillor

Local Support

State Councillors are the grassroots connection between P&Cs and WACSSO. Councillors are often contacted by affiliates for advice and assistance and can be invited to attend P&C meetings in their electorate.

Meetings

State Council meets five times per year usually over a weekend.

When Council is not in session an Executive Committee conducts Council business.

State Council's advocacy priorities are informed by WACSSO Annual Conference, the forum for affiliates to establish priorities and policy for the coming year. Annual Conference is held on a weekend, generally in August or September.

Essential Criteria

A State Councillor must be a member of an affiliated P&C and be prepared to:

- ✓ represent affiliates' views to State Council;
- ✓ provide support and information to affiliates;
- ✓ attend Annual Conference and State Council meetings;
- ✓ promote WACSSO policy; and
- ✓ communicate with affiliates.

Support

Office staff support State Council by carrying out its resolutions and delivering quality services to affiliated P&C Associations.

As part of WACSSO's formal Buddy program, new State Councillors will be partnered with an experienced State Councillor for their first year in office.

Reimbursement Of Costs

State Councillors are reimbursed for out-of-pocket expenses associated with WACSSO business. WACSSO also covers travel costs of all Councillors, accommodation for regional Councillors and meals where applicable.

WACSSO State Councillors at the 2023 Annual Conference

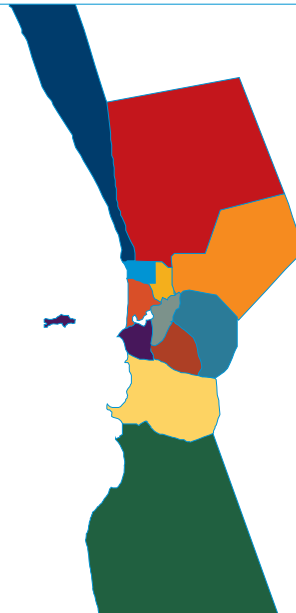


Want To Get Involved?

Being a State Councillor for WACSSO is a great way to extend your commitment to the education of students in government schools. To find out more information on how you can nominate for State Council, contact the WACSSO Office.

Metropolitan Area Electoraltes

- Canning East
- Canning North
- Canning West
- Fremantle
- Joondalup East
- Joondalup West
- Peel North
- Peel South
- Perth North
- Perth South
- Swan East
- Swan West



Regional Area Electoraltes

- Goldfields-Esperance
- Great Southern
- Midwest
- North West
- South West
- Warren-Blackwood
- Wheatbelt North
- Wheatbelt South



**WACSSO represents 20
electorates throughout WA**

Affiliate Obligations

This section features a list of all obligations affiliated P&Cs need to action throughout the year. It's vital you familiarise yourself with the following information:

- ✓ A go-to checklist for P&Cs in 2024: this will assist with keeping track of your P&C obligations
- ✓ Responsibilities of P&Cs as Employers
- ✓ Useful Contacts
- ✓ P&C Membership Form
- ✓ Register of Members and Record of Office Holders Template
- ✓ Office Bearer and Executive Committee Nomination Form
- ✓ P&C 'Authority Letter' for the Principal.
- ✓ AssociationsOnline information
- ✓ ACNC and Your P&C Information: is your P&C a registered charity?

2024 Affiliate Checklist

Tick under 'Done' when completed to ensure your Association is abiding by all the rules of an Association.

| ASSOCIATION REQUIREMENTS | INFORMATION | DUE DATE | DONE |
|--|--|---|--------------------------|
| Annual Membership Subscription | Have your members paid? Annual membership fee can be no more than \$1 per member, payable at the AGM or when new members join at a meeting any time throughout the year. | At AGM or when joining a meeting | <input type="checkbox"/> |
| Annual General Meeting | Notice of an AGM must be in writing, not less than 7 days prior to the meeting, to current members and the school community. Only one AGM is permissible per reporting year. See page 36 for AGM obligations. | AGMs must be within 4 months of the P&C's end of financial year (by 30 April for P&Cs with a Jan-Dec financial year) | <input type="checkbox"/> |
| Election of Office Bearers | All P&C positions are declared vacant at the AGM for the election process to take place. Only members present at a meeting are entitled to vote - no proxy voting is permitted. Nominees for Office Bearer roles do not need to attend the meeting and/or can attend the meeting via phone or online video call platform. | At AGM | <input type="checkbox"/> |
| Appointment of Auditor | The qualified Auditor or Reviewer (as required) is appointed annually at the AGM. They are required to audit/review all accounts of the P&C and provide a written report. If audited or reviewed a copy of the audit report must be given to the Principal and a copy given to WACSSO. Please see P&C Financial Reporting Guide in this Handbook for more details. | AGMs must be within 4 months of the P&C's end of financial year (by 30 April for P&Cs with a Jan-Dec financial year). | <input type="checkbox"/> |
| Update P&C Details | Your Principal and WACSSO must be provided in writing with the names of the new P&C office bearers and executive committee members. Enter the information online via the WACSSO website Give a copy to the Principal, keep a copy for P&C records. | Before 30 April | <input type="checkbox"/> |
| Register of Members and Record of Office Holders | P&C Secretary to keep a record of all P&C members' names and either email, postal or residential address, and date of joining/leaving. It is a legal requirement to retain an ongoing Register of Members (Associations Incorporation Act 2015, Part 4, Division 5, s.54). | | <input type="checkbox"/> |
| P&C Meetings | It is a P&C Constitutional requirement to hold a minimum of one General Meeting per school Term (P&C Constitution 2019, section 23.2.1). | | <input type="checkbox"/> |

| ASSOCIATION REQUIREMENTS | INFORMATION | DUE DATE | DONE |
|----------------------------------|---|--|--------------------------|
| Australian Business Number (ABN) | A P&C must register online via www.abr.gov.au to apply for an ABN. Contact WACSSO for more information and advice if you are opening a new P&C. | | <input type="checkbox"/> |
| Notification to Tax Office | The Australian Taxation Office (ATO) needs to be informed online of the delegated ATO contacts within the P&C. These will be the only people able to provide and obtain P&C information from the ATO for your organisation specifically. WACSSO advises all Office Bearers are listed as delegated contacts. | Immediately after the AGM. | <input type="checkbox"/> |
| Submit to AssociationsOnline | Each P&C must submit an Annual Information Statement (AIS) via AssociationsOnline within 6 months of the end of their financial year. Registration is required. Penalties apply if your Association fails to submit an AIS. Please see the information page within this guide. If your P&C is ACNC registered, has completed ACNC updates and have received an exemption notice from DMIRS/Associations, you are not required to submit an AIS statement via AssociationsOnline. Visit associations.commerce.wa.gov.au for more information | Within 6 months of your P&Cs end of financial year, usually 30 June. | <input type="checkbox"/> |
| Submit to ACNC | P&Cs registered as a charity with the ACNC must provide an annual report to the ACNC within 6 months after the end of their financial year i.e. June 2024 reporting for a Jan-Dec 2022 financial year. Visit www.acnc.gov.au for more information. | Within 6 months of your P&Cs end of financial year, usually 30 June. | <input type="checkbox"/> |
| WACSSO Affiliation | P&Cs must re-affiliate with WACSSO each year. Benefits of affiliation include access to training, resources, networking, advice and the annual Conference. Invoices will be sent out via email in May. | 30 June (affiliate fees due). | <input type="checkbox"/> |
| P&C Handover Process | The Associations Incorporation Act 2015 requires an Association's rules to include details of who will have custody and responsibility for keeping the records. See pages 48-54 for the <i>P&C Executive Handover Checklist</i> and <i>Summary of the Affairs of the Association Template</i> . | Immediately after the AGM. | <input type="checkbox"/> |

Responsibilities of the P&C as an employer

| ASSOCIATION REQUIREMENTS | INFORMATION | DUE DATE | DONE |
|--|--|--|--------------------------|
| GST/PAYG Tax | <p>If you are registered for GST, you must complete either a Business Activity Statement (BAS) or Instalment Activity Statement (IAS). See www.ato.gov.au or phone 13 28 66 for more information.</p> <p>Reminder: update your P&C contact details with the Australian Taxation Office (ATO) if required.</p> | Refer to the ATO for deadline information. | <input type="checkbox"/> |
| Superannuation | <p>Superannuation is payable for all employees over 18. If under 18, superannuation is payable if the employee works more than 30 hours per week. See www.ato.gov.au/Business/Super-for-employers/ for further information.</p> | Refer to the ATO for deadline information. | <input type="checkbox"/> |
| Single Touch Payroll | <p>Single Touch Payroll is a requirement for employers and is now in Phase 2.</p> <p>For more information, visit: www.ato.gov.au/Business/Single-Touch-Payroll/.</p> | | <input type="checkbox"/> |
| Employee Workers' Compensation Insurance | <p>Employers legally must have workers' compensation insurance in Australia.</p> <p>This insurance is NOT included in WACSSO affiliation. Please contact the WACSSO Office for more information.</p> | | <input type="checkbox"/> |
| myGovID | <p>To access most Australian Government online employment and business services, Office Bearers authorised to act on behalf of the P&C will need to link their myGovID to the P&C's ABN. For more information, visit: www.mygovid.gov.au/set-up.</p> | | <input type="checkbox"/> |
| Remote Access Manager (RAM) | <p>RAM is an authorisation service that allows you to act on behalf of a business online when linked with your myGovID. You'll use your myGovID to log in to RAM. Together, myGovID and RAM allow you to access our online services on behalf of a business or entity. To find out more, visit: https://www.ato.gov.au/online-services/accessing-online-services-with-mygovid-and-ram.</p> | | <input type="checkbox"/> |
| Work, Health and Safety (WHS) Laws | <p>Did you know that new WHS laws came into effect in January 2022?</p> <p>The new laws will apply to ALL P&Cs with employees, so it is important that you know what they mean for your Association.</p> <p>The Department of Mines, Industry Regulation and Safety (DMIRS) have plenty of resources to help your P&C understand the legislation. For more information, visit: https://www.commerce.wa.gov.au/worksafe/volunteer-organisations. There are also a number of resources available on the WACSSO website.</p> | | <input type="checkbox"/> |

P&C Association Responsibilities

| ASSOCIATION REQUIREMENTS | INFORMATION | DONE |
|------------------------------|---|--------------------------|
| Affiliation Renewal | WACSSO affiliation invoices are emailed to the Treasurer and Secretary in May and payment is due before 30 June. For questions regarding invoices, please email finance@wacssso.wa.edu.au . | <input type="checkbox"/> |
| Insurance Renewal | Do you have appropriate insurance for your employees, canteen or stock? Contact the WACSSO Office if you have questions regarding your insurance needs and cover. | <input type="checkbox"/> |
| Working With Children Checks | Make sure your P&C has up-to-date Working with Children checks where needed. For information regarding the Working with Children Check, visit www.workingwithchildren.wa.gov.au Parents who volunteer in schools also need to complete the Department of Education Parent Volunteer Form. This is available at your school's Main Reception. | <input type="checkbox"/> |

Have you Considered?

| WACSSO RECOMMENDATIONS | INFORMATION | DONE |
|-------------------------------|---|--------------------------|
| Training for your P&C | Training for all P&C members is included in P&C affiliation fees and offered as face-to-face and online sessions. For more information, visit the WACSSO website and search 'training.' | <input type="checkbox"/> |
| Get Involved in P&C Day WA | The 2024 P&C Day WA will be held on Friday 24 May. This day is an opportunity for school communities to celebrate their P&Cs and all the great work they do! Templates and ideas for how to celebrate can be found on the WACSSO website. | <input type="checkbox"/> |
| Attending WACSSO Conference | The 2024 WACSSO Conference is on the 24-25 August at Crown Perth. One ticket to Conference is included in the annual affiliation fees paid by P&Cs. Additional delegate tickets can be purchased by P&Cs at time of registration. Conference delegates must be approved at a P&C meeting. Registrations typically close a month before the event. | <input type="checkbox"/> |
| Being a State Councillor | Your State Councillor is there to help you and represent your electorate. Why not invite them to a meeting? If your electorate is unrepresented then consider nominating yourself or someone else in the P&C. | <input type="checkbox"/> |
| 2024 P&C Contributions Report | Towards the end of each school year WACSSO sends out the Annual P&C Contributions Report. This report allows us to capture the collective contributions of WA P&Cs to their school communities throughout the year. All P&Cs must complete the report, as it enables WACSSO to advocate strongly for P&Cs at a State and Federal level. | <input type="checkbox"/> |

Useful Contacts

The following is a list of contacts that P&Cs may require for advice or assistance in their P&C Operations.

Australian Charities and Not-for-profits Commission

For P&Cs that are registered as a charity with the ACNC - information on charity status and submission of the Annual Information Statement (AIS).

Ph: 13 22 62

www.acnc.gov.au

Australian Taxation Office

For all taxation and superannuation information

Ph: 13 28 66

NFP hotline: 1300 130 248

www.ato.gov.au

Children's Crossings Unit

For information on school crossing guards and applications.

Ph: (08) 6274 8731

www.police.wa.gov.au/Traffic/Childrens-Crossings-Unit

Department of Mines, Industry Regulation and Safety

For all state employee wage and conditions information, as well as information about complying with the Associations Incorporation Act 2015.

www.commerce.wa.gov.au

Wageline: 1300 655 266 (Toll free)

www.commerce.wa.gov.au/LabourRelations

Associations: 1300 304 074 (Toll free)

Or 6552 9300

www.commerce.wa.gov.au/consumer-protection/associations-and-clubs

Grange Insurance Services

For insurance queries regarding the WACSSO Public Liability policy or Volunteer Personal Accident Insurance or any additional policies taken out with Grange Insurance.

Ph: (08) 9201 8000

www.grangeeducation.com.au

FreshSNAP

FreshSNAP, the Fresh School Nutrition Advisory Program provides an integrated, comprehensive state-wide advisory and implementation service to support schools create healthy food environments and deliver nutrition education.

Ph: (08) 6182 2260

www.freshsnap.org.au

WorkCover WA

For all general workers compensation enquires

Ph: 1300 441 651 (toll free)

www.workcover.wa.gov.au

Department of Education

Ph: (08) 9201 8000

www.education.wa.edu.au

Department of Racing, Gaming and Liquor

For raffle permits, gaming enquiries

Ph: (08) 6551 4888

www.dlgsc.wa.gov.au/racing-gaming-and-liquor

Fair Work Ombudsman

For all federal award information, conditions of employment, rates of pay advice.

Ph: 13 1394

www.fairwork.gov.au

WA Legislation - Parliamentary Counsel's Office

For all legislative documents

legislation.wa.gov.au

WA School Canteen Association (WASCA)

WASCA assists schools of all education systems and community groups to establish and maintain healthy, profitable food services by providing information, advice, resources and training

Ph: (08) 9264 4999

www.waschoolcanteens.org.au

Working with Children Check (WWC Check)

For all information about Working With Children Check for Western Australia

Ph: 1800 883 979

www.workingwithchildren.wa.gov.au

Work Safe

Ph: 1300 307 877

www.commerce.wa.gov.au/WorkSafe/

P&C MEMBERSHIP FORM

Please return to your P&C Secretary

I, (your name),

Of

(your address)

Phone Mobile

Email , wish to become a financial member of

P&C Association Inc.

by paying the annual membership fee of

☐ I understand that my annual membership is current until the next AGM

☐ I agree to abide by the P&C Constitution (Association rules) and P&C Code of Conduct

Signed (Member)

SECRETARY'S USE ONLY:

Fee paid:

Signed (Secretary)

Date:



(For the member's records)

2024 P&C MEMBERSHIP RECEIPT

Received from (members name)

Amount paid (membership fee)

Being Annual Membership fee of P&C Association Inc.

Signed (Secretary on behalf of Treasurer)

Date

REGISTER OF MEMBERS AND RECORD OF OFFICE HOLDERS

(Sample Only)

This template is also available as a downloadable Microsoft Word document on the WACSSO website at: www.wacsso.wa.edu.au/resources/pc-resources/ under 'P&C Templates/Forms'.

[illegible]

This register complies with the Associations Incorporation Act 2015 and the 2019 P&C Constitution

P&C OFFICE BEARER AND EXECUTIVE COMMITTEE NOMINATION FORM

Please return to the P&C by (date) for circulation to members.

I, (your name), as a financial member of

(name of P&C Association),

wish to nominate for the position of

(e.g. President, Vice President, Secretary, Treasurer, Sub-Committee and Executive Committee)

for the year of (insert year nominating)

☐ I confirm that I am not bankrupt nor that my affairs are under insolvency laws, and have not been convicted in the last five years of an indictable offence in relation to the formation, promotion or management of a body corporate, an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than 3 months, or an offence under Division 3 or section 127 of the *Associations Incorporation Act 2015*, where a person has allowed an Association to operate while insolvent.

Qualifications/skills for the role or reason for nominating (optional):

.....

.....

.....

.....

.....

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.....

.....

.....

.....

Signed Date

P&C 'AUTHORITY LETTER' FOR THE PRINCIPAL

Important: This letter is available on our website as a Word document, so you can download it and adjust it according to your P&C requirements. This is for school notification purposes only. This data is **COMPULSORY** for all P&Cs (P&C Constitution Rule 16.5)

Name of School
Parents and Citizens' Association Inc.
(Date)

Principal
Name of School
Address of School
SUBURB WA P/CODE

Dear (Name of Principal),

As you are aware the P&C has conducted its AGM for the 20xx year, and new office bearers have taken up their respective roles.

In an effort to increase the capacity of the wider school community to contact P&C Executive members, this letter is being sent as notification and **authorisation for the school to release contact details** of the following people, where callers are specifically inquiring through the school about P&C matters.

Position: P&C President
Office Bearer:
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

Position: P&C Secretary
Office Bearer:
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

Position: P&C Vice President
Office Bearer:
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

Position: P&C Treasurer
Office Bearer:
Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

We hope this information will be of assistance to school administration, and supports the effective flow of communication.

Regards,
(Name)
P&C President

AssociationsOnline Information

AssociationsOnline

The Department of Mining, Industry Regulations and Safety (DMIRS) is the state body responsible for incorporating P&Cs. Each Incorporated Association receives an Incorporated Association Reference Number (IARN). DMIRS is also responsible for administering the Associations Incorporation Act 2015. AssociationsOnline is a secure online portal provided by DMIRS for incorporated associations.

In order to access AssociationsOnline, a committee-approved member of your P&C will be required to:

- ✓ register for an account
- ✓ link that account to your Association
- ✓ request approval to become a 'Primary' or 'Authorised User'. There are two (2) Primary Users permitted on each account and any number of Authorised Users. Authorised users are permitted to submit the AIS.

WACSSO is a Primary User on the majority of P&C AssociationsOnline accounts as we are responsible for submitting changes to P&C Constitutions such as change in financial years and name changes. Please do not remove WACSSO as a Primary User.

There are help guides and videos for using AssociationsOnline available on their website www.commerce.wa.gov.au/consumer-protection/help-using-associationsonline

Annual Information Statement

P&Cs are required to submit an Information Statement (AIS) annually.

The AIS confirms for the Commissioner that:

- ✓ an Association is still active and eligible to remain incorporated;
- ✓ the address details held by Consumer Protection are correct; and
- ✓ the Association has met its obligation to hold an Annual General Meeting for the year.

The Statement needs to be lodged with Consumer Protection within six months after the end of an Association's financial year. For Associations operating on a calendar (1 January to 31 December) financial year, the 2023 Statement should be provided by no later than 30 June 2024.

If a P&C continually fails to submit their AIS, the Commissioner has the authority to remove their incorporation status which will mean, you can no longer be a P&C Association.

Annual Information Statement details you will need:

- Current Address
- AGM Date
- Total Revenue for the last financial year (total amount of money received by the Association)
- To confirm that it has at least 6 voting members
- To confirm its main purpose (educational)
- To confirm whether you are ACNC registered

You do not need to submit meeting minutes, financial reports, or details of the Association's members or committee of management.

For further information

Department of Mines, Industry Regulation and Safety (DMIRS)

Call: 1300 304 074 for general enquiries or the Associations Branch 6552 9300 during office hours 8.30am to 5pm, Monday to Friday.

Email: associations@dmirs.wa.gov.au

Online: www.commerce.wa.gov.au/consumer-protection/associations-and-clubs

Inc guide for Incorporated Associations

Online: www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia

WACSSO Corporate Support

Call: 6210 0106 during office hours 8am to 4pm, Monday, Tuesday, Thursday, and Friday.

Email: corporatesupport@wacssso.wa.edu.au

The ACNC and my P&C Association

What is the ACNC?

The Australian Charities and Not-for-Profit Commission (ACNC) is the independent national regulator of charities that was established on 3 December 2012. Charity registration with the ACNC provides P&Cs with access to tax-exempt status with the Australia Taxation Office (ATO).

What is a charity?

Charities are organisations that:

- have a charitable purpose such as advancing education, advancing religion, and advancing social and public welfare
- do not operate for the profit, personal gain, or benefit of members and meet other requirements.

Charities register with the ACNC to access charity tax concessions such as income tax exemptions. If a not-for-profit organisation is eligible for charity registration, it must register with the ACNC before the ATO can endorse it to receive tax concessions, including an income tax exemption.

There are over 55,000 ACNC registered charities; many of which have traditionally been thought of as charities, such as those that provide support for people who are homeless or living in poverty. There are also organisations that people do not immediately identify as charities. For example, non-government schools, universities, churches, and Parents and Citizens (P&C) or Parents and Friends (P&F) Associations.

P&Cs meet the legal meaning of charity; they are not-for-profit as all money raised goes back into supporting the school. They also have a charitable purpose of advancing education.

What can the ACNC do to help members?

We can work with you to support your members who may need to become registered charities.

Assisting organisations early can improve the quality of applications submitted and therefore the likelihood of a smooth and successful registration process. This may include:

- providing content for your member newsletters.
- providing guidance to help your members understand the registration process and eligibility requirements.
- hosting online Q&A sessions about how to lodge a charity registration application after your members have reviewed our guidance to answer any outstanding questions, or
- a meeting with you (and other stakeholders you may want to include) to discuss your members' needs.

How do we register our P&C?

To register with the ACNC, you must have an Australian Business Number (ABN). You can apply for an ABN on the Australian Business Register (ABR) website. You will need to register your entity type as an incorporated body.

The name of your Association in the application must be the same as the name on your Incorporation Certificate. You will need to:

- provide an email and postal address, a contact person, and their contact details
- upload your P&C's Incorporation Certificate, and Constitution
- identify the location where your Association operates, in most cases, this will be your school.
- identify the charity subtype that reflects your P&C's charitable purpose will be advancing education
- describe your activities and who are your beneficiaries, and
- provide the following for each Office Bearer: full name, date of birth, residential address, phone number, email address, the date they became a Responsible Person, and their position within the organisation.

Please ensure that your registration includes your Incorporated Association Reference Number or IARN and AGM date. This will help link your registration with the WA Department of Mining, Industry Regulations and Safety (DMIRS) database. Once linked, your P&C will only have to complete the ACNC Annual Information Statement rather than the DMIRS information statement.

How do we check if our P&C is a registered charity?

Many P&Cs are already registered with the ACNC, you can check this online on the ACNC register.

My P&C is registered with the ACNC: what does this mean?

Being registered with the ACNC means a number of obligations including notifying the ACNC of any changes to details, complying with the ACNC governance standards, and submitting an Annual Information Statement (AIS).

One of the biggest challenges for P&Cs is keeping their contact details up to date. Committee members (ACNC calls them responsible persons) often change from year to year, and the new members are not always aware of their ACNC obligations. This can result in P&Cs losing their charity registration with the ACNC. We want to support all registered P&Cs to submit their reports on time and encourage you to contact the ACNC if you need assistance.

Stay up to date

ACNC members can sign up for a monthly newsletter, The Charitable Purpose, for all the latest charity news and to start to learn about their obligations if they apply to become a registered charity: www.acnc.gov.au/#subscribe

Submitting the Annual Information Statement (AIS)

If you operate on a standard calendar year, the last opportunity to submit your AIS is 30 June of the following year. Last year over 90% of small charities submitted in time to avoid penalties. It is not mandatory for P&Cs defined as small charities (annual revenue less than \$500,000) to upload their annual financial report. Medium charities are defined as having an annual revenue between \$500,000 and \$2,999,999 and must submit a financial report that has been either reviewed or audited. Large charities have an annual revenue of \$3 million or more and must submit an audited financial report.

To submit:

1. Go to the Charity Portal at charity.acnc.gov.au
2. Log in with your username (your ABN) and your password. Your password can be reset at the login page.
3. Click on 'submit Annual Information Statement'.

You can view all of your submitted Annual Information Statements on the public Charity Register at acnc.gov.au/CharityRegister

I'm not sure if my P&C is up to date! What should I do?

Visit your P&C's register page by going to www.acnc.gov.au/charity/charities and:

1. Check that your P&Cs registration status is 'Registered'. Some P&Cs have had their registration revoked due to failure to report. If your P&C's registration status says 'Revoked' and you believe it should be registered, please contact the ACNC on 13 22 62.
2. Check that the Charity Address for Service is correct. The ACNC keeps in touch with charities and sends reminders to submit the Annual Information Statement to this address or email. If the address is out of date, you can change it online (acnc.gov.au). WACSSO generally recommends that charities use a centralised address or email. That way when there is a change of volunteers you will still receive the important information we, and the ACNC, send you. You need to make sure that the incoming committee has access to this email address.

Should our P&C consider de-registering from the ACNC?

It is not compulsory for your Association to be registered with the ACNC, however, registration does provide a number of benefits, including access to charity tax concessions. You can read about the benefits on the ACNC website.

If your P&C is considering de-registering, please give the ACNC a call and they can talk to you about the implications of voluntarily revoking your registration.

As there will be tax implications if you revoke the ACNC registration, the ACNC recommends that you also speak with the ATO on 1300 130 248.

To de-register the charity you must complete a form as required by the ACNC to revoke charity registration.

Further information

There is a lot of helpful information on the ACNC website.

- Information about ongoing obligations of registered charities: acnc.gov.au/managemycharity
- Information about the Annual Information Statement: acnc.gov.au/AIS
- You can contact the ACNC on 13 22 62 or by emailing advice@acnc.gov.au

Finance and Employment

This section includes:

- ✓ P&C Finances eLearning Course
- ✓ Solvency Statement and Declaration (sample)
- ✓ WACSSO Guideline: P&C Debit Cards
- ✓ Table for annual financial reporting requirements
- ✓ Superannuation Guarantee: Information for P&Cs with Employees

P&C Finances and eLearning Course

Help get your P&C finances on the right track

Financial Reporting Requirements

P&Cs are required to submit their financial statements to WACSSO within 4 months from the end of their financial year. The financial statements must fulfill the Constitutional requirements.

What to include on a financial statement

Constitution Rule 17.10 states that the annual financial statements in relation to the last financial year, to include:

1. a statement of all monies received and paid during the financial year;
2. a reconciled statement of all bank account balances as at the end of the financial year; and
3. a statement detailing the Association's total assets and liabilities as at the end of the financial year.

Constitution Rule 17.10.3 is also applicable to the submission of financial statements. It outlines that a solvency statement, endorsed by the Executive Committee, is also required. The solvency statement should say that the financial statement has been examined and whether or not, in their opinion, they will be able to meet the Association's debts and liabilities as and when they become due and payable.

P&Cs should note that the solvency statement is for the coming 12 months, not just until the end of a calendar year. For example, if the P&C signs the declaration in March, they are agreeing to being solvent through until March the following year.

The rules above are the minimum requirement for Tier 1 P&Cs (annual revenue less than \$500,000).

P&Cs aligned with Tier 2 or 3 must also conduct a review or audit (Constitution Rule 10.10.2).

P&C Finances eLearning

In delivering this learning resource, our aim is to strengthen the financial governance of P&Cs everywhere. We want every member, not just the Treasurer, to understand the importance of good financial decision-making and practices so the P&C's hard-earned money is used efficiently, responsibly and with great transparency.

The seven-module course covers content crucial to the effective financial operation of your P&C and can be done as stand-alone modules or as a full course where the user receives a certificate of completion when finished.

The modules cover:

- Finances and the P&C Constitution
- P&C budgeting
- Treasurer's reports
- P&C bank accounts and sub-committees
- Security of finances
- Proper use of P&C funds

Here's what P&C members are saying:

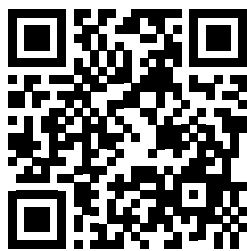
"With this Finance course, I feel confident that we can tweak and fine tune our processes to effectively meet our financial requirements. I cannot stress enough how absolutely amazing this training tool is!"

"I will be highly recommending everyone to complete it. Well done, just brilliant."

"Well done, I think other community groups would find this useful too."

"Great course. Was a big help and offered clear direction."

To begin the P&C Finances eLearning course today, visit: <https://wacssoolc.org/moodle30/> or scan the QR code on the left.



Scan the QR Code to start the P&C
Finances eLearning Course!

Solvency Statement

What is solvency/insolvency?

'Solvency' is defined in s 95A (1) of the Corporations Act 2001 as "the ability to pay all debts as and when they become due and payable". A person or organisation who is not solvent is 'insolvent' (s 95A(2)).

P&Cs must not incur any debts if they are currently insolvent or there are reasonable grounds to expect they will be insolvent before or after a debt is incurred. Associations Incorporation Act 2015 (s 127).

Under Rule 1710.3 of the 2019 P&C Constitution, the Executive Committee are required to make a declaration that having reviewed and considered the P&C's current and projected financial position, it is their opinion the P&C is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

It is of utmost importance that accurate financial records are kept so the Executive Committee can make this declaration with confidence.

P&Cs should note that the solvency statement is for the coming 12 months, not just until the end of a calendar year. For example, if the P&C signs the declaration in March, they are agreeing to being solvent through until March the following year.

Guide to using this declaration:

1. At an Executive Meeting prior to the AGM, move the motion, "that the President signs a positive solvency declaration on behalf of the Executive Committee to be presented with the annual financial statements/review/audit (whichever is applicable) at the _____ (year) Annual General Meeting of the P&C."
2. Once this motion is carried, the President signs the declaration on behalf of the Executive Committee.
3. The declaration is then presented as part of the annual financial statement, review or audit at the next Annual General Meeting. The P&C then votes on approval of the financial statements/review or audit report. The outcome of the vote is minuted.

Solvency Statement Declaration

We, the Executive Committee of the _____ Parents and Citizens Association Inc. declare, at an Executive Committee meeting held on ____/____/_____, that having reviewed and considered the Associations' current and projected financial position, in the Executive Committee's opinion the Association is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

Signed by the P&C President on ____/____/_____ (date), on behalf of the Executive Committee of the _____ Parents and Citizens Association Inc.

P&C President signature _____

P&C President full name _____

A downloadable version of the Solvency Statement and Declaration is available on the WACSSO website, under templates and forms:

www.wacssso.wa.edu.au/resources/pc-resources/.

Debit Card Guideline

P&C Debit Cards

What is a Debit Card?

This is a card linked to a bank account operated by the P&C. The debit card can be used for purchases at stores through EFTPOS. When a transaction occurs, the purchase amount is immediately deducted from the bank account. There is no credit permitted on the card, only access to funds that are in the account at the time the transaction takes place.

Can a P&C use a Debit Card?

The P&C Constitution does not exclude the use of a debit card, but it is up to each individual P&C Association to determine if a debit card is a requirement of their operations. If the P&C decides they wish to use a debit card, then they will need to put a Terms of Operation in place. WACSSO has a recommended Terms of Operation (see below).

How does a P&C resolve to use a debit card?

This would be two separate motions. The first would be for the P&C to open a bank account that has a debit card facility. The second would be for the adoption of the debit card usage. Adoption of the usage would need to be repeated each year at the AGM. Recommended wording for the motions is:

1. "That a debit card account be opened and be called the (insert school name) P&C Association Inc. debit card account."
2. "That the Debit Card and Account Usage Policy dated (insert date) be adopted for the year (insert year), and that the signatories to the account are (List names and roles)."

WACSSO Recommended Debit Card Terms of Operation (or Terms of Use)

- Debit card transactions, as with all P&C financial transactions, must be authorised by a General Meeting or Executive Committee meeting.
- The debit card account must be reconciled monthly by the P&C Treasurer and included in the financial statements (Treasurer's Report) to be presented to each General Meeting of the P&C.
- The Debit Card will be used under the terms and conditions of the bank that issues it.
- The P&C Association's debit card will be linked to a separate bank account, solely for the use of EFTPOS debit card transactions. The account is to be named: xxxx P&C Inc. Debit Card account.
- The name of the P&C must appear on the debit card.
- Debit cards are not be used to withdraw cash from ATM or using EFTPOS cash out facilities.
- The card balance can only be increased ('topped-up') by a deposit from dual authorised signatories.
- The maximum balance in the debit card account is to be \$500.
- Debit cards to be used for approved purchases up to the value of \$250.
- The printed EFTPOS receipt and itemised receipt must be forwarded to the Treasurer as soon as possible after the transaction.
- A debit card control register of authorised users will be maintained regularly.
- The debit card is to be stored in a safe when not assigned.
- The card PIN is to be held by the P&C Treasurer and changed annually.
- The card will be cancelled immediately if lost, misplaced or upon suspicion of misuse.

For further information or guidance on appropriate debit card use, please contact the WACSSO office on 6210 0100 or email info@wacssso.wa.edu.au.

TABLE FOR ANNUAL FINANCIAL REPORTING REQUIREMENTS

| IF THE P&C IS REGISTERED WITH ACNC | | IF THE P&C IS NOT REGISTERED WITH ACNC | |
|--|--|--|--|
| Name (official terminology) | Small Charity | Tier 1 | Name (official terminology) |
| Revenue | <\$500K* | <\$500K* | Revenue |
| Cash or Accrual Accounting | Cash or Accrual | Cash or Accrual | Cash or Accrual Accounting |
| Audit / Review | No review or audit unless required by the membership. Annual Financial Statements must be presented at the AGM. WACSSO does recommend a review. | No review or audit unless required by the membership. Annual Financial Statements must be presented at the AGM. WACSSO does recommend a review. | Audit / Review |
| Annual Financial Statements | Optional submission to ACNC. Mandatory submission to WACSSO and the School Principal | Submit to WACSSO and the School Principal | Annual Financial Statements |
| DMIRS Annual Information Statement (AssociationsOnline) | Mandatory (Not required if submitting an Annual Information Statement to the ACNC) | Mandatory | DMIRS Annual Information Statement (AssociationsOnline) |
| ACNC Annual Information Statement | Mandatory | Not relevant to P&Cs that are not registered with the ACNC | ACNC Annual Information Statement |
| ACNC Reporting Entity | If the P&C chooses to submit financial reports then self-assess as either Reporting Entity or Non-Reporting Entity | Not relevant to P&Cs that are not registered with the ACNC | ACNC Reporting Entity |
| Type of ACNC Financial Report | If the P&C chooses to submit financial reports then self-assess as required either Special Purpose** or General Purpose** Financial reports based on... | Not relevant to P&Cs that are not registered with the ACNC | Type of ACNC Financial Report |
| Accounting Standards | If the P&C chooses to submit financial reports then: Self-Assessed Reporting Entity - Special Purpose Financial Reports require adherence to 6 Australian Accounting Standards as per ACNC website. Or Self-Assessed Non-Reporting Entity - General Purpose Financial Reports require adherence to Australian Accounting Standards. | N/A | Accounting Standards |
| Signed and Dated Responsible Persons Statement | If the P&C chooses to submit financial reports then YES | YES | Signed and Dated Responsible Persons Statement |
| Management Committee declaration including Solvency Statement | YES | YES | Management Committee declaration including Solvency Statement |
| Statement of receipts and payments | If the P&C chooses to submit financial reports then YES | Cash accounting - YES Accrual accounting - OPTIONAL | Statement of receipts and payments |
| Bank Reconciliation & Statements | If the P&C chooses to submit financial reports then YES | Cash accounting - YES Accrual accounting - YES | Bank Reconciliation & Statements |
| Balance sheet | If the P&C chooses to submit financial reports then YES | Cash accounting - YES Accrual accounting - YES | Balance sheet |
| Statement of Income and Expenditure (P&L) | If the P&C chooses to submit financial reports then YES | Cash accounting - NO Accrual accounting - YES | Statement of Income and Expenditure (P&L) |
| Cash Flow | If the P&C chooses to submit financial reports then YES | Cash accounting - NO Accrual accounting - NO | Cash Flow |
| Statement of changes in Equity | If the P&C chooses to submit financial reports then YES | Cash accounting - NO Accrual accounting - NO | Statement of changes in Equity |
| Notes to the Financial Statements | If the P&C chooses to submit financial reports then YES | Cash accounting - YES Accrual accounting - YES | Notes to the Financial Statements |
| Auditor Requirements | If a review is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA), CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA); a registered company auditor; or approved by the Commissioner. | If a review is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA), CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA); a registered company auditor; or approved by the Commissioner. | Auditor Requirements |

* Most P&Cs will sit in this tier. For those P&Cs with revenue over \$500k per annum, please contact the office for a copy of the reporting requirements

Superannuation Guarantee

Superannuation is money you pay eligible workers to provide for their retirement. The Superannuation Guarantee (SG) is the minimum amount you must pay to avoid penalty.

Recently the rules have changed:

1. Requirement to pay SG:
From 1/7/2022 you have to pay SG for all workers over 18, if the employee is under 18 you only pay SG if they work more than 30 hours per week.
www.ato.gov.au/business/super-for-employers/work-out-if-you-have-to-pay-super/
2. Payment rates:
From 1/7/2022 the SG is 10.5% of ordinary time earnings, with the rate increasing by 0.5% each year until 2025.

| | |
|--------------------|--------|
| 1/7/2023-30/6/2024 | 11.00% |
| 1/7/2024-30/6/2025 | 11.50% |
| 1/7/2025 onwards | 12.00% |

Penalties apply if superannuation payments are made late, and it is important that the funds are received by the Super fund by the due date, not just that they are paid by the employer by this date. P&Cs should be aware that it can take 3-5 days for the amount paid into the employee's super fund to clear, so payments should be scheduled with this delay in mind. Currently, payments must be received by the fund by 28 October.

SG payments must be made electronically. Most P&Cs qualify to use the Small Business Superannuation Clearing house, a free and easy way to report.

www.ato.gov.au/Business/super-for-employers/paying-super-contributions/how-to-pay-super/small-business-superannuation-clearing-house/

The ATO has an SG Employer obligations online course that might be helpful to P&Cs:

www.ato.gov.au/Business/Super-for-employers/Super-guarantee-employer-obligations-course/

Rules on payment of the SG are changing. Please refer to the ATO websites for updates.

www.ato.gov.au/Business/Super-for-employers/



Affiliate Information

This section features:

- ✓ Attracting and Retaining Volunteers
- ✓ Recognise Your Volunteers
- ✓ P&C Meeting Code of Conduct
- ✓ Chairing a P&C Meeting
- ✓ Annual General Meetings
- ✓ Running A P&C Election
- ✓ P&C Communication Tips
- ✓ Sample Calendar for 2024
- ✓ The P&C and Principal Relationship
- ✓ Social Media for P&Cs
- ✓ Handover Checklist
- ✓ Summary of Association Affairs Template
- ✓ Fundraising
- ✓ Records Management and Storage
- ✓ Finance and Employment Records
- ✓ Managing Services



Scan for access to WACSSO
resources

Attracting and retaining volunteers

P&Cs are led and run by volunteers. Each year, many P&Cs worry that there won't be enough volunteers who put their hands up to sit on the committee, hold Office Bearer roles and/or volunteer to run events and initiatives.

Promoting your P&C

Here are some ideas that P&Cs have used over the years to help recruit and retain volunteers:

- Shout it from the rooftops! Use social media, What's App groups, email lists and, if the school is amenable, place notices by each classroom to promote the P&C. If you are a parent, chat with other parents at school pick-up or school events to spread the word about your need for volunteers.
- Reach out to former volunteers to see if they'd like to rejoin. Remember that volunteers do not have to have a child enrolled at the school. Be creative with your messaging and make it fun!
- Emphasise the benefits of volunteering. You could do this by highlighting the personal benefits of volunteering, such as making new friends and contributing to the community, or by highlighting the professional benefits, like small business management skills and networking opportunities.
- Ensure everyone knows how essential the P&C is, and that without them, there would be no canteen, uniform shop, school fete, disco, colour run or whatever is particularly popular in your community.
- Highlight the benefits the P&C brings to students - helping at school has proven benefits to children's education and social outcomes.
- Focus on how much fun being on the P&C is for volunteers, and how much purpose it brings to individuals looking to engage in their child's education.
- Make your pitch short and pithy, but clear. Clearly define the roles and responsibilities of the committee and let potential volunteers know what is expected of them (time commitment, what kind of tasks they would be involved in and so on).
- Get current committee members involved. Encourage current and former committee members to spread the word and reach out to their own networks.
- Be flexible. Offer a variety of volunteer opportunities with different time commitments to accommodate different schedules and interests. Where practical, allow online attendance to meetings and ensure meeting times and regularity will work for most. Importantly, make sure meetings are run efficiently, run to time and are not longer than needed.
- Put effort into retaining your current volunteers. Thank volunteers for their time and effort, and make sure they feel valued and supported in their role. There are some great resources to help with volunteer recognition on the Volunteering WA website.
- Employ staff where practicable. Can you afford a paid canteen manager and uniform shop manager or bookkeeper? Perhaps it's time to invest in employees.
- Engage local businesses. Perhaps a local bookkeeping service will provide one of their employees on a pro bono basis to assist the P&C Treasurer.
- Contact Centrelink about providing you with a volunteer under their 'Volunteering and mutual obligation requirements' program, or any other program for which your P&C may be eligible.
- Ask other P&Cs in your area about their hints and tips. If you're not sure where to start, reach out to your State Councillor who can help connect you with other P&Cs in your region.

Recognise your volunteers

Research shows that volunteers live happier and healthier lives, so we know that volunteering is a reward in itself. However, it's always a good idea to acknowledge and thank your hard working volunteers for their efforts.

We encourage all P&Cs to take every opportunity possible to thank and celebrate their priceless volunteers. Volunteer contributions to the community are invaluable, and recognising outstanding and long-standing volunteers is one way your P&C can positively influence recruitment and retention. Plus, hosting recognition events or giving out certificates always makes for a nice occasion for the school community.

Do you have some outstanding volunteers on your P&C Association, working to better your school community? Here are two options to recognise their efforts.

Certificate of Recognition

A Certificate of Recognition template is available through the WACSSO website. The template allows you to enter your volunteer's name, and your school principal's details before printing off the certificate for signing and presentation.

We recommend that you to have your Principal sign the certificates and award them at the next school assembly, P&C meeting or big school event.

Long-serving P&C Member Award

At our 2021 Annual Conference we announced the launch of the **Long-Serving P&C Member Award** as a part of the WACSSO Centenary celebrations. The award aims to recognise P&C members who have served on a P&C (or multiple P&Cs) for a significant period of time. These are members who have contributed countless hours to their school community.

There are three categories for the Long-Serving P&C Member Award, these are:

Bronze Award: 15 years of service

Silver Award: 20 years of service

Gold Award: 30 years of service

If you know a P&C member who is eligible for the award and you'd like to organise them to receive a certificate, please get in touch with affiliates@wacsso.wa.edu.au with your expression of interest.

Certificates of Merit

Certificate of Merit

WACSSO awards Certificates of Merit on behalf of affiliated P&C Associations to P&C members who have given long and meritorious service (minimum of 10 years).

This Certificate is a wonderful way to recognise longstanding contributors in your school community.

P&Cs can find the nomination form on the WACSSO website. To be eligible, the nominee must be part of a WACSSO-affiliated P&C Association. Please call the WACSSO office if you have any queries while completing this form.

P&C Meeting Code of Conduct

10 rules to facilitate successful and effective meetings

What is a Code of Conduct?

A Code of Conduct is a set of rules outlining the responsibilities and proper practices for a particular group. Implementing a Code of Conduct helps to formalise the behaviours and actions of members, in order to ensure successful and effective meetings. **WACSSO recommends that P&Cs create their own Meeting Code of Conduct and adopt it at the meeting following the AGM each year. You should print the Code of Conduct on the back of every meeting agenda.**

RULE #1

We respect each other and everyone's opinions at all times. We value the opinion and suggestions of all of our members equally. We practice active listening, never interrupt and always give clear, constructive suggestions. We recognise each other's success.

RULE #2

All votes are equal and it is the collective that makes the decisions. We all have an equal vote in the meeting. The sum of our votes determines whether a motion is successful or not. We will use secret ballots when required.

RULE #3

The agenda will be enforced at all times. Any new items that arise during the meeting or after the agenda is circulated will only be included if a vote is passed at the meeting to allow it. Otherwise they become agenda items for the next meeting.

RULE #4

Stick to the point. Everyone's time is valuable and volunteered. Don't ramble, mumble, go into unnecessary detail, repeat multiple points, raise matters already discussed, or talk when there is nothing to say.

RULE #5

Delegate when you need to. We will ask each other for help to complete tasks and activities when we are not able to complete them ourselves. We expect everyone to try their best.

RULE #6

The minutes will be issued within 2 weeks following a meeting and the agenda 7 days prior to the next meeting. Read these! By 'reading', we will think about them, identify any issues or concerns, and consider what we want to contribute at the meeting.

RULE #7

Keep the meeting on topic. We only discuss matters relative to the agenda during our meetings - we do not have side conversations or get side-tracked. We allow plenty of time at the end of the meeting to show photos, have a cuppa and chat.

RULE #8

It is our right to object constructively. We all have the right to object constructively when discussing all agenda items.

RULE #9

Volunteer only when you can carry through. We only volunteer for actions from the meeting when we are able to commit to the time-frame and activities of the motion. We respect the right to say "no".

RULE #10

Finish on time. If it is nearing finishing time, we will vote on moving unfinished items to the next scheduled meeting, or hold another one in between. We will create a sub-committee to deal with long, technical or contentious items, who will bring recommendations to the next meeting so we can all discuss them.

Chairing A P&C Meeting

Helpful hints for the P&C President and others who chair meetings

Responsibilities

The P&C Constitution states that the President, when present, will chair the P&C meeting.

It is the responsibility of the Chairperson to:

- Determine that a quorum is present.
- Create an agenda before the meeting in consultation with the Secretary.
- Give an Acknowledgment of Country
- Follow the meeting agenda and keep members on track.
- Sign the confirmed minutes of the previous meeting. Minutes are not an official record until confirmed at a subsequent meeting.
- Control the debate.
- The Chairperson should seek to promote orderly and relevant discussion.
- Ensure motions and amendments are clear and relevant.
- Keep speakers to the point and allotted time; and ensure that they are not interrupted.
- Ensure that all discussion is addressed through the Chairperson.
- Sum up both sides of any debate, taking care that no personal bias is introduced.
- Ensure motions/amendments are clearly understood by all members before voting.

Running the meeting

The Chairperson must guide the meeting towards achieving its aims.

They have the power to:

- Open the meeting.
- Rule on procedure.
- Decide who speaks and in what order.
- Close debate - when sufficient discussion has taken place or there are no further speakers for or against any motion or amendment.
- Reject motions - if they are outside the power of the Association; insufficient notice has been given (some motions require a minimum notice); are inconsistent with a previous decision; phrased in objectionable language or have ambiguous wording.
- Request that a speaker be seated or stop speaking.
- Close the meeting.

Dissent from the chair

A motion of dissent from the Chair offers members/delegates the opportunity to disagree with the Chair's ruling. A motion of dissent is not a motion of no confidence in the Chair. Once the motion has been accepted, the Chairperson shall vacate the chair until a decision has been made on the ruling that cause the dissent (not on the original motion). Typically, the Vice-President will act as Chair during this period, until the Chairperson recommences role as Chair.



The 'art' of being a good chairperson

The Chairperson

- Has an important role - they preside over meetings in a proper and orderly manner, ensuring that the constitutional requirements are observed.
- Should be an active listener, be able to summarise the discussion and ask members what they want next.
- Should allocate a timekeeper when members speak to a motion, especially when debating or discussing an issue. This will prevent meetings running overtime and prevent straying from the agenda. They can set an agreed time for open discussion between members.
- Should be able to identify the strengths and skills of the other members and know when to call on them.
- Should concentrate on the 'art' of getting the group to work together to reach its goals with collective decision-making.

Annual General Meetings

All you need to know to hold a successful AGM

Sample Agenda

Before opening the meeting, check that all persons present who wish to nominate for a role or vote on any motion or election at the meeting are **financial or ex officio members**. Invite new and current members to join prior to the meeting starting.

1.0 ACKNOWLEDGMENT OF COUNTRY

2.0 OPEN AND WELCOME

- Confirmation of minutes of the last meeting of the P&C or Executive Committee
- Confirm quorum
- Apologies
- Introduce and welcome members
- Correspondence
- Business Arising

3.0 REPORTS

- 3.1 President's Report
- 3.2 Treasurer's Report and tabling of annual financial statements, auditor's report or review or whichever is required under the P&C Constitution 2019
- 3.3 Tabling of the statement of solvency as endorsed by the Executive Committee
- 3.4 Sub-Committee Reports
 - Canteen
 - Other committees e.g. pre-primary, fundraising, uniform
- 3.5 Principal's Report

4.0 APPOINTMENTS

- 4.1 Appointment of Review/Auditor if required under the P&C Constitution 2019 (or if not required, but the P&C chooses to have an audit or review executed)
- 4.2 Delegates to WACSSO Annual Conference
- 4.3 Additional Signatory - One member of the Executive Committee appointed at the AGM as an additional signatory. Note: Appointment of an additional signatory cannot happen until after the elections. The additional signatory must be an Executive member and is only appointed if required.
- 4.4 Appointment of volunteer/member engagement coordinator, if required (optional)

5.0 ELECTIONS

- 5.1 Office Bearers
- 5.2 Executive committee members (check the required numbers based on your school enrolments)
- 5.3 Committees
 - Canteen
 - Any other committees

6.0 GENERAL BUSINESS - LISTED AND UNLISTED

Important: Notice of financial motions must have been sent to members at least 7 days prior to this meeting

- Code of Conduct Review
- Training needed
- Pre-approved floats
- WACSSO invoice

7.0 NEXT MEETING

8.0 CLOSURE

Annual General Meetings **continued**

Before the meeting

Hold an Executive Committee Meeting and:

- Ask the Principal to present a 'wish list' to the Executive.
- Set an Annual Calendar of P&C events.
- Present the Annual Financial Statements/Review/Auditor Report (which ever is required).
- Present, approve and sign the Solvency Declaration.
- Confirm the date for the AGM.
- Give at least 7 days' notice of the AGM.
- Give at least 7 days' notice for any financial motions to be presented at the AGM e.g. School 'wish list'.
- Set a detailed Agenda for the AGM.

Planning an AGM:

- The AGM must be held once (and only once) per calendar year (see P&C Constitution 2019).
- The AGM must be held within 4 months of the end of the Association's financial year (e.g. if it ends December 31, AGM must fall before April 30).
- Set the AGM date and time at a General Meeting of the P&C.
- Notice of the AGM must be in writing, e.g. via the school newsletter.

Advertise both the start and finishing time.

Review the Terms of References for sub-committees. Include spending permissions to be approved at the AGM, for example:

"the sub-committee has the power to spend up to \$100 per term on consumable items directly aligned with the operations of the sub-committee after confirmation from the P&C Treasurer that such funds are available".

The agenda

- Includes tasks that must be completed annually, such as election of office bearers and sub-committees, and presentation of the annual financial report (and audit/review report if required). The agenda is prepared by the President and Secretary.
- Only list items of business and correspondence arising from the last or any previous P&C meetings that need immediate attention.
- Distribute all reports beforehand. Members giving reports (including the Principal) can give a brief verbal summary, or answer questions. Reports should not be read out verbatim. Consider setting a time limit for the presentation of each report.

- Include the financial statements (and audit/review report if required) and Solvency Declaration for tabling and adoption. This replaces the Treasurer's report, with any questions referred accordingly. If required, table the audit/review report.
- Confirm the current Terms of Reference (ToR) for each sub-committee. If there are no ToR, a template is available from the WACSSO website. All ToR must be adopted and can be an appendix to the AGM minutes as a record.
- Allow for the election of Office Bearers and Executive Committee members. Refer to the P&C Constitution for composition of the Executive Committee.
- Elect a P&C member to nominate for the school board. This is NOT in the role as a P&C representative.
- Review contingency and emergency spending approvals such as: "That the Treasurer and President, together, have delegated authority to spend up to \$200 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General Meeting".
- List the date of the next P&C General Meeting and the next AGM.

At the meeting

- The outgoing President chairs the AGM (the newly elected President chairs from the following meeting). This applies to all elected executive members.
- The AGM is an excellent opportunity to appoint WACSSO Annual Conference delegates and observers.
- The AGM is often the first introduction new parents have to the P&C, so an effort should be made to ensure the meeting is engaging and friendly – the aim is for parents to return again and again!
- Observe the WACSSO formal Rules of Debate and Standing Orders for P&Cs.

After the meeting

- Forward names of elected Office Bearers and Executive to the school Principal, WACSSO and the Australian Taxation Office before 30 April.
- Handover all documents, files and passwords to the new Office Bearers.
- Immediately change signatory details with the bank.
- Update P&C Details on the WACSSO website.
- Submit Annual Information Statements to ACNC and AssociationsOnline.
- AGM minutes should be adopted at the next General Meeting of the P&C held after the AGM.

Running A P&C Election

P&C Elections

Appointment of Returning Officer

- Returning Officers are appointed by the Chair to count and return ballots in the case of multiple nominations for any role.
- It is recommended that the Returning Officers (two) be independent of the P&C, but if this is not possible then WACSSO recommends an Office Bearer and the Principal (*ex officio*) are appointed.

Nominations

- Nominations for any role or position can be accepted prior to the meeting or after nominations are called for ('from the floor').
- Nominations may be accepted by a member not in attendance if it is in writing and membership obligations have been completed.

Election procedure for all Office Bearer roles and Executive and sub-committee positions

- The order of election will be: President, Vice President, Secretary, Treasurer, Executive Committee.
- Nominations are called for the position. After a brief period allowing for nominations,
- Nominations are then closed. The Chair will then read out the nominations for the role.
- There is no seconding of nominations. Once a member nominates, their nomination is accepted.

- If there is only one nomination for a position the nominee is declared elected unopposed.
- If there are multiple nominations then an election must be held by ballot. The Chair may ask each nominee to speak to their nomination.
- Ballot papers are distributed and collected by the returning officers. The returning officers will leave the room to count the ballot, write down the result and hand the result to the Chair upon return.
- The Chair will then announce the result.
- If there is a tie of votes between two or more candidates, the result will be declared by lot which means drawn out of a hat.
- There is no scope for a recount of ballots and a second ballot is not permitted. The first ballot is the outcome. Members may not see the ballots.
- The Chair directs the Returning Officers to destroy the ballot papers.
- New Office Bearers, Executive Committee members and other newly appointed positions take effect after the meeting concludes

The Rules of Debate and Standing orders can be found in the WACSSO Effective Meeting Guidelines booklet, available on the WACSSO website. For further information, please visit the website, call 9264 4000 or email info@wacssso.wa.edu.au.

P&C Communications Tips

Make Connections

1. You are required to provide WACSSO with your Association's office bearer details within four months of the end of the reporting year. This information is updated through the WACSSO website at www.wacssso.wa.edu.au/resources. This enables us to share important communications with your Executive Committee.
2. Introduce yourselves to the School Administration Staff and provide them with authority to release contact details, so that people can get in touch with the P&C (see 'P&C Authority Letter for the Principal' in Affiliate Obligations section).

Receiving Mail

1. Have a P&C letterbox situated in the Administration block for the staff to put incoming mail into or organise to have a PO Box at the nearest post office.
2. If your P&C has a pigeon hole in the staff room, don't forget to check it regularly.
3. P&C Mail should only be opened by the P&C Secretary

Keep on top of P&C emails

Email is a necessary means of communication for every P&C Association, allowing for efficient transfer of information between members, external contacts and the wider school community.

Given the often frequent turnover of member and role-bearers in the P&C from year to year, it is important to have a stable, easily transferable email account (or accounts) to ensure no information is lost and that office bearers are easily contactable.

WACSSO does not recommend the use of personal email accounts for P&C business.

WACSSO recommends P&Cs set up at least one email account with a FREE web-based email client such as Outlook, Gmail or Yahoo Mail (there are many more out there – it's a good idea to do a quick Internet search and compare).

P&Cs can set up one account for general use, which should generally be monitored by the Secretary. The address should clearly identify the P&C. For example: eastperthpandc@gmail.com.

Schools with active P&Cs are strongly encouraged to open an email account for one or a number of office bearers, e.g. president.eastperthpandc@gmail.com or secretary.eastperthpandc@gmail.com, etc.

Please ensure that there is a correct handover procedure for P&C office bearer or executive committee email addresses, as WACSSO is aware of instances where email addresses were lost in the handover process.

Some Tips

- ✓ Account passwords should be changed each time a new Office Bearer is appointed.
- ✓ Email account users should be mindful NOT to delete important emails, even at the end of their term. Emails should be copied onto a storage device or software and submitted to the P&C for storage.
- ✓ It is important that email addresses and passwords are included in the handover process.
- ✓ Consider using a file hosting service such as Dropbox, Tidy HQ or Google Drive, these services enable P&Cs to keep documentation and planning in one area.
- ✓ P&Cs should have two-factor authentication in place for all sensitive information, such as social media accounts, emails and banking.

For more information on P&C email use, please contact the WACSSO office on 6210 0100 or communications@wacssso.wa.edu.au.

WACSSO ONLINE

The WACSSO websites and social media channels provide affiliates with information and free resources, network opportunities and up-to-date information on educational news and events.

To access specific publications you will need to register and log on. All members of WACSSO affiliated P&Cs are entitled to an account on our website. Each individual member has to register their own account.

If you are an Office Bearer, please ensure that the Office Bearer forms are submitted (via the site), as WACSSO needs your up-to-date details.

Connect with WACSSO

WACSSO is always looking at new ways to connect with parents, P&Cs and the wider community. Please follow us on our website, Facebook and Twitter (X).

By staying connected with us on these sites and signing up to our eNews, you can participate in discussion and polls, remain informed on educational issues related to your community and have your say on the direction of education in Western Australia.

We invite you to work with us in shaping the future of public education in WA!

JOIN OUR ONLINE COMMUNITY



'LIKE' us on Facebook at
www.facebook.com/WACSSOinc



'FOLLOW' us on X
[@WACSSO](https://twitter.com/WACSSO)



Make us a 'FAVOURITE'
www.wacssso.wa.edu.au



Sign up for eNews on the WACSSO website
www.wacssso.wa.edu.au



Or email the office on
info@wacssso.wa.edu.au



WACSSO
Sign up to P&C Voice
www.wacssso.wa.edu.au

Sample – P&C Calendar 2024

- *** HOLD AGM BEFORE APRIL 30 (P&Cs operating on a calendar financial year)
- *** GIVE NOTIFICATION FOR ANNUAL GENERAL MEETING (NOTE: MINIMUM 7 DAYS NOTICE IS REQUIRED FOR AN AGM)
- *** P&C TREASURER TO ENSURE ANNUAL FINANCIAL STATEMENT/REVIEW/AUDIT (as required) IS READY FOR AGM

January

- 22 WACSSO Office Opens
- 26 Public Holiday – Australia Day
- 31 Term 1 Commences

February

- 05 WACSSO State Council Term Elections commence – Canning East, Canning West, Fremantle, Joondalup East, Peel South, Warren-Blackwood, Wheatbelt North, Wheatbelt South, North West (by-election), Swan East (by-election).

March

- 04 Labour Day Public Holiday
- 28 Term 1 Ends
- 29 Public Holiday - Good Friday

April

- 01 Public Holiday - Easter Monday
- 05 Close of Nominations for WACSSO State Council Elections (12 noon)
- 15 Term 2 Commences
- 25 Public Holiday - ANZAC Day
- 30 Final date for AGMs to be held

May

- ** WACSSO Affiliation Fees are mailed
- 20 National Volunteer Week Commences
- 24 P&C Day WA
- 31 Deadline for declaration of results State Councillor Term Elections

June

- 01 State Councillor Term of Office commences
- 03 Public Holiday - WA Day
- 21 Close for receipt of Conference Agenda Items
- 28 Term 2 Ends
- 30 WACSSO Affiliation Fees Due

July

- 15 Term 3 commences
- 24 Closing date for Conference Registrations

August

- 01 WACSSO Affiliation fee reminder notices
- 24-25 2022 WACSSO Annual Conference

September

- 20 Term 3 Ends
- 23 Public Holiday - King's Birthday
- 30 Suspension of unpaid Affiliates

October

- 07 Term 4 Commences

November

- ** Organise Auditor for 2024 FY Review/Audit – if required
- 01 WASCA Canteen Day
- 06 Prepare P&C Contributions Report Response

December

- ** P&C Treasurer to ensure books are ready for Review/Audit – if required
- 12 Term 4 Ends
- 13 WACSSO Office Closes
- 25 Christmas Day
- 26 Boxing Day

This form in Word format is available to download on the WACSSO website: www.wacssso.wa.edu.au so that you can update and include dates relevant to your individual P&C. You may want to include dates for your P&C meetings, parent information evenings, planned fundraising events, school award nights and school assemblies etc.

Information for School Term dates has been obtained from the Department of Education website www.education.wa.edu.au. Information for Public Holidays has been obtained from the Department of Commerce website www.commerce.wa.gov.au. We hope you find this to be a useful tool for your committee. Consider providing a copy of your personalised P&C Calendar to your WACSSO State Councillor so that they are informed of meeting dates and any special events occurring at your school.

The P&C and Principal Relationship

The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education. P&Cs are the only not-for-profit bodies in the whole of Western Australia that have the right to exist under an Act of Parliament (School Education Act 1999). Associations work best to benefit students when the whole team is a cohesive unit. As the school's leader and site manager, the Principal plays an integral role in the P&C - they have rights and responsibilities like any other member of the P&C.

It is essential for Principals to familiarise themselves with the services available from WACSSO, as well as P&Cs governance and reporting requirements. The WACSSO P&C Handbook is a great first step. The WACSSO office is pleased to assist with P&C matters.

When the Principal and P&C work together to achieve the same goals:

THE SCHOOL COMMUNITY ACTS
AS ONE IN THE INTERESTS OF
THE STUDENTS.

P&C PLANNING AND BUDGETING COMPLEMENTS THE EFFORTS
OF THE SCHOOL STAFF TO ENHANCE EDUCATION WITHIN THE
SCHOOL.

The role of the Principal on the P&C

- ✦ is an *ex officio* member of the Executive Committee and Association and, as such, has the same rights and responsibilities as any other Executive member.
- ✦ can propose motions, vote, and be elected to a Sub-committee. They can't be an Office Bearer or signatory to accounts. Teachers and other school staff who are financial P&C members may take on those roles.
- ✦ cannot overrule decisions rightfully made by the P&C, unless that decision attempts to exercise authority over the day-to-day management of the school.
- ✦ cannot abolish the P&C (Only the Director General of the Department of Education has this power).
- ✦ can be counted in the quorum for all meetings.
- ✦ is the site manager of the school and as such provides the final approval for activities held on school property.



The Principal cannot attend a P&C meeting and sends the Deputy Principal, who is not a P&C member, instead. Can the Deputy vote?

No, there is no allowance in the P&C constitution for proxy voting. Voting is usually by show of hands following discussion, so a person must be present at a meeting to listen to all sides and register a vote. The Deputy Principal must become a financial member of the P&C in order to vote, unless they are acting in the Principal's role full time for an extended period.



Can the Principal edit and change P&C Meeting minutes?

No, the P&C minutes are the responsibility of the P&C Secretary to produce in a clear unbiased and professional manner. If for some reason the correct process is not being undertaken, the P&C Executive or WACSSO can suggest appropriate changes before distribution to the general P&C members.



Can the Principal delegate the running of the P&C to the MCS?

The school's Manager of Corporate Services (MCS) does not have an authority role on the P&C unless they are an Office Bearer, and even then their powers only extend to what the P&C Constitution allows. MCS are not managers of the P&C finances and cannot direct the decisions and actions of the Association.

P&C Meetings

- ✦ As an *ex officio* member of the P&C the Principal has the right to attend and participate in General and Executive Committee Meetings.
- ✦ Meetings are a great opportunity for the Principal to provide an update or report to members on school affairs, and to take questions from parents. An objective of the P&C Association (in the P&C Constitution and the Education Act) is the fostering of community interest in educational matters. The Principal's knowledge and experience is very valuable here. If the Principal cannot attend a meeting, they can send a delegate, such as the Deputy Principal.
- ✦ On occasion, a parent may wish to raise a matter or concern relating to an interpersonal issue or regarding an individual child at the school. The P&C is not the forum for this, and as such the discussion should be redirected to a meeting between the parent and Principal at another time.
- ✦ The Principal can propose any motion at a meeting. It is a requirement that at least seven days' notice (General Meeting) and 48 hours' notice (Executive Committee Meeting) is provided for financial motions and that requests for funds are presented in a clear and researched format.
- ✦ It is recommended that the Principal familiarise themselves with the duties of the office-bearing roles and the reporting requirements for each meeting – as an Executive member, they have a responsibility to encourage strong governance processes.
- ✦ Each year after the Annual General Meeting and before 30 April, the P&C must provide the Principal with a list of office bearers' contact details and the audited financial statement.

HOLDING A MEETING BETWEEN THE PRINCIPAL AND PRESIDENT PRIOR TO THE P&C MEETING HELPS DEVELOP NOT ONLY THEIR RELATIONSHIP, BUT ALSO THE RELATIONSHIP BETWEEN THE SCHOOL AND THE SCHOOL COMMUNITY. THE P&C IS CRITICAL TO THE SMOOTH FUNCTIONING OF THE SCHOOL.

Fundraising

An Object of a P&C within the P&C Constitution is assisting in the provision of resources, facilities and amenities for the school. At the beginning of the year after the AGM it is a good idea to hold a special general meeting to set the P&C's budget and priorities for the year. It often works well at this meeting if the Principal provides a 'Wish List' of items the school would like the P&C to fundraise for. The meeting can discuss and agree on items they will work toward providing. It is important to note however that P&Cs are not obliged to fundraise, though most do!

P&C Business

P&Cs have the ability to operate businesses such as a canteen or uniform shop, to service the school.

- ✦ Sub-committees for these businesses may be formed.
- ✦ The Principal cannot make an independent decision to close a canteen, have control over the employees or dictate what is sold in the canteen as long as it is operated according to the Department of Education's Healthy Food and Drink Policy. Their input is the same as any member of the P&C or a sub-committee formed for that purpose.
- ✦ The Principal should ensure they fully understand their role and the P&C's role in uniform supply contracts as directed by the Department of Education.
- ✦ P&Cs running businesses should be aware of obligations such as the Work Health Safety Act 2020 and WorkCoverWA.

Social Media for P&Cs

Social media platforms such as Facebook, Instagram and Twitter (X) can be fantastic tools for Associations to quickly and easily connect and communicate with members. Reputation management and careful planning are key components to establishing social media accounts. The following information provides recommended terms of use and should be used as a guide when setting up any social media account for your P&C.

Which Platform is the best option for your message?

Facebook

A Facebook page can act as a very effective notice board for the P&C, where members and the public can easily keep track of news, events and opinions. It is also a great tool for promotion, advertising and discussion, and offers the ability for members to ask a question or leave feedback without the hassle of making a phone call or sending multiple emails. Facebook pages can also be a key space in which to attract potential sponsors for events such as fêtes. Facebook is free, with an additional option for paid advertising to promote events or gain 'likes.' WACSSO does not recommend the establishment of Facebook 'Groups' particularly 'closed' or 'secret' groups as these are not in the spirit of creating an open and transparent community. Facebook is also good for tracking potential members who are engaging with your P&C online. The simple act of 'liking' or 'sharing' indicates a person may be a future volunteer or member.

Twitter (X)

Twitter (X) is a fast-paced platform that has the biggest active user numbers in the world – if you want lots of people to hear your message, it can be very effective. Twitter (X) can be a fantastic tool for the savvy P&C that wants to engage with like-minded organisations and community members on bigger-picture education issues (great at WACSSO Conference!) Think about whether your audience is using Twitter (X) – if so, it could be the right move for your P&C.

Instagram

Instagram is a useful social media platform for producing visually engaging content. Posting images of P&C activities such as fêtes and fundraising events is a great way to show off your P&C; using the tagging and story features is another great way to engage your audience.

TikTok

TikTok is a dynamic platform that is very popular amongst young people. It can be a fun and new mode of showing P&C events and activities, by publishing promotional and engaging videos, and is a great platform to rapidly increase your audience numbers and range. While TikTok can be a great way to expand your audience and reach new groups of people, the algorithm TikTok uses can be difficult to predict therefore it is hard to know who will see your content. It is essential for videos to have relevant captions and hashtags to increase the chances of engaging with the right audience. Most users scroll through their 'For You' page which is based on their preferences, location and what the algorithm thinks the user will like. With the right captions and hashtags, videos have a higher chance of reaching other users 'For You' page which will ultimately increase engagement. User interaction is also very important, so if videos are commented on, liked and viewed many times, they are more likely to be featured in other people's 'For You' page.

Some things that P&Cs should be wary of when using TikTok:

1. Like any social media platform, P&Cs should familiarize themselves TikTok as a user before setting up a profile and posting content. Unlike Facebook and Instagram, TikTok is a highly public platform and has many different nuances that might be unfamiliar to some.
2. P&Cs should be conscious of keeping up with comments on TikTok, especially negative ones. Being a highly public platform, the risk of attracting negative commentary is higher. P&Cs should have an agreed process for handling comments before setting up a profile.
3. Following trends and using popular sounds is important for engagement but P&Cs should be careful with using sounds or following trends that have controversial meanings. P&Cs should do proper research before using certain sounds or following trends on TikTok.
4. Using popular music is a great way to increase visibility on TikTok, however, copyright can be an issue (as is the case for all platforms), especially in the case of music. TikTok has a royalty free music collection for commercial use and for general purposes and it recommended P&Cs make use of this collection in videos.

Social Media for P&Cs Continued

Establish your reason/s for operation

A social media account (i.e. Facebook page) operating under the name and for the purpose of a P&C Association can be established for one or more of the following reasons:

- Communicating news, information and issues to the school community
- Organising and promoting P&C-run or school community events
- Research, discussion, raising questions or topics in the school community
- Advertising (P&C related)
- Administrative purposes

It is important to remember that any P&C social media account transmits a digital image of that committee to the wider community. At all times it should represent your P&C in a professional manner. It is also important to bear in mind that social media is a 24/7 environment, and you will need to establish a roster of people who have responsibility for your accounts.

Identify your target audience and key messages

The audience for your social media account could include P&C members, parents, the wider school community, potential sponsors, or even the media. What do you want to say to these groups? Think about a range of different and interesting posts that the P&C could make on the page. It is a good idea to vary the type of posts, include links and pictures and keep up the two-way conversation by asking questions, after all, interaction and engagement is what social media is all about!

Authorisation of operation

The establishment of a social media account specifically for any P&C must be voted on and passed by the General Meeting. It should not be a decision made by any one, or group of individuals. The account should be titled in accordance with the authorised name of the Association to ensure it is clear who the account is representing.

Code of Conduct

It is recommended that when voting on the establishment of a social media account, a Code of Conduct such as the following should also be adopted. This can be included within your account profile, for Facebook this would be shown on the 'About' page.

All users of a social media account representing a P&C Association must adhere to the following:

- Comments, post and responses to the page must be related to the P&C, the school community or in reply to a post left by the administrator on behalf of the P&C.
- Discussion must remain professional and personal topics are not to be discussed.
- As Facebook pages are public spaces, comments relating personally to any individual or group are not to be discussed.
- Defamatory or derogatory comments are not permitted.
- Swearing, obscene and abusive language is not permitted.
- Rude or obscene photographs, or links to photographs, are not to be posted on the page.
- All advertisements posted on the page must be approved by the administrators.
- Derogatory, defamatory, confrontational or incorrect information relating to a P&C committee's employee or administrative position should not be discussed on the page.
- Information relating to the financial position, direction or account details of the P&C should not be discussed on the page as it is in the public arena.
- Personal information related to specific individuals of the P&C, that the individual does not agree to be released, should not be discussed.
- Permission must be granted by the subject/s, or their parent/carer, of any content before it is posted.

Administration

The administrator/s of the account (recommend up to three members) must be appointed at a General Meeting. If there are several candidates requesting the role of administrator, a vote shall be held to decide. The establishment of a dummy profile using the P&C's generic email address is recommended for establishing the account. Individual members can then be authorised as 'administrators' of the account.

The administrator's responsibilities include:

- Posting information, news, questions and other material to the account with approval from the President in circumstances where it is needed.
- Responding to queries raised through the account or referring these to a relevant person for response.
- Deletion of comments that breach the Code of Conduct.
- Removal and/or banning of any user who breaches the Code of Conduct continuously.
- Reporting back at General Meetings any enquiries, queries or matters raised on the page.

Social Media FAQs

Can the P&C open its own Facebook Page or other social media account?

Yes. When used wisely, social media can be a fantastic tool for communicating with members and the school community and promoting the P&C's great work. The P&C must discuss and then vote at a general meeting to establish a Facebook Page or other social media account.

Our school Principal has said our P&C Facebook page has to close because there has been too much negativity, gossip and misinformation. What do we do?

Closing down a social media account must be carried out through a vote at a general meeting of the P&C. It is not the decision of a single individual. However, if the page has become toxic the P&C must think long and hard whether it is fulfilling its purpose – benefitting the operations of the P&C and thus the students at the school. If the page is not operating successfully, closure is an option. The P&C should conduct a review of the page and its operations to see whether it is aligned with WACSSO's Social Media Guideline. If not, changes or closure may be warranted.

A parent has made a complaint or negative comment about a staff member or P&C member on the P&C Facebook page. How do I respond?

The administrator for the page should respond politely that social media is not the appropriate channel for personal complaints and then refer the commenter to the relevant authorised person such as the school Principal or P&C President. If the comment is inappropriate, abusive, offensive or defamatory, it should be deleted or hidden by the administrator. Remember that you should always take a screen shot of content prior to deleting it.

A parent who owns local business wants to post advertisements on our Facebook page. Can we allow this?

A P&C can establish a sponsorship agreement with a business for advertising on the FB page an event such as a fête. The agreement may include acknowledgement through the P&Cs communication channels, including on social media, but there should be a very specific scope for this.

Our P&C is holding a fête and we want to attract the wider public to attend. Is the P&C allowed to undertake paid Facebook advertising of our event?

Facebook advertising can be an effective way of reaching outside of the immediate school community and into the wider local area to let the public know about your event, for minimal cost. Facebook advertising can be tailored to a specific geographical area or demographic and the P&C can set the spending limit they wish to adhere to. Any financial outlay by the P&C must be voted on at a general meeting and the P&C must discuss whether it believes there would be a cost or other benefit to undertaking the advertising. The P&C should also investigate all forms of free advertising, such as an article in the local newspaper, word-of-mouth, or posting flyers at local shopping centres or playgroups.

Social Media Account Checklist

Things To Consider

| Before resolving to create a social media account, has your P&C considered the following? | Yes (Tick) |
|---|--------------------------|
| Will the social media account benefit the operations of the P&C and thus benefit the students at the school? | <input type="checkbox"/> |
| Have you discussed who your audience is and what key messages you would like to express? | <input type="checkbox"/> |
| Social media accounts like Facebook need to be monitored after hours, on weekends and on holidays. Do you have one or more P&C members prepared to do this? | <input type="checkbox"/> |
| Do you have a generic email account that can be used to establish the account, accessible by a range of individuals who can act as site administrators? | <input type="checkbox"/> |
| Have you established: <ul style="list-style-type: none"> Who will be the administrator/s of the account The correct tone for the posts and the types of messages you want to post? How you will respond to posts – negative and positive? How often you aim to post on the account? | <input type="checkbox"/> |
| Have you ensured no content (intellectual property, music, TV or film footage) will be uploaded without explicit approval from the content owner? | <input type="checkbox"/> |
| Have you ensured no identifying information or photos of students or school staff will be/can be uploaded to the accounts without explicit permission? | <input type="checkbox"/> |
| Have you discussed how you are going to let people know about your new social media account (e.g. an article in the newsletter, an announcement at assembly)? | <input type="checkbox"/> |
| Have you read the Terms of Service of the nominated Social Media sites? facebook.com/terms twitter.com/tos help.instagram.com/581066165581870 | <input type="checkbox"/> |
| Have you established a Code of Conduct or Social Media Policy for your P&C? | <input type="checkbox"/> |

Please note:

P&Cs are reminded there are legal ramifications associated with both posting and administrating (including moderating) social media accounts. P&Cs should understand that issues such as breach of copyright and defamation are common in Australia. All users of social media are encouraged to think carefully before posting, to re-read their posts and consider how they might be read by others, and to check they aren't using any materials (logos, photos, music, artworks, etc) that may be subject to copyright or a trademark. P&Cs should also be aware that if they run a social media page or group, or any community platform where people can comment, they may be held responsible, under current defamation law, for everything that anyone else posts. This is regardless of whether the P&Cs agrees with the comment, or even if they are unaware that the comment has been made. A moderation schedule is essential for the smooth operation of your social media accounts. Rulings relating to defamation and copyright breaches can apply to both public and private accounts and groups on all social media platforms.

P&C Executive Handover Checklist

The handover of an Executive role on a P&C is as important as handing over a job role when you move to other employment. It is crucial to have all documents and notes ready for your successor, so they can continue your good work in maintaining the success of the P&C. If time permits, it is also recommended to be an active 'buddy' for them for the first half of the year. This is not to complete their work, but to give advice and suggestions when requested.

The process of handing over documents and records of the P&C should take no more than two (2) weeks and should be managed by the President.

FOR ALL EXECUTIVE MEMBERS

- General Office Bearer Guides (President, Treasurer, Secretary).
- Copies of roles and responsibilities for each position (see Effective P&C Association booklet).
- Current P&C Constitution.
- Current Terms of Reference for all sub-committees.
- Other P&C policies and by-laws (e.g. email use, Code of Conduct).
- List of contacts for assistance (e.g. for Principal, WACSSO, WASCA, FairWork, Wageline, ATO, AssociationsOnline, Department of Racing, Gaming and Liquor, Grange Insurance).
- Any passwords, account tokens, generic email addresses.
- P&C Association ABN.
- P&C Social Media Guide (in P&C Handbook).
- Complete the Summary of the Affairs of the Association (template on pages 51-54).
- Complete the P&C Finances eLearning course (see page 24 for details).

DOCUMENTS FOR THE AGM

- Membership forms (with P&C Code of Conduct on back) and Register of Members.
- Executive position nomination forms (nominations can also come from the floor).
- List of ongoing Sub-committees and Terms of Reference for each one.
- Letter or verbal confirmation from the appointed auditor/reviewer accepting the role for the coming year (if required).
- Change of Bank Signatories form to be signed by the relevant Executive members.
- Notification of Office Bearers for both your Principal and WACSSO.
- Annual Financial Report and Audit Report (if audited/reviewed).
- President's Report.
- Previous General or Executive Minutes for approval.
- Solvency Statement (template available on the WACSSO website).

PRESIDENT/SECRETARY

- ❑ P&C Handbook (hard copy posted to school at start of Term 1, PDF available on WACSSO website).
- ❑ Change contact details online with the ATO
- ❑ Register of Members
- ❑ Minutes books with minutes from all meetings since P&C commenced, or location of archives.
- ❑ Motions register (this is a suggestion only but it helps the new Executive continue ongoing actions from past motions.
- ❑ P&C template for agenda and minutes.
- ❑ P&C meeting attendance book.
- ❑ A list of any important issues/projects which need to be followed up or continued by the new Executive.
- ❑ Any diary that has been kept by the P&C on issues, events and/or invitations attended by the outgoing executive.
- ❑ Building Fund DGR (Deductible Gift Recipient), information available from the ATO.
- ❑ Bank form for change of signatories for P&C general, sub-committee and any investment accounts.
- ❑ Passwords and access to any P&C social media sites and email platforms.
- ❑ All login information for online management/storage accounts (If your P&C uses these).
- ❑ All existing P&C Policies, By-laws and Terms of Reference.
- ❑ Correspondence register (sample available in the Secretary's Guide) and conversation/email detailing where past correspondence has been filed.

VICE PRESIDENT

- ❑ Contact details for electorate's WACSSO State Councillor.
- ❑ Follow the WACSSO Facebook page at www.facebook.com/WACSSOinc.
- ❑ Register on WACSSO website for our fortnightly eNews.
- ❑ Subscribe to P&C Voice

TREASURER

- ❑ Books of accounts for current and previous year.
- ❑ Access to archived records for the past 7 years.
- ❑ List of active sub-committees.
- ❑ Property Register (P&C owned and used property).
- ❑ Auditor's statements and reports for the past seven years including current year.
- ❑ Bank forms for change of signatories for P&C general, subcommittee and any investment accounts.
- ❑ P&C ABN.
- ❑ Insurance details.
- ❑ List of upcoming funding grants.
- ❑ All Deductible Gift Recipient (DGR) information. Only a P&C can operate a School Building Fund DGR and it must be registered with the ATO.
- ❑ Access to accounting software.

Many P&Cs have employees. The responsibility for documentation, pay, superannuation and so on generally rests with the Treasurer, but all members of the Executive Committee should be aware of their responsibilities as an employer.'

CHECKLIST FOR P&CS WITH EMPLOYEES

- ❑ Employee files - location.
- ❑ Superannuation Fund Details.
- ❑ Current employee personnel files including Letters of Appointment, Contract, SuperStream details, Tax File Numbers, Role Descriptions, Performance Review Records, relevant training attended and employee starting date.
- ❑ Records of employees and workplace sign-in/out register/ timebooks must be kept for 7 years after they have ceased employment.
- ❑ Current hours and pay rates of all employees.
- ❑ List of emergency staff.
- ❑ Status of all employees (i.e. casual, permanent, part-time or full time).
- ❑ Up-to-date copy of relevant awards available to the P&C Executive and staff.
- ❑ Current record of all leave entitlements including Long Service Leave.
- ❑ List of past employees for the previous 7 years.
- ❑ List of contacts or support agencies.
- ❑ Employee files - location.

WACSSO recommends digitising all documents and having dedicated cloud storage for each Executive role. Your P&C should also consider investing in some cloud-based storage or a hard drive device to store all important documents, correspondence and information. Make sure to keep backups of your documents located on school premises and implement 2 Factor Authentication for sensitive material stored online.



SUMMARY OF THE AFFAIRS OF THE ASSOCIATION TEMPLATE

The completed 'Summary of the Affairs of the Association' can assist with handover at the rise of the AGM.
This template is also available as a downloadable Microsoft Word document on the WACSSO website at:

www.wacssso.wa.edu.au/resources/pc-resources/

Legal Registered Name: _____ (insert school name)
Parents and Citizens' Association Incorporated

Incorporated Association Registration Number (IARN): _____

Date of Incorporation: _____

AGM Date (within 4 months of the end of the financial year): _____

Western Australian Council of State School Organisations (WACSSO)

Affiliation - Date Paid: _____ (due prior to 30 June)

Public Liability and Volunteer Accident Insurance is included in the WACSSO Affiliation.

Reporting Responsibility:

| Reporting Requirement | Reported to | Due Date |
|---|------------------|--|
| Update P&C Office Bearers | WACSSO | Before 30 April |
| Update P&C Office Bearers | School Principal | Before 30 April |
| Submit Financial Statement & Solvency Statement | WACSSO | Within 4 months of the end of your P&C financial year. |

Financials

Financial Year: _____

Bank Accounts held with: _____

Account Details:

Name: _____

BSB: _____

Account Number: _____

Current Signatories: _____

Accountant/Bookkeeper: _____

Auditor or Reviewer: _____

Common Seal (if the Association has one)

Custody: _____

Authorised users: _____

Taxation

Australian Business Number (ABN): _____

Tax File Number (TFN): _____

Taxation Registrations (i.e. GST, PAYG, FBT): _____

Taxation exemptions (i.e. PBI, DGR): _____

Authorised contact for Australian Taxation Office (ATO) – Name and Contact Number:

Reporting Responsibility:

| Reporting Requirement | Reported to | Due Date |
|--|-------------------------------|--|
| Office Bearer Notification | ATO | As soon as possible after AGM |
| Business Activity Statements (if required) | ATO | Quarterly: 28 October, 28 February, 28 April and 28 July |
| Superannuation (if required) | Superannuation Clearing House | Quarterly: 28 October, 28 February, 28 April and 28 July |

Insurance (employees, canteen or stock)

Provider: _____

Certificate of Insurance (Policy) Number: _____

Inclusions: _____

Committee Meetings

How often does the committee meet (note - must meet at least once/term): _____

Notice requirements for committee meetings (note: minimum notice is 7 days): _____

Quorum for committee meetings (note: quorum for large schools is 8 and for small schools is 5): _____

AssociationsOnline

Primary User*: _____

Authorised user(s)**: _____

*Karen Izard (WACSSO Representative) is a Primary User for all P&Cs. Please do not remove her.

**Authorised Users can upload an AIS.

Reporting Responsibility:

| Reporting Requirement | Reported to | Due Date |
|---|--|---|
| Associations Information Statement (AIS) | Consumer Protection through AssociationsOnline | Within 6 months after the end of every financial year |
| Changes to address or address for service | Consumer Protection through AssociationsOnline | Within 28 days of a change occurring |

Australian Charities and Not for Profit Commission (ACNC) - if registered

Responsible Persons listed: _____

Reporting Responsibility:

| Reporting Requirement | Reported to | Due Date |
|---|-----------------------------|---|
| Associations Information Statement (AIS) | Through ACNC Charity Portal | Report Annually within 6 months after the end of every financial year |
| Changes to legal name, address for service or Responsible Persons | Through ACNC Charity Portal | Within 28 days of a change occurring for medium and large charities. Within 60 days for small charities. |

Licenses

| License type | License number | Renewal date |
|-------------------|----------------|--------------|
| eg Liquor license | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Custody of Records

| Record | Current Custodian or storage location |
|--|---------------------------------------|
| Rules/Constitution | |
| Certificate of Incorporation | |
| Licenses and registration certificates | |
| Register of Members (Secretary) | |
| Record of office Holders | |
| Member application Forms | |
| Financial records (Treasurer) | |
| Banking Records (Treasurer) | |
| Financial Reports (Treasurer) | |
| Contracts and agreements | |
| Meeting minutes (Secretary) | |
| Correspondence (Secretary) | |
| Policies and procedures | |
| Website/Facebook details | |

Fundraising Guidelines for P&Cs

Decision-making processes

- A Fundraising Sub-committee may be formed that will undertake the majority of planning for fundraising events. They must use a Terms of Reference that outlines scope, composition and roles within the Sub-committee. All ideas and recommendations of the Sub-committee must be included in the Sub-committee report for tabling at a General Meeting.
- The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General Meeting (**otherwise it may not be covered by insurance**).
- Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later. All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

Approvals, regulations etc.

See the Department of Racing, Gaming and Liquor www.dlgsc.wa.gov.au/racing-gaming-and-liquor for regulations involving the use of lotteries/ raffles, bingo, two-up, or other gaming and events at which liquor is served.

Insurance

For P&Cs affiliated with WACSSO, contact Grange Insurance Services by phone on (08) 9201 8000, or by email at pandc@grangeinsurance.com.au for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

Money handling procedures

- Two people to count and sign-off on money raised and where possible, provide receipts.
- Keep details of floats given to stallholders.
- Badge of identification for handlers and collectors of money.

How to organise an event

Consider the following:

- Theme
- Location
- Date
- Insurance
- Risk management
- Publicity (consider advertising your event in the WACSSO publications at no cost)
- Security & Occupational Health & Safety
- Booking equipment/supplies/rides

See also: www.commerce.wa.gov.au for 'Voluntary Code of Practice for Public Fundraising'

Fundraising Ideas

- ✦ Sausage Sizzle/Cultural Food Fair
- ✦ School Colour Run
- ✦ Selling Cookie Dough
- ✦ Lap-a-thon, Spell-a-thon, Math-a-thon
- ✦ Mother's/Father's Day breakfast/stalls
- ✦ Car boot sale/second hand car park sale
- ✦ Car/motorbike show
- ✦ Quiz nights
- ✦ Plants/flower bulbs
- ✦ Fêtes and Festivals
- ✦ Fundraising Directory
- ✦ Herbs and Spices
- ✦ Beauty Products/Ladies Pamper
- ✦ Obstacle Course/Greatest Race
- ✦ Candles, toothbrushes, tea towels
- ✦ Moonlight Markets/fête
- ✦ Student talent quest/pet competition
- ✦ Costume or pyjama day
- ✦ School made calendars, stickers, cards, labels
- ✦ Student auction (pens, pencils, bags, hats)
- ✦ Five cent drive or loose change challenge
- ✦ Parent Auction (donated goods or gift vouchers)
- ✦ Art Show/Craft Event
- ✦ Cooking event/competition
- ✦ Fridge magnets/sunblock sales
- ✦ Fruit smoothie day/Healthy Hampers
- ✦ Show bags (vouchers, gifts) for Mother's or Father's Day
- ✦ Commemorative History book/Student Cook Book
- ✦ ATO approved sub-committees for direct donations tax-deductible (building, library etc)
- ✦ Seek grants for specific improvements
- ✦ Ask for annual local business support (small but consistent)
- ✦ Container Deposit Scheme
- ✦ Containers for Change Program

Holding a P&C event?

WACSSO can help P&Cs network by advertising the event in eNews, Facebook and in the WACSSO Event Calendar on the WACSSO Website.

Email details to communications@wacssso.wa.edu.au.

Record Management and Storage

State Records Office of Western Australia

Effective record-keeping is essential for an Association to have efficient management. Records not only document the history of the Association, they are extremely useful for assessing, planning and monitoring for future decision making.

It is a legal requirement that all records of the Association kept by an Office Bearer are handed over to their successor within a reasonable time frame (WACSSO recommends no longer than 2 weeks). Please see the P&C Handover Guide.

Records of the P&C include the Constitution, Certificate of Incorporation, Register of Members, Office Bearer register, Minutes, Correspondence, Financial documents and Employment Records. Books and documents may be inspected by any financial or *ex-officio* member of the Association on conditions set by the P&C Executive Committee.

Constitution and Certificate of Incorporation

All Associations must be incorporated and the Constitution is your Association's governing document. It is integral to your organisation. If you do not have a copy of your Constitution or Certificate of Incorporation please contact the WACSSO Office.

Register of Members and Record of Office Holders

It is a constitutional requirement that a register of members and office bearers be maintained. This register must be kept in perpetuity (forever). It should only contain:

- member's name
- date of joining
- email address OR residential address or PO Box address
- Office Bearer or Executive position on P&C
- membership type (financial or *ex officio*)

Minutes

Minutes of all meetings must provide:

- an official record of attendance
- business discussed
- correspondence received
- reports tabled
- decisions made
- resolutions adopted

For each resolution, the minutes should clearly state what the decision was, who will be responsible for its implementation and when, if the decision is to be reviewed (when and by whom) and who should be informed of the decision and how. In order to access resolutions if required, a resolution register is highly recommended. Agendas/ Notices of meetings should also be kept with the minutes showing date of issue in case of later dispute.

The Minutes of the Association must be kept in perpetuity (P&C Constitution Rule 20.2).

Correspondence

The Correspondence of the Association should be noted in the minutes and is required to be retained for 12 months (P&C Constitution Rule 20.3).

Financial & Employment Records

Financial Records

Each Association must keep accurate financial records which explain each financial transaction and the financial position of the Association. This is a P&C constitutional requirement as well as being required by the *Association Incorporations Act 2015*. The year to date information should be reported to each P&C meeting and be properly audited at the end of each financial year. The audited records must be presented at the Annual General Meeting.

It is the decision of the Association as to how it organises its accounts. This will vary depending upon the size and complexity of the Association's financial situation.

- Financial records will include:
- cash payment books (either hard copy or electronic)
- cash receipt books
- GST tax invoices and tax records
- employment records (see below)
- bank reconciliation statements
- other relevant financial documents

Financial records must be retained for a period of 7 years (P&C Constitution Rule 20.4).

Employment Records

It is a legal requirement that all employers keep time and wages records showing that each employee has been paid correctly and received their full entitlements. Such records are also necessary for tax and superannuation purposes.

It is compulsory to keep records for all employees detailing:

- employee's name
- date of birth if under 21 years of age
- date the employment started
- total number of hours worked each week
- the gross and net amounts paid to the employee
- all pay deductions and the reasons for them
- all leave taken, whether paid, partly paid or unpaid
- all information required to calculate long service leave entitlements and payment

NOTE: For additional information about what employers are required to record for employees covered by a WA award, please refer to the Department of Mines, Industry Regulation and Safety website: www.commerce.wa.gov.au/labour-relations.

For employers whose employees are covered by a national award, please refer to the Fair Work Ombudsman website: www.fairwork.gov.au

Other employment records would include records of all job descriptions, selection criteria, related industrial agreements, past advertisements and job position evaluations, employee performance and position review, grievances, staff training and professional development; or records relating to individual conditions of employment, changes or requests.

All employment records must be stored for 7 years after an employee ceases employment, i.e. the records for the employee's entire employment history have to be kept for 7 years after they leave (P&C Constitution Rule 20.5). This is a requirement of the *Minimum Conditions of Employment Act 1993 (WA)*.

Record Format

Records can exist as a physical record or an electronic record. Whichever record keeping system an Association chooses to adopt, it should be functional, accurate, reliable and user-friendly. *Please consider the following:*

- the nature of information to be stored and retrieved
- the security and access of files and information (particularly computer records)
- the validity and reliability of the information collected and the system on which it is recorded
- the resources and training required
- the length of time that the records should be kept

Special consideration is required for the electronic storage of records. Electronic records include:

- document files
- databases
- spreadsheets
- electronic mail
- Internet documents

Electronic records should have an appropriate security system to prevent original documents from being altered. Electronic records must also be managed so that they remain accessible. With the advancement of technology, archived documents should be regularly copied onto up-to-date devices to ensure reliability and usability of records.

WACSSO recommends that Associations have electronic records that follow the above recommendations.

Storage of Hard Copy Records

All records are the property of the P&C and therefore should be stored within the school grounds, convenient for both School and P&C. It is very important for documents to be stored in safe, secure and appropriate facilities.

Storage facilities should:

- be conveniently located to the user
- comply with occupational health and safety standards
- comply with building standards
- have secure and controlled access
- be appropriate for the kinds of documents to be stored
- facilitate easy access and retrieval
- have containers that are suitable, durable and appropriate for the kinds of documents
- protect documents from disasters (e.g. fire) and deterioration (e.g. by excluding direct sunlight)

Storage of Online Records

- Just as hard-copy files at the property of the P&C, so too are digital files. It is important that the P&C has secure, robust processes for storing and maintaining online data.
- Access to electronic files is important, particularly for Office Bearers. P&Cs need to set up simple and effective methods of handing over access to electronic files if there is a change in membership on the Executive.

Simple tips:

- Consider generic email addresses (e.g. perthschoolpcpresident@gmail.com) as these are easier to manage and handover at the end of an individual's term.
- Decide on an organisation system for files that makes sense to all Executive members
- Establish a system for version control
- Manage leadership-only or confidential files (if applicable) by using permissions or encryptions as needed
- Ensure that your records meet any legislative requirements (eg by the ATO or for staff files)

Destroying and Archiving Records

No record should be destroyed without the appropriate authorisation. Appropriate motions must be voted upon at a general meeting of the Association. Records that have been kept for the required length of time, must be destroyed confidentially, i.e. shredded. An Association should have a policy on archiving and destroying records.

Records that must be kept permanently must be archived and must not be destroyed. Records that have permanent value are historical documents, minutes of meetings and legal documents.

In the event that a school closes, the properly collated records of the dissolved P&C should be forwarded to an appropriate organisation such as the Western Australian Council of State School Organisations Inc. (WACSSO) or the Western Australian State Library.

For further information please contact:

The WACSSO Office on Ph: 6210 0100
or E: info@wacssso.wa.edu.au

NOTE: This guideline was formulated using information provided by INC. A Guide for Incorporated Associations in Western Australia. Department of Mines, Industry Regulation and Safety (September 2017).

Managing Services

Canteens and Uniform Shops

Many P&Cs will run the canteen and/or the uniform shop on behalf of the school. Running these entities may mean that your P&C has employees and it is important that you are aware of the legal requirements in place for organisations with employees.

If your P&C has one or more employees, you must ensure you are familiar with the new 2020 Work Health and Safety (WHS) Act.

The requirements of the Act are in place for all organisation members (volunteer and paid) if you have one or more employees.

If no paid workers are engaged for work-related tasks by your P&C, the WHS Act does not apply. However, as volunteers are owed a general duty of care by the people and the organisations they support, it is good practice to comply with general WHS duties anyway.

The Department of Mines, Industry Regulation and Safety (DMIRS) has information available regarding the Act that is tailored to volunteer organisations.

We recommend you discuss the Act at a P&C meeting if you've not already done so.

P&Cs with employees are also required to take out worker's compensation insurance. For more information, visit WorkCover WA or contact the WACSSO Office.

Regarding food service, there are a number of regulations linked to food safety and also what sort of food can be served in school canteens. Please contact WASCA and/or Nutrition Australia (see page 14 for contact details).

School Crossings

P&Cs are often asked about Children's Crossing Guards. For all information relating to Children's Crossing Guards, we advise P&Cs to contact the WA Police directly.

The WA Police are responsible for Children's Crossing Guards. The Children's Crossing Guard webpage includes information on how to apply for a crossing guard, the criteria, who makes the decision and the appeals process. There are also downloadable applications and other forms and the page contains school resources, including colouring sheets and road safety fact sheets.

If you would like to apply to become a Traffic Warden you can contact the WA Police Police Force, Children's Crossing Unit on (08) 6274 8731.

If you wish to apply for a Children's Crossing for your school, you can call (08) 6274 8767 (please note this number is not monitored every day).





Events and Training

This section contains:

- ✓ P&C Day WA 2024
- ✓ Important information about our Annual Conference for P&Cs
 - Submitting questions for the Minister for Education and Director General
 - Details on how to raise education related issues to a state and federal level by proposing Conference agenda items, including examples and a submission form for agenda items Training Hub
- ✓ WACSSO Online Training Videos

Celebrating WA P&Cs!

Date: Friday 24 May 2024

About P&C Day WA

P&C Day WA was started in 2019 as a day for school communities to give thanks to their P&C for all their hard work and contributions. The day is celebrated by schools, the Department of Education, members of parliament and other education stakeholders throughout Western Australia, with a range of different events being held to show appreciation for P&C members.

WACSSO works with the Department of Education and other education stakeholders to encourage schools across the State to celebrate P&C Day WA. Each year we see increasing engagement from school communities as P&C Day WA proves itself to be an important date in the public education calendar.

This year P&C Day WA falls on the Friday of National Volunteers Week, as we look to ride the momentum of celebrating volunteers with a P&C focus. WACSSO will be collaborating with the Department of Education to get as many Principals, Teachers, Students and school staff involved in the celebration of WA P&Cs.

How to get involved?

Getting involved in P&C Day WA can be as easy sending an email or text message to a member/s of your school's P&C, making a phone call, or making a facebook post acknowledging the hard work of P&Cs.

WACSSO will provide a range of different resources and suggestions to help your school community celebrate P&C Day WA as we get closer to the event. Some of these resources include:

- Posters
- Social media promotional material
- Event decorating material
- P&C Day WA logos

Keep an eye on our website and Facebook page for these updates and don't forget to use the hashtag **#PANDCDAYWA**.



WACSSO Annual Conference

Conference 2024

Theme: Innovate, Collaborate, Advocate

Date: 24 - 25 August 2024

Location: The Grand Ballroom at Crown Perth

About Conference

Annual Conference is a significant event in the P&C calendar and promises to be an exciting and valuable weekend for all P&C members attending. Throughout the two-day event Conference attendees have the opportunity to:

- Network with other WA P&Cs;
- Hear from keynote, motivational and inspirational speakers;
- Attend two workshop sessions specifically catered to P&Cs;
- Submit questions to be answered by the Minister for Education and Director General;
- Submit and vote on Agenda Items – request WACSSO take action on a particular education issue;
- Attend the always exciting WACSSO Sundowner on the Saturday evening;
- Engage with Conference sponsors that offer resources and services relating to P&Cs; and
- Much more!

Need to know!

Affiliated School Organisations are entitled to one complimentary Conference delegate pass.

Receipt of Agenda Items deadline: Early July.
Registrations close: End of July.

WACSSO will be submitting an application to Lotterywest for Regional, Rural and Remote Sponsorship. If the grant is successfully awarded sponsorship will be available. More information regarding the application will be available from our website under Events.

Follow our eNews and social media channels (Facebook and Twitter (X)) to find out more details as they are released. More information can also be found on the WACSSO website at: www.wacssso.wa.edu.au/events/wacssso-conference/.

Voting during the
AGM session at
Conference 2023



Student Panel

Know an inspiring student?

We are seeking expressions of interest for inspiring students to address delegates at the 2024 Conference.

If you know a fantastic student who fits the bill and will be available on the weekend of Conference, please contact the WACSSO team via email:
communications@wacssso.wa.edu.au.

TOPIC: Presentation on life/achievements/challenges/public school experience

PRESENTATION: 5-10 mins followed by Q&A for students with Conference delegates

Student Art

Display your school's art at Conference!

Would you like to promote your school's art program? Or show off the creations of your students?

We will again be providing space at Conference for schools to display some of the fantastic art created by students attending WA government schools.

Schools will be allocated roughly one square metre of wall space to display selected artworks. Your representative/delegate will be responsible for hanging and dismantling the art display at The Grand Ballroom, Crown Perth.

WACSSO will provide drawing pins, or you can supply your own fixings, keeping in mind art is to be affixed to a carpet board.

To be included, please contact the WACSSO office by the end of July on 6210 0100 or by emailing info@wacssso.wa.edu.au. Please include the name, email and phone number of the person who will be bringing and dismantling the artwork display.

But don't wait too long as we only have a limited amount of space and it fills up fast!



Questions for the Minister for Education and Director General, Department of Education

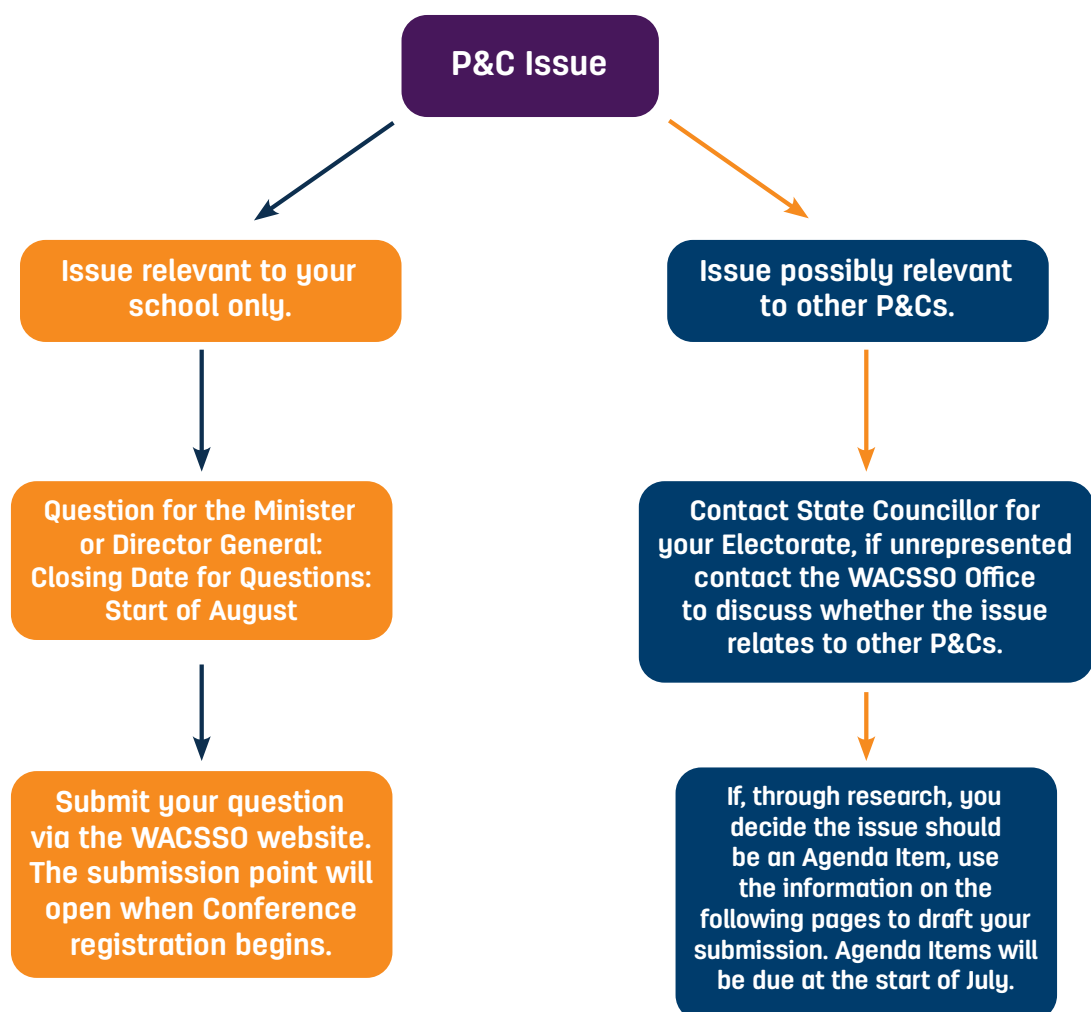
Conference provides an outstanding opportunity to pose questions of significance directly to the Minister for Education and to the Director General of Education. These two education leaders will respond to your P&C question during their plenary session. P&Cs are encouraged to meet and discuss questions they would like answered, seeking feedback from their State Councillor as needed.

P&Cs should also consider whether your issue or question could be a topic on which WACSSO could lobby for on your behalf. This is particularly the case if it is affecting other P&Cs. In these instances, P&Cs are encouraged to put forward an Agenda Item to the AGM portion of Conference.

Use the flow chart below to assist you in determining if your topic is better handled via the question or agenda item route.



Minister for Education,
the Hon Dr Tony Buti MLA
addressing the 2023
WACSSO Conference



Agenda Information and Sample Agenda Items

WACSSO Conference is the forum where affiliates have the opportunity to propose agenda items seeking:

- amendments to the WACSSO Constitution (if applicable)
- amendments to the WACSSO Policy document (if applicable)
- information / action from the Minister for Education, Director General of Education or other government authorities.

Agenda items should seek to amend the WACSSO Constitution, WACSSO Policy or relate to a State or National educational issue. You must include adequate preamble and/or support material to enable other affiliates to be well informed about the issue you are raising.

WACSSO Policy is a 'living' document and needs reviewing/amending each year to ensure it is up to date and relevant to what is happening within education in Western Australia and Australia. Affiliates are asked to review the WACSSO Policy to identify sections of the policy they see as needing amendment.

The agenda items below are provided as model examples. They show the structure of an agenda item, i.e. adequate preamble, issue of State or National educational interest and character, and clearly defines the action to be undertaken. **It is not appropriate for items to relate to individual persons or schools.**

Agenda items must contain motions that contain the basic instructions / directions you are seeking Conference to endorse. Conference policy agenda items, when accepted by Conference, either become part of WACSSO Constitution or Policy or form the basis of actions to be undertaken by State Council during the coming year.

Remember

A delegate who has submitted a Conference agenda item should be prepared to speak at Conference. To some people this can be a daunting idea. If this worries you, please contact the WACSSO office for advice and view the 'Conference Agenda Session Guide' - see below left for link.

WACSSO Constitution 21.3 enables State Council to reword and/or amalgamate proposed items.

State Council is the body which actions successful motions. They have a responsibility to ensure that what you are seeking to achieve is accurately reflected and clearly communicated by the wording of the information that is presented to Conference.

Conference cannot amend Constitutional items (other than typographical or grammatical errors) once these items are placed on the agenda.

Policy or Action Items may be amended by Conference, but no amendment can negate the intention of the original motion. Action items need to define **what** action you wish taken, **who** is to undertake the action and **how** it is to occur.

Please contact your State Councillor or the WACSSO Office should you require any advice or assistance with preparing your agenda item. They are experienced in offering helpful suggestions about support arguments, additional sources of information and wording of motions.

Items must be received by the start of July. No late submissions can be accepted.



Scan to view our Conference
Agenda Session Guide



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WACSSO

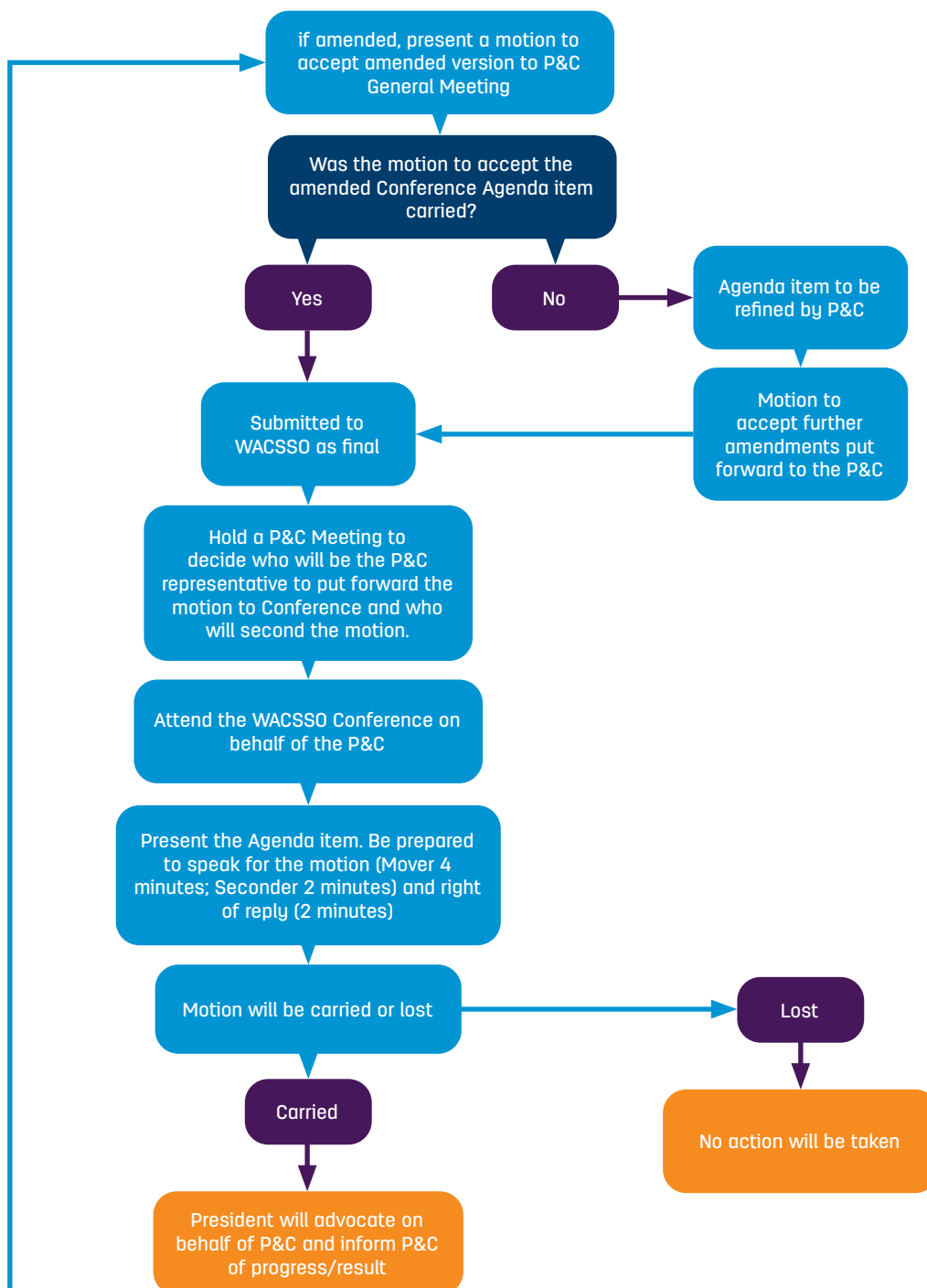
7



Flowchart for submitting an Agenda Item

This diagram is designed to assist P&Cs with deciding if they want to submit an Agenda Item, and then how to go about their submission. P&C members are welcome to contact their State Councillor or the WACSSO Office at any time for assistance with the Agenda Item process.





Action Agenda Items

Agenda Item 7

Subject: CCTV in Schools

Submitted by: Norseman District High School P&C Association Incorporated

Preamble:

The provision of Closed-Circuit Television (CCTV) cameras is currently the responsibility of each individual school. The result of individual schools funding their own CCTV devices is an inconsistent approach and, in many cases, no CCTV being installed due to budget constraints.

Where schools have chosen to invest in installing CCTV cameras, they are doing so by using funds that have been diverted away from projects that would otherwise be focused on teaching, learning and the students. Where CCTV cameras are absent or of poor quality, many schools are experiencing illegal behaviour on their grounds (namely breaking and entering and vandalism). This activity is distressing for the school community. In addition, in schools where CCTV cameras are not in place, insurance companies refuse to provide cover when incidents occur.

The ability for schools to be safe spaces in our community would be enhanced by the standard provision of CCTV cameras across public schools in Western Australia.

Motion:

That the WACSSO President writes to the Minister for Education to request funding for CCTV in public schools across Western Australia.

| | | |
|---------|--------------------|------|
| Carried | Carried as Amended | Lost |
|---------|--------------------|------|

This agenda item resulted in significant media interest which shone a light on the issue of CCTV in schools. WACSSO has written to the Education Minister and looks forward to continuing the conversation on this important topic.

Training Hub

Remember: All training is free with affiliation!

1. P&C General Training (Metro and Regional, Face-to-Face and Online)

These 2.5 hour face-to-face and 1.5 hour online workshops are fun and interactive, focusing on teaching P&Cs how to function successfully and fulfil designated roles within the P&C.

P&C Constitution/Role of P&C Associations:

- Purpose and structure of P&Cs
- Incorporated Associations
- Legal obligations and limitations

Roles and Responsibilities of Executive Committee:

- Financial Governance
- Office bearer roles and responsibilities

Book your P&C to be a host of one of our popular and informative training sessions at our booking site. See the training section of the WACSSO [website](#) or contact Marianne & Debbie at training@wacssso.wa.ed.au



2. P&C Webinars

Topics:

- The Role of the P&C President/Vice President
- The Role of the P&C Secretary
- The Role of the P&C Treasurer
- The Essentials of the P&C AGM and Handover
- Wrapping Up, Looking Forward

These webinars will be available throughout the year. You can join them from anywhere you can connect to the internet, using either a PC, laptop or mobile device. Visit the training section of the WACSSO website to register.

3. Special Webinars and Presentations

Keep an eye on our social media and eNews for extra information sessions from guest presenters throughout 2024.

For further P&C training information visit www.wacssso.wa.edu.au/training-events/pc-training/.

We look forward to supporting your team on their P&C journey.

Now you never have to worry about missing out on a WACSSO training webinar. All webinars are now recorded and accessible to view on our channel.

These videos cover topics such as:

- The P&C Constitution
- Role of the President and Vice President
- Role of the Secretary
- Role of the Treasurer
- AGM and handover
- Wrapping up, Looking Forward

Plus a growing collection of webinars from our guest presenters and conference workshops, such as:

- Working towards a common goal - volunteer interactions
- Growing P&Cs through valued roles
- Running a canteen - easy to digest
- P&C Fundraising
- Finding and Keeping Volunteers
- and more

Search 'wacsstraining' on YouTube to find all of our training videos.



Scan the QR Code to see the WACSSO Youtube Channel



Acknowledgement of Student Artwork

The 2024 P&C Handbook features student artwork displayed at the 2023 WACSSO Annual Conference. We thank and acknowledge the students and schools involved.

South East Language
Development Centre



Dianella Heights
Primary School



Cowaramup
Primary School



Roleystone
Community College



Every care has been taken to ensure the accuracy of the information contained herein. This document is a quick guide to running a P&C Association in Western Australia, for more information please visit the WACSSO website.
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NOTES

NOTES



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