



'Endeavour to Excel'

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'Excellence, Opportunity, Success'

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'Communicating with our Caring Community'

Wednesday, 10th February 2016



DATES TO REMEMBER

DATE	EVENT
10 February	P&C Meeting – 7 pm in staffroom All welcome
15 February	CANTEEN CLOSED
17 February	CANTEEN CLOSED
19 February	Textbook Sale Day – see article
19 February	PSSA Cricket Trials
22 February	ES1 & S1 Parent/Teacher Evening
22 February	CANTEEN CLOSED
23 February	S2 & S3 Parent/Teacher Evening
24 February	Swimming Carnival
24 February	CANTEEN CLOSED
1 March	Nitbusters Day
9 March	P&C Meeting AGM – see attachment



'We don't always have a say in what happens to us, but we always have a choice in HOW WE REACT.'

PRINCIPAL'S MESSAGE

Great Start

The students have settled in to their new classes well. Their teachers have been working incredibly hard over the last few weeks organising exciting programs for 2016. We are fortunate to be part of such a cohesive, collaborative and supportive school community that works so well together. A big thank you to the students, staff, parents, carers and community who make it the great place that it is.

Staff News

Last week we formed our classes for 2016. Thank you to the students and parents for your patience. We are reprinting the list of classes again this week and apologies to 5AK and Miss Kimpton for leaving you off the list.

KT - Mrs Bradney (Early Stage 1 Supervisor)

KS - Ms O'Connell

KM – Miss Kenny

K/1B – Ms Bissett

1MK – Mrs Miranda & Mrs Kenny

1A – Mrs Anderson & Miss Adams

1/2G – Mrs Golding

2M – Mr Miller

2F – Mr Formby (Stage 1 Supervisor - Yrs 1 & 2)

3P – Mrs Pasfield

3RE – Mrs Rogers & Mrs Elsey

3/4B – Mrs Bowd (Stage 2 Supervisor - Yrs 3 & 4)

4E – Mrs English

4A – Mr Annabel

5AK – Ms Alamango & Miss Kimpton

5D – Mr Dean Wilson

5/6W – Mrs Wakelin (Stage 3 Supervisor - Yrs 5 & 6)

6E – Mr Edwards

It is great to see the children settled and enjoying their new learning environments. The teachers have put much

time and effort into forming new classes and have given careful consideration to where each child was placed.

Kindergarten

Our kindergarten students were a little nervous last week, however they were very excited about starting 'big school'. It was wonderful to hear from so many parents, how settled and ready their children were. They attributed this to our dynamic Kindy Transition Program which not only helped children transition, but ensured they were ready to undertake the new and exciting adventures of Kindergarten. It is rewarding for us to have so many families choose our school for the academic, social and emotional welfare of their children.



Communicating With Our Valued Community

We are one of the few schools that send home a Class Newsletter at the beginning of each term. Our aim is to keep you better informed about teaching and learning in your son or daughters classroom. Please take time to read the Class Newsletters as they are very informative. In most cases teachers have asked you to provide some basic equipment, for example a pencil case or pencil sharpener. This information was sent home at the end of last year and again last week in the newsletter. I encourage you, where possible, to provide your child with this basic equipment. We understand that in some

instances this will not be possible. If this is the case, please let your child's teacher know and alternative arrangements will be made. When students have basic equipment they are more organised for learning and do not waste valuable teaching and learning time trying to find or borrow equipment from others. Generally speaking, students that are organised for learning are more focused, spend longer on the task and achieve better outcomes.

Punctuality

Parents are reminded that school starts promptly at 8:50 am. Please ensure that your children are at school on time to start the day with the rest of their class. Research indicates that children who are at school on time and do not have frequent absences generally perform better than students who arrive late and have frequent absences.

Parent Teacher Meetings

Early Stage One and Stage One Parent Teacher Meetings will take place on Monday, 22nd February.

Kindergarten (K)

5.30 pm – 6.00 pm: KS, KT, KM & K/1B
(in the library)

Stage One (Yrs 1 & 2)

6.10 pm – 6.40 pm: K/1B, 1MK, 1A, 1/2G, 2M & 2F
(in the library)

Stage Two and Three Parent Teacher Meetings will take place on Tuesday, 23rd February.

Stage Two (Yrs 3 & 4)

5.30 pm – 6.00 pm: 3P, 3RE, 3/4B, 4E & 4A
(in the classroom)

Stage Three (Yrs 5 & 6)

6.10 pm – 6.40 pm: 5AK, 5D, 5/6W & 6E
(in the classroom)

We would love to see you all there. This is a wonderful opportunity to meet the teacher, to find out about teaching and learning in your child's class and to show your children that you are genuinely interested in their education and their school.

This is not an evening for the students, it is for parents and teachers. It would be very much appreciated if you could please make alternative arrangements for your children while you attend the Parent Teacher Meeting.

Forward Planning

Some parents have asked for information regarding upcoming costs throughout term one. We hope that this

section is of assistance.

Detailed notes regarding the purchase of textbooks have already been sent home. The Mathletics and Reading Eggs note will come home soon. The Swimming Carnival note was sent home yesterday.

Costs:

- Mathletics & Reading Eggs (Kinder to Yr 6): \$25 combined total
- Headphones to be used with Reading Eggs (Kinder & new students to Ourimbah PS): \$7.50
- Textbooks (Kinder to Yr 6): \$15 to be paid online to Top Book Shop
- Primary Swimming Carnival (Yr 3 to Yr 6): \$10
- Voluntary School Contributions: only \$46 per student or \$100 per family.

Text Book Sales

Textbooks will be on sale next Friday, 19th February. This year orders can be paid via the Top Book Shop's Online Payment System.

Please **DO NOT** pay via our school POP system.

For more information please refer to the note that was sent home earlier this week.

Please note, in most grades there has been a significant decrease in text book requirements.

Class Coordinators

Paperwork explaining the P&C's Class Coordinators initiative in Kindergarten, Yr 1 and Yr 2 classes went home last week. If you haven't already read it, please do so as this initiative is designed to support both parents and the school.

We will be having an induction meeting for Class Coordinators in the next few weeks. A note will be sent to those involved shortly.

Parents and Citizens (P&C) Meeting

The first P&C meeting for the year will be held tonight, Wednesday, 10th February at 7.00 pm in the staffroom. All parents are invited to attend and we would love to see some new faces there.

Contacting Teachers

Parents are encouraged to contact your child's teacher as needed. However, please be mindful that during the school day (8:55 am - 2:50 pm) the teacher's main responsibility is to deliver the class program and attend to the immediate needs of the students.

If it's urgent, teachers are happy for parents to give them a really quick message as classes move in at the beginning of the school day, however these should be very brief. Please send a letter, make an appointment or

arrange a telephone call for longer discussions. The office staff are always happy to pass on messages to the teachers.

Birthday Cakes at School

Often children bring a birthday cake to school to celebrate their special day with classmates. For ease of serving and to avoid sharp knives, parents are asked to please provide cupcakes or pre-sliced cake/slice for these special occasions. Napkins are also very helpful.

Supervision

Please make sure that younger siblings are supervised on our site. This is a Work, Health & Safety requirement; we care about the safety of everyone on our site. Supervision of younger siblings is particularly important in the afternoons when Band, Dance and other afternoon activities are on.

If you are unable to supervise younger siblings during this time, there is an excellent Out of Hours School Care Program on site.

Pets at School

Please do not bring pets onto the school site without permission from the school. Please note this also includes dogs on leads. This is a Work, Health & Safety requirement that we need to comply with at all times.

Nitbusters

The school's Nitbusters Program is an excellent way of identifying any unwelcome visitors in the boys and girls hair. We are fortunate to have this program in our school and as a result we do not have ongoing problems with nits. If your child comes home with a note recommending treatment, it would be appreciated if you could do this straight away. Nitbusters is a free service provided by the P&C which helps to ensure that nits are not an ongoing problem. This term Nitbusters Day will take place on Tuesday, 1st March.

Family Contact Details

It is important for the school to have up-to-date contact details for all parents and carers. If you have recently moved house, changed phone numbers (home, work, mobile) or changed emergency contacts, please provide the school office with your new details.

Swimming Carnival

Our annual Primary Swimming Carnival will be on Wednesday, 24th February. A detailed information note has been sent home this week. All students in Yrs 3-6 attend. Please ensure all permission notes and payments of \$10 are returned early next week. If you are able to assist on the day, please indicate on the bottom of the note and report to Mr Wilson at the the carnival.

Staff Car Park

Please note private vehicles are NOT permitted in the staff car park between the hours of 8 am and 4.00 pm. During this time, it is an out of bounds area for all students. Delivery vehicles, including trucks, are frequently in and out of the staff car park. In order to keep our students safe as they enter and leave school, we request that students use the main pedestrian gate located on Dog Trap Road. The RSL Club's car park is available for parking.

Until next time,
Mrs Nicola Wakelin
Relieving Principal

CLASSROOM EFFORT & BEHAVIOUR POINTSCORE

Week 2 – Winning House – Emus

Emus – 39.5	Koalas – 30.5
Platypus – 28.5	Kangaroos – 25.5

CLASSROOM AWARDS K-2

Week 3 – Sophie D, Patrick C KM, Jessica P, Archer W KS, Isabella W, Riley M KT, Sidonia I, Jayden C K/1B, Lukas E, Mia K 1A, Charlie B, Ned H 1MK, Hanna D, Kye T, Charlotte P 1/2G, Kain R, Tehya M 2M, AJ M, Lacey M 2F

CLASSROOM AWARDS 3-6

Week 3 – Elly B, Brayden O 3P, Neesa D, Michael M 3RE, Rory M, Axel N 3/4B, Cruz G, Samara C 4A, Taya W, Bryson S 4E, Ella B, Blake T 5AK, Zoe H, Brendan E 5D, Luke S, Dazhara M 5/6W, Charlee D, Druzai M 6E, Rory M, Kiera B Library

PARENT ONLINE PAYMENT (POP) SYSTEM

Our Parent Online Payment (POP) system is proving to be very popular. Parents can use this system to pay for excursions, performances, sport and voluntary contributions.

You can find POP on our website under the 'Make a Payment Tab'. **Only fields marked with a green asterisk are mandatory.** Therefore invoice numbers and reference numbers **are NOT needed**. All notes involving payment of money should have instructions regarding what to type into the 'payment details field' on the website. POP has been updated and is now user friendly on all mobile devices.

Payments can still be made via cash and cheques.

Please note, online canteen and uniform shop purchases will still be made via Flexischools.

TEXTBOOK SALE DAY

Friday, 19th February

All students should have received a note with full information about our Textbook Sale Day which will be held on Friday, 19th February.

Please follow the instructions on the note to pay online at www.topbookshop.com.au (this is the preferred option) or pay by cash on the day.

Please **DO NOT** pay via our school POP system.

VOLUNTARY SCHOOL CONTRIBUTIONS

Our Voluntary Contributions for this year have been set at \$46.00 per student or \$100.00 per family. The voluntary contribution from our parents is an important part of school finances that contribute to our ability to ensure we have adequate resources in the classroom for your children. Our school delivers great learning programs for students and your support is appreciated. Payment of the contributions can be made via Parent Online Payment (POP) under the Voluntary Contributions tab or by cash or cheque on money collection days, which are Tuesdays, Wednesdays and Thursdays and can be paid at the office or sent to the class teacher.

P&C EASTER RAFFLE

Please keep the donations coming in for our Easter Raffle which will be drawn on Tuesday, 22nd March. Don't forget, the more donations we get, the more prizes you could win.

BAND MEMBERS

Welcome to all the new band members for 2016. Mr Paul has asked if parents of new band members could please purchase a music book which is required by all band members.

The book is called '***Accent on Achievement - Book 1***' and needs to be for whichever instrument your child is playing (eg. trumpet, clarinet, etc). The books can be purchased from Macron Music, Gosford Music Centre or any good music store.

Notes with information about band and instrument hire costs will come home soon.

STUDENT OPAL CARDS

All Student Opal Cards have arrived at school and have been handed out to students. Kindergarten and Year 3 students who applied for a Student Opal Card will have their cards sent directly to their home address.

Any Kindergarten parents who are sending their child on the bus for the first time must send a note to the class teacher so they are aware of any change to going home arrangements.

ATTENTION PARENTS OF YEAR 3 STUDENTS

Please be aware that students in Year 3 who did not return their application before the end of last year will **not** have a Student Opal Card for the start of 2016. A new application must be completed online at www.transportnsw.info/school-students.

BOOK CLUB – DUE BY THURSDAY, 18th FEBRUARY

Welcome to all of our new students and parents.

The first issue of Book Club for 2016 is due back at school by Thursday, 18th February.

If you wish to place an order for Book Club, please be sure to fill in the order forms correctly and place your child's name and class at the top of the forms. The forms and payment then need to be placed in an envelope with your child's name and class marked clearly on the front. Orders can be paid for by cash or cheque or by ordering online with your credit card. Please send the correct cash as giving change can be difficult. Book Club orders can be given to the class teacher or handed in at the office.

Issue 1 of Book Club for 2016 is due back at school by Thursday, 18th February.

NITBUSTERS DAY – VOLUNTEERS NEEDED

Our first Nitbusters Day for 2016 will be held on Tuesday, 1st March. Students will have their hair checked for head lice and parents will be informed by mail if your child needs treatment at home.

We are once again calling on volunteers to help with this worthwhile program. If any parents are able to spare a few hours on Tuesday, 1st March from 9.00 am it would be very much appreciated. Morning tea will be supplied and what a great way for new parents to meet other members of our school community, whilst providing a great service for our students. Experience is not necessary as our coordinators will teach you. We look forward to seeing some new faces, as well as our regular helpers. Please contact the office if you would like to help.

RAP (RAINFOREST ACCESS PROJECT)

Ourimbah Public School is fortunate to have some remnant rainforest and frog ponds as valuable components of our school's environment. To help these natural assets look their best, there will be a RAP Working Bee each Tuesday morning (9 - 10 am) at the school this term. If you enjoy working outdoors and are able to volunteer one or two hours as a one-off, or each week, please contact Elizabeth Moore on 0428 537 081, to let her know you would like to be involved, or for more information.

SPORT NEWS

2016 SPORT DAYS

Kindergarten sport day - Thursdays

Yr 1 & Yr 2 sport day - Wednesdays

Yrs 3 - 6 sport day - Fridays

BASKETBALL

Congratulations to Logan M 6E who was successful at the BWPSSA Basketball Trials and will go through to the Sydney North Trials. Well done, Logan.

UPDATE INFORMATION FOR CLASS TEACHERS

Could the parents of any students who have special medical requirements or dietary needs please send a note to your child's 2016 class teacher to keep them updated on your child's condition and needs. We endeavour to pass all information on file to the new class teacher, however a note from the parent is recommended.

Also, if there are any updated custody forms or family issues, please keep the class teacher and office informed.

CHANGE OF HOME ARRANGEMENTS

If your child's going home arrangements need to be changed, please ensure this is put in writing to your child's class teacher. Verbal messages to children can create confusion and this can cause them distress.

If you do have to change arrangements by phone during the day, please give plenty of time for the message to be received by the class teacher.

LATE ARRIVAL

If your child arrives after the school bell has gone a late arrival note is required. Please bring your child to the office for this note.

EARLY DEPARTURE

A note to your child's teacher stating time of departure and reason is required. The office staff will organise for your child to come to the office **after you arrive** to pick them up, so please allow time for them to walk down from their classrooms.

FIRST AID ROOM

Please be aware that due to the rainforest environment of our school, we have cases of mosquito and ant bites amongst our students. In the case of insect bites we would normally administer a spray of Stingoes. We also use Savlon cream and bandaids when a student has a graze. Please advise the class teacher and office if your child **cannot** have these administered.

SIGNING ON

When volunteering at school it is essential that you sign on in the book in the office foyer, indicating your arrival and departure times. This information is vital if an emergency procedure is required. Whilst on site you are required to wear a 'Visitors Badge'. If you have not

volunteered previously, a 'Working with Children' form needs to be completed at the office.

AFTERNOON WET WEATHER DISMISSAL

Parents are requested to wait at the gates under the covered waiting area in the afternoon for your children, even during wet weather. Waiting near the hall causes congestion and confusion during the dismissal of bus lines. Please send your child every day with wet weather gear to wear. Only children in Years 3-6 may bring umbrellas.

MONEY COLLECTION

All money for excursions, performances, text books, photos, etc is to be sent in an envelope **to your child's teacher** with their name, class, payment description and amount enclosed marked clearly on the front.

Money is collected on Tuesdays, Wednesdays and Thursdays.

Our Parent Online Payment System (POP) can be used to pay for the majority of excursions, performances and voluntary contributions etc. Detailed instructions for using POP are available on our OPS webpage under the 'Notes' tab or can be collected from the front office. Alternatively, payment can be made via the office.

ADMINISTERING PRESCRIBED MEDICATION

If your child requires medication at school, please fill in a Medical Consent form at the office. This form must be completed prior to any medication being administered by our staff. Please note that **only prescribed medications can be administered**. A note to the class teacher is also necessary to inform them of medications and the time to be given.

UNIFORM SHOP

Operating Hours – Mondays & Thursdays

The opening hours for the uniform shop are as follows:

Mondays 8.30 am - 9.30 am

Thursdays 2.30 pm - 3.00 pm

Online ordering and eftpos are available in the Uniform Shop. Order forms are also available from the office with an option to make arrangements for collecting/paying at the canteen or from the uniform shop.

BLUE GUM CANTEEN NEWS

Back to basics special!

\$5.00

Vegemite scroll

Fruit salad tub

Water 600ml

Did you know?

Slushies are flavoured apple juice. Flavours are naturally coloured and current flavours are cola and strawberry. Children are constantly told it's not Coke, it is apple juice with cola flavouring. These drinks fall in to the AMBER category, meaning that they are suitable for everyday selling in school canteens!

Have you registered for flexischools online ordering? I am consistently being thanked for offering this service as it really does make ordering so much easier. Why not pop online and give it a try? It might just be what you are looking for.

www.flexischools.com.au

Elise Blomfield

Canteen Supervisor

CAMP AUSTRALIA

Welcome back everyone! I hope you all had a fantastic time over the holidays and are looking forward to the new school year!

My name is Ashleigh Nilsson-Taylor and I am the new coordinator at Camp Australia Ourimbah OOSH. I'm really looking forward to building relationships with the school, children and parents.

Just a reminder: please ensure all of your bookings and **enrolment information, including contact numbers, medical information and emergency contacts**, for your child/ren are correct. You can do this by logging onto your Parent Portal: parents.campaustralia.com.au

Enrolling your child at OSHC

If you are interested in registering your child, or finding out more about our fun program, please do not hesitate to drop into the service in the OSHC Room or give me a call on 0411 298 219.

Registering your child is quick and easy. Visit our website to begin the enrolment process on www.campaustralia.com.au and follow the online process.

Once registered you can make bookings and cancellations, view your statements and manage your details online, any time.

You can save 50% or more on Before and After School Care fees with the non-means tested Child Care Rebate. Almost all families are eligible. To find out more, call our Customer Service Team on 1300 105 343 Mon – Friday, or drop in to see me in the OSHC Room.

Opening hours:

BSC 6:30 am - 9:00 am

ASC 2:30 pm - 6:30 pm

Holiday Club 7:00 am – 6:00 pm

Contact: 0411 298 219

P&C MEETING TONIGHT

Wednesday, 10th February

7 pm in staffroom

All welcome



WELCOME TO OURIMBAH PUBLIC SCHOOL P&C ASSOCIATION 2016.

121 Pacific Highway OURIMBAH NSW 2258
Phone (02) 43621033 Fax (02) 43622531
email: ourimbahpandc@gmail.com



GENERAL MEETING DATE: Wednesday 10th February, 2016
TIME: 7pm VENUE: Staff Room

AGENDA

(10 minutes reading time prior to commencement of business)

1. Welcome and Apologies
 2. Acknowledgement of Country
 3. Minutes of Previous Meeting
 4. Business Arising
 1. Code of Conduct
 2. Action List
 3. Wish List
 4. Easter Raffle
 5. Correspondence
 6. Reports
 1. Treasurer
 2. President
 3. Uniform Shop
 4. Fundraising
 5. Class Coordinator
 6. R.A.P
 7. Social Convenor
 8. Nitbusters
 9. CC Council of P&C Rep
 10. Principal
 7. General Business
 1. Proposed motion for discussion:
That the P&C supports the school in correctly facilitating classroom numbers and classroom teachers. (Craig Kettle)
 8. Date of Next Meeting
- If you have any topic that is school related and you would like to be brought up at the next P&C Meeting please email the P&C Executive: email: ourimbahpandc@gmail.com
- President – Andrew Collins
Treasurer – Adrienne Collins
Vice Presidents – Kim Bettison & Lorelei Barkley
Secretary – Rhonda Wagenaar (correspondence), Lesley Marshall (minutes)

FREE LOWER LIMB ASSESSMENT

The University of Newcastle Podiatry Clinic at [Wyong Hospital](#) is offering children age 0-17 free lower limb assessments. Children will be assessed by final year students, supervised by a podiatrist. Children and their families can receive advice on footwear and normal development, and receive treatment of foot warts, foot and leg pain, walking problems, and night-time 'growing pains'.

When: Mondays from 3.15 to 5.00pm from 29th February to 30th May

To make a booking, or for more information, call 43947280



NIAGARA PARK OURIMBAH DOCKERS

Lisarow Sporting Precinct, Lisarow

We Play Sunday Footy

Auskick (Boys and Girls 5-7 year olds)

Boys: U9's, U11's, U13's, U15's, U17's

Youth Girls: U16's

For further information please contact Ben Surwald on

0439 431 503

Or head to playafl.com.au

COMMUNITY NEWS AND ADVERTISEMENTS



Timetable 2016! All Welcome, First week FREE!

Ourimbah School Hall

Monday

3:00pm 5-8Yrs Jazz

Valley View School (WYOMING)

Wednesday

3:00pm 5-12 Yrs Jazz Technique

4:00pm 5-12 Yrs Cheerleading

Niagara Park School Hall

Thursday

3:10pm 5-10 Yrs Jazz

4:10pm 5-10 Yrs Hip Hop

4:40pm 5-10 Yrs Contemporary

Tuggerah Studio

Thursday

12:00pm 18 Months – 2.5 Yrs Dance

12:30pm 2-3 Yrs Jelly Beans Jazz

1:00pm 2-3 Yrs Jelly Beans Ballet

1:30pm 4-5 Yrs Jelly Beans Jazz

2:00pm 4-5 Yrs Jelly Beans Ballet

2:30pm 2-5 Yrs Jelly Beans Acrobatics

Kariong Hall

Friday

10:00am 2-5Yrs Jelly Beans Ballet

10:30am 2-5Yrs Jelly Beans Jazz

11:00am 2-5Yrs Jelly Beans Tap

Classes from \$5.50!

Please go to www.jbdance.com.au to enrol
0401 473 457 / jessie@jbdance.com.au





**Ourimbah Public School
Parents & Citizens Association
Annual General Meeting**



Notice of Annual General Meeting

**Wednesday, 9th March 2016
6.45pm for 7pm Start**

Ourimbah Public School P&C Annual General Meeting will be held on Wednesday, 9th March 2016 in the staff room at 7pm. All parents, carers and citizens of our community are invited to attend.

The AGM is an important meeting as it is the forum for electing new office bearers to the following positions:

- President (1)
- Vice President (2)
- Secretary - Minutes(1)
- Secretary – Correspondence (1)
- Treasurer (1)

Additional positions to be elected at the AGM include:

- Uniform Shop Coordinator
- RAP Coordinator
- Nitbusters Coordinator
- Class Coordinator
- Fundraising Coordinator
- Social Convener
- P&C Delegates for Central Coast Council of P&C (2), and

It is important to note that only financial members of Ourimbah Public School P&C are eligible to stand for election and vote on a ballot. You can become a financial member by paying the \$2 membership fee at the first P&C meeting in 2016, which will be held on Wednesday 10th February or contact the P&C to arrange an alternate time.

Please come along and join our wonderful P&C. Be part of the excellent work that goes on at our school. The more members we have, the stronger our organisation becomes and the more we can contribute to Ourimbah and Public Education in general.

For any queries please email ourimbahpandc@gmail.com or leave a message on the Ourimbah P&C Facebook page.

Ourimbah Public School P&C

Summary of Office Bearer Positions

President

- 1 Role to be elected

Duties

The President is responsible for:

- The successful functioning of the P&C Association
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being a signatory on the association's bank accounts; and
- Chairing meetings.



Vice President

- 2 Roles to be elected

Duties

Support the president and deputise in the President's absence.



Secretary

- 2 Roles to be elected

Duties

The Secretary is responsible for carrying out the decisions of the meeting – unless otherwise stipulated – and is also responsible for a range of routine administrative tasks.



Minute Secretary - Duties

- Prepare, in consultation with the President, all meeting agendas and give notice of meetings.
- Attend every association meeting and take notes of the discussions in order to produce a set of minutes for distribution to members and for possible amendment and adoption at the following meeting. (in the absence of the minute secretary the meeting may elect a person to take the minutes.)
- Disseminate meeting minutes and related reports.

- Maintain official records of meetings, attendance book and list of financial (voting) members.
- In partnership with the Correspondence Secretary, maintain official records of the P & C Association including: The constitution, by-laws, rules of subcommittee, Incorporation certificate, ABN details.

Correspondence Secretary – Duties

- Receive and table incoming correspondence.
- Write and despatch outgoing correspondence as required.
- Maintain official record of correspondence.
- Submit required information to school newsletter unless task is actioned to another member of P&C.
- Provide information as requested by P&C Federation.
- In partnership with the Minute Secretary, maintain official records of the P & C Association including: The constitution, by-laws, rules of subcommittee, Incorporation certificate, ABN details.

Treasurer

- 1 Role to be elected



Duties

Whilst all P&C members should be mindful of complying with financial accountability requirements, this is the treasurer's primary role. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. The Treasurer presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each P&C meeting.

The Treasurer also gives advice and sets an example for others so that all funds held and handled by the P&C are openly accounted for. The Treasurer is responsible for all funds held in the name of the P&C.

The Treasurer should encourage members to understand the state of the P&C finances and to ask questions about what they don't understand.

The Treasurer must ensure a cash book or books are kept, recording all financial transactions of the P&C Association.