



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INC
ABN 83 704 085 618

ELECTION OF P&C OFFICE BEARERS FOR 2023/2024

Dear West Pymble Parents and Community,

All schools have long held a parent and community body. The objective of this body is to promote the interests of the school by bringing parents, citizens, students, and teaching staff into close co-operation; and to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Our P&C turns 50 years old in 2023 and we've continued to maintain many of the functions governed by the rules and constitution established over 49 years ago. The traditional two-year tenure of a P&C executive position still exists and it's for this reason I reach out to you.

Most members will step down from their roles, giving an opportunity for new volunteers to come forward and join the P&C team.

Why join as an office bearer in the P&C?

By joining the P&C it is your opportunity to have a say, support and be involved in improving your children's primary school experience.

Without a P&C, many of our school events and day to day operations will cease to exist. Our Canteen will not operate; there will be no Tea & Tissues or Welcome Night for parents; Mothers' Day Stalls, morning teas and Father's Day Breakfast will sadly be affected; discos and after school functions for the school will be non-existent. This ultimately affects our identity, family connection and community engagement.

One of the P&C primary functions is to raise money for the school. We have supported funding of playground upgrades, additional staffing, innovative academic resources, and other projects such as the recently completed Solar My School. It is extremely beneficial to the environment and education of our future generations.

How regularly do the P&C meet?

The P&C meets via Zoom or if permitted, face to face in the library, twice per term for a General Meeting on a Monday evening at 7.30pm. The Executive Team hold an executive meeting at 7.00pm prior to the meeting. An Annual General Meeting is held once a year at the end of the school year.

Where and when is the election of the new office bearers?

Election of our new Office Bearers will be conducted by our school principal, Bronwyn Wilson at our Annual General Meeting on Monday, 5th December 2022 at 7.30pm via Zoom.

I am more than happy to speak to anyone who would like to have a chat about this in more detail. Please email me and if you would like to, we can organise to have a phone chat.

Lonii Broers

Current (but retiring) President!

president@wppspnc.com.au

P&C OFFICE BEARERS – ROLES AND FUNCTIONS

Below is a list of the current office bearers that make up the P&C team.

Executive Committee

President: provides leadership of the P&C acting as it's representative and overseeing its accountability. Conduct P&C general meetings and Annual General Meetings giving everyone the opportunity to have input into the P&C and ensure decisions are made and followed up.

Vice President x 2: provides support and assistance to the President. Can hold a minor role on the P&C. Role is currently split between 'fundraising' and 'grants'.

Vice President Fundraising: manages the Fundraising Committee to organise or coordinate fundraising projects. Support and assistance to the President.

Vice President Grants: identifies and applies for grants to support all school projects and initiatives.

Treasurer: oversees all financial responsibilities for the P&C and related functions (includes band and canteen). Authorises payroll and expenditure processed by Canteen Accounts Manager. Ensures financial records are up to date, accurate and reconciled. Provides ongoing reporting on financial records at general meetings. Prepares annual financial statement for auditing. Liaise with Auditor. Provide forecasting and budget statements.

Secretary: coordinates and sets up all P&C meetings and the technology behind them. Prepares agenda for meetings and takes minutes. Record and deals with correspondence. Coordinates and manages all insurances, compliance paperwork, and licensing.

Other members: under the constitution, up to six other members can be part of the Executive Committee and carry out the decisions of the association. We currently have one 'other' member, the Communications Officer.

Communications Officer: communicates with the school and local area community about P&C matters on a variety of different platforms and manages media and advertising opportunities in consultation with the school executive.

Non-executive P&C roles

Class Parent Liaison: work with teachers to establish class parents for each class and help them assist teachers with volunteers when necessary and communicate with the parents of the class through a class communication list.

Teas Coordinator: liaise with the school to organise morning tea for events such as Grandparents Day and Recognition Ceremonies. Source helpers and request plates of food from parents, when needed.

Fundraising Coordinator: currently held by Vice President. Function is to manage the Fundraising Committee to organise or coordinate fundraising projects.

Fundraising Committee: 4 to 8 members to meet and organise fundraising project for the school.

Canteen Coordinator: manage the Canteen volunteer roster and assist the Canteen Ops Manager.

Canteen Accounts Manager: processes payroll and expenses for the Canteen. Manages income and expenditure of the Canteen Accounts.

Working Bee Coordinator: organise working bees during the year to maintain gardens and grounds. Liaise with the school about requirements.

Band Committee Members: this sub-committee includes the **Band Convenor, Band Secretary, Band Accounts Manager** and Band Coordinators for Performance Band, Concert Band and Training Band.