

Wahroonga Public School P&C Association General Meeting Agenda

Date: Wednesday 2 August 2017

Time: 7pm

Venue: Staffroom

Please ensure you have signed the attendance register

1. Welcome all attendees. 'We acknowledge the Traditional Owners of the land on which we meet today. We also pay respect to Elders past and present.'

2. Apologies

3. Previous minutes - General meeting 14 June 2017

4. Business arising from previous minutes

- RL to update on status of Building Fund
- RL to update on uploading information onto ACNC site
- Motion raised - RL: '*Code of Conduct*' Policy and '*Grievance, Complaints and Procedures*' Policy to be added to WPS P&C by-laws
- Motion raised - RL: *Sub-clause 7 of WPS P&C by-laws to be amended to include -* 'Membership is eligible for anyone with a connection to the school (i.e. staff relationship, community relationship, a student or past student at the school), or whoever falls within the school's catchment area. Anyone outside these guidelines may be accepted as a member by a majority vote of the membership at a general meeting.'
- P&C Federation Representative talk on GONSKI funding - TM
- Funding for new P&C storage shed - RL
- Audit Report recommendations

5. President's report - RL

6. Principal's report - TM

7. Treasurer's report - *Position still vacant*

8. Uniform Shop Committee report - NH

9. Events and Fundraising Committee report - KW

10. Environmental report - AU

11. Spring Fair report - KT

12. Correspondence

13. General matters

Next meeting: 6 September 2017

Wahroonga Public School P&C Association General Meeting
7pm, Wednesday the 14th June 2017 in the Staff room

1. Acknowledgement of country, welcome all attendees and President's address

Present: JW, NH, IVL, KT, JJ, CG, KC, AM, RL, TM, KW, HG, SH, JF, MJ, KG, KC, TS, JG, LR, VH

RL opened the meeting at 8.55pm

2. Apologies – AU, GS, JH, LH

3. Previous Minutes

General Meeting held 10th May 2017

Accepted as a true and accurate reflection. Proposed: KW Seconded: AM

4. Business arising from minutes of previous general meeting

Members who have renewed membership at the general meeting immediately following the AGM, are unable to vote upon any issues until the subsequent general meeting. As a result, all business arising to be rescheduled for discussion.

Action: *To be discussed at next general meeting:*

- *Addition of 'Code of Conduct Policy' and 'Grievance, Complaints and Procedures Policy' to the WPS P&C by-laws including the amendment of sub-clause 7a and 7b to WPS P&C by-laws.*

Action: *To be discussed at 'Special meeting' on 16th June 2017:*

- *Approval for funds \$20,500 to be allocated to the Spring Fair Committee*

5. President's report

No further items for discussion following AGM President's Report

6. Principal's report

No further items for discussion following AGM Principal's Report

7. Treasurer's report - Position currently vacant

AM presented his report

8. Uniform Shop Committee

NH spoke to her report, in addition:

- Proposed tartan design for girls tunic was passed amongst the members.
- Boys sports shirt design still under discussion. Plan to have an identifiable shirt for senior pupils.

9. Events and Fundraising Committee report

KW read to her report.

10. Environmental report

Email received from AU encouraging all community members to read the Environmental report

11. Spring Fair report

No further items for discussion following AGM Spring Fair Report

12. Correspondence

- RL received a package from the President of Primary Principals Association. This called for the WPS P&C to hold a meeting to discuss GONSKI schools funding. TM will ask Louise Fiennes, the P&C Federation Representative if she would consider hosting the meeting. RL suggested that copies of the slides relating to the meeting be made available to anyone interested in learning more on the subject.

13. General matters

- HG highlighted the need for a new shed to replace P&C cupboard in order to address current storage problems. Desirable to have a designated shelf/ storage area for each specific social event. Would improve access and organisation immensely.

Action: *Approval for new P&C storage shed to be discussed at next meeting*

- JJ noted that the previously discussed Kuring-Gai Council funding opportunities are not applicable as WPS Band is no longer administered by the P&C. RL to investigate fund raising opportunities previously discussed with Alistair Henskens MP

Meeting closed at 9.23pm

Next meeting 14th June 2017

Grievance, Complaints & Disputes Procedures

The (insert school name) School P&C Association is committed to providing an environment where all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, staff of Department of Education and students enrolled at (insert school name) School concerns are dealt with in a timely and appropriate manner.

A grievance or complaint may be received by the P&C Association in relation to a fellow member, volunteer or P&C Association employee. Where a complaint relates to a Department of Education employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles:

- * Complainants should not instigate grievances that are frivolous, vexatious or malicious.
- * Grievances and information arising from the handling of the grievance must be treated confidentially.
- * Concerns should be raised as early as possible after the incident relating to the complaint has occurred.
- * The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

Procedures:

- * Complainants should endeavour to resolve the issue themselves with the relevant parties face to face.
- * If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to their immediate supervisor where they are an employee and to the P&C Association President or the Vice President where the complaint is about the President. Where the complaint is about the P&C Association Executive it may be raised with (insert an independent third party here, for example P&C Federation) along with a copy of these procedures and all relevant policies.
- * The supervisor/President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.
- * The complainant may have an independent witness attend any meetings.
- * The supervisor/President or person handling the complaint as described in these procedures will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.

- * If the matter pertains to another P&C Association employee, member or volunteer that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.
- * Grievances are to be resolved no later than six weeks after the complaint is lodged. The outcomes of a formal grievance process may include (but not limited to): recommendation to amend policies, recommendation to alter practices, agreement by parties regarding interactions, access to training and development or disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or to P&C Federation where the matters involve volunteers.

This grievance, complaints and disputes procedures policy is as adopted by the (insert school name) P&C Association general meeting on (insert date).

Signed President: _____ NAME: _____

Witnessed Principal: _____ NAME: _____

Version:	1.0	Date:	October 2016
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***(insert school name here)* P&C Association Code of Conduct**

The Code of Conduct applies to all financial members, volunteers and employees ('members') of *(insert school name here)* Parents & Citizens Association ('P&C Association') while undertaking any role or activity related to the *(insert school name here)* P&C Association.

Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

(insert school name here) P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

(insert school name here) P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

(insert school name here) P&C Association members shall be honest in carrying out their duties and avoid conflicts between their private interests and their P&C Association roles and responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of P&C Association duties
- External activities and public comment

Diligence

(insert school name here) P&C Association members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C Association related activities
- Ensuring outside interests do not interfere with a P&C Association member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an Office Bearer of the P&C Association and/or external authorities

Working with Children

The (insert school name here) P&C Association adheres to the government's Child Protection Act & Regulation (Working with Children Check) legislation and relevant procedures

Conflict of Interest

- P&C Association members must declare interests which a conflict, either perceived or actual, with your P&C Association duties and activities that might benefit the private interest of a member/s of the P&C Association.
- P&C Association members must always act in the best interest of the P&C Association and adopt a process to disclose and address the potential conflicts.
- A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests. A few examples of Conflict of Interest:

Example 1

Personal or Financial Interest: Joe, an Office Bearer of a P&C Association owns a Building & Maintenance Company. During the P&C Association meeting, he recommends his company for an upcoming building work the P&C Association is considering to undertake as he believes he can offer the best competitive price being in the building business. However, he does not disclose the ownership of the company. Does Joe have a Conflict of Interest?

Yes. It is Joe's duty to act in the best interest of the P&C Association and not his own interests. To promote the profit interest of his own company and receive remuneration is contrary to his role and responsibilities as an Office Bearer of a P&C Association as stated in clause 5 of the Standard and the Prescribed Constitution. There is clear Conflict of Interest as Joe failed to disclose his personal business interests for gaining an undisclosed profit.

Example 2

Non-Financial Interest involving some close relationships (not limited to partners, family and friends): Vicky, a Canteen Manager of a P&C Association, suggested at a P&C meeting, an online

fresh fruits and vegetables vendor she knew could offer a more competitive price than the existing supplier. She discloses that her son works as a delivery driver for the vendor. Is there a Conflict of Interest?

Yes. Indirect and or direct employment of an immediate family member, friend or a close acquaintance is a conflict of interest. In this case, there is a clear indirect financial gain as her son will benefit from the extra work.

Conflict of Interest Disclosure

- Where a Conflict of Interest has been identified, it is expected that the conflict must be brought to the attention of the Office Bearers and the members, and be disclosed or addressed in a meeting.
- Breaching and/or violating the Conflict of Interest may result in removal from the P&C Association in line with Code of Conduct policy.

How to deal with a Conflict of Interest

- Identified Conflict of Interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.
- Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.
- The person(s) with the Conflict of Interest may be refrained from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.
- The person(s) with the Conflict of Interest may be restricted to access confidential information and sensitive documents relating to the conflict of interest.
- In the event where a Conflict of Interest is very significant and prevents the person(s) with the Conflict of Interest to perform their role and responsibilities, the P&C Association may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their P&C Association role.

Privacy and Confidentiality

- P&C Association must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.
- P&C Association must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the P&C Association, unless there is a lawful authority for its disclosure.
- P&C Association must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.

- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C Association.
- All personal and sensitive information when no longer required must be disposed of securely.
- Confidential information of a P&C Association must not be used, disclosed, copied, published or removed by any member of the P&C Association.

Grievances, Complaints and Procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, Complaints and Procedures Policy. Violations may result in removal from the *(insert school name here)* P&C Association.

As adopted by the *(insert school name here)* P&C Association General Meeting, <<INSERT DATE>>.

Signed President: _____ NAME: _____

Witnessed Secretary: _____ NAME: _____