The Como Public School Annual General Meeting held this Wednesday 18\textsuperscript{th} February at 7.00pm will see all of the current positions on the P&C (outlined below), declared vacant, giving thanks to all parents who served on the 2014 P&C. With many of our current position holders leaving, it’s the perfect time to join – new faces are very welcome!

The annual membership fee of $1 is due for all members who wish to become or remain financial for voting on P&C matters. A general meeting will be held at 6.30pm before the AGM for this purpose. Membership forms will be available on the night and in the school office for those who are unable to attend this meeting but wishing to become financial.

Nomination forms are also available on the night and in the office for those who are unable to attend the AGM but wishing to become a part of the P&C committee.

Positions within the Como P&C are:

Executive Committee:
- President
- Vice President (x2)
- Secretary
- Treasurer

Role Of The President

The President is responsible for:
- The successful functioning of the P&C Association meetings
- 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 signatory on the Association’s bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

Role Of The Vice President

The Vice President should:
- Consider this position as the president’s understudy
- Provide support and assistance to the president
- Become familiar with P&C operations, rules and meeting procedures.

The role of the vice-president is to provide essential support for the president and possibly other members of the team, i.e. assisting the secretary or the treasurer in some of their tasks. The vice-president will chair those meetings from which the President is absent and carry out any duties that have been delegated by the president. The vice president can also act as chair for any subcommittees established by the Association.
A vice-president can look on the role as a means of gaining an understanding of the various executive roles. A vice-president should become familiar with the operation of the Association. This role, although not always seen as so, is one of the most important roles in the executive. It is essential to look beyond the role and try to ensure you are able to help the executive take the P&C Association into the community and promote the successes of the school.

**Role Of The Secretary**

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas. The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

**Notice of Meeting** P&C Constitution by-laws state that P&C Associations meet on a regular day each month ‘during term time’ at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on Notice, issues and events to be discussed should be advertised along with names of guest speakers.

**Role Of The Treasurer**

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer’s primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer’s satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.
Ordinary Members:

- Fundraising Coordinator/s
  Organises fundraising events such as Mother’s Day and Father’s Day stalls and investigates any available grants or additional funding available to the P&C.

- Social Events Coordinator/s
  Organises the school community social events such as Mum’s Nights Out, Dad’s Night Out and School Disco etc.

- Uniform Coordinator
- School Banking Coordinator
- Bush Care
- Gardening Club
- Market Sub Committee
  - Convener
    Reports to the P&C Committee the progress of the markets sub committee.
  - Stall Allocator
    Manages stall holder bookings
  - Volunteer Roster Coordinator
    Manages the volunteers for the market day canteen and bbq roster
  - Stock Manager
    Ordering fresh food and other stock items required for market day ‘Sizzle Café’
  - Marketing / Media Coordinator
    Management of online, social and printed media
  - Opening Manager
    Opens school grounds and assists stall holders to their allocated sites for market day
  - Closing Manager
    Secures school grounds at end of market day
  - Signage Coordinator
    Puts up market signage the week before market day and pulls down signage the day after market day.

Paid roles

- Canteen Manager - currently under contract.

Please note: as we are a small school community, a volunteer may hold more than one ordinary member role on the committee in addition to an executive committee position.
COMO PUBLIC SCHOOL P&C Association Membership Form

The COMO PUBLIC SCHOOL P&C Association is a not-for-profit Organisation which is established 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.

Membership of the COMO PUBLIC SCHOOL P&C Association is open to all parents and guardians of pupils attending the school and to all citizens within the school community. The P&C Association is always keen to welcome new members and particularly members who access or have an interest in the services provided by the P&C Association, such as our Riverview Market, the Canteen and Uniform Shop.

Meetings are held in the 3rd and 9th week of each term. The P&C Association operates sub-committees where your contribution would be greatly appreciated. Annual membership is $1.00 (one dollar) and entitles you to be involved in the decision making of the P&C Association. When you become a financial member you agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by the COMO PUBLIC SCHOOL P&C Association, copies of these materials are available from the COMO PUBLIC SCHOOL P&C Association Secretary at each meeting of the P&C Association. You are recognised as a financial member of the COMO PUBLIC SCHOOL P&C Association after the meeting closes at which you submit your payment. The Treasurer shall issue you a receipt for this payment, you should retain the receipt for the current P&C Association year as proof of your membership.

If you are interested in becoming a member please complete the form below and bring it with you to the next meeting of the COMO PUBLIC SCHOOL P&C Association. If you are unable to attend the next meeting but wish to become a member please submit this form and payment to the Treasurer via the school front Office.

COMO PUBLIC SCHOOL P&C Association thanks you for your interest.

________________________________________________________________________

NAME: __________________________________________ (PLEASE PRINT CLEARLY)

SCHOOL COMMUNITY MEMBER TYPE:  PARENT / CITIZEN  (CIRCLE AS APPROPRIATE)

CONTACT PHONE NUMBER: __________________________

EMAIL ADDRESS FOR MEETING NOTICES & UPDATES: __________________________

I include a payment of $1.00 (one dollar) to become a financial member of the COMO PUBLIC SCHOOL P&C Association. I acknowledge that I am aware that I agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by the COMO PUBLIC SCHOOL P&C Association.

SIGNED: __________________________            DATE:________________________
P&C Office Bearer Nomination Form

P&C Association

Name of school

I wish to nominate ___________________________ as a candidate for the position of:

Candidate’s name

☑ President
☑ Treasurer
☑ Secretary
☑ Vice-President

☑ ___________________________ Other Office Position as determined by P&C.

Candidate

I accept the nomination for the position of ___________________________

Name: ___________________________ Signature: ___________________________

Notes:
• The candidate must be members of the Association.
• Candidates may nominate themselves.

P&C Secretary’s use only

Successfully elected:
☐ Yes
☐ No
☐ Membership forms received
Como & Districts Parents & Citizens Association

Minutes for the 2014 Annual General Meeting

Monday 24th February at 7.00pm in Como PS Staff room

1. **Attendees:** Matthew Hewett, Rebecca Harvey, John Mason, Jen Mason, Carman, Jenny Easton, David Sharp, Akita Gosavi, Jacinta Muratovic, Adam Muratovic, Darren Martin, Tamara Rockstro-Groom, Jackie Hewett, Martyne Burke, Tim Richardson, Jen Richardson

1.1 **Apologies:** nil

2. **Acceptance of previous minutes** CARRIED

3. **President’s Report** – NO REPORT

4. **Treasurer’s report** - see Secretary’s Folder. No Audit, to be completed before the next meeting

5. **Elections** - Secretary provided an up to date list of financial members. The list was rejected as accurate, meeting was closed and members were allowed to become financial at a Special Meeting.

The list of 2014 Financial Members:
Matthew Hewett, Rebecca Harvey, John Mason, Jen Mason, Carman, Jenny Easton, David Sharp, Akita Gosavi, Jacinta Muratovic, Adam Muratovic, Darren Martin, Tamara Rockstro-Groom, Jackie Hewett, Martyne Burke, Tim Richardson, Jen Richardson.

**AGM was re-convened**

5.1 **Nominations for President** - J Muratovic accepted, M Hewett declined. Jacinta Muratovic elected as President for 2014

5.2 **Nominations for Treasurer** - NONE. J Mason then accepted to continue in the role in 2014, P&C rules may need to be revised to allow this

5.3 **Nominations for Secretary** - NONE.

5.4 **Nominations for Vice President (2)** - NONE.

Meeting closed.
Como & Districts Parents & Citizens Association

Minutes for Wednesday 3rd December 2014 @ 6pm in Como PS Library

1. **Attendees:** Nicole Arnold, Katherine Kostecki, Jacinta Muratovic, Tamara Rockstro-Groom, David Sharp, Jenny Easton, Darren Martin, Matt Hewitt, Jackie Hewitt, Warren Finn
   1.1 **Apologies:** John Mason, Jenny Mason, Rebecca Harvey, Jennifer Elliott, Martyne Burke, Kavita Gifford, Adem Muratovic, Alan Cheek, Sharon Cheek, Laureine Gabriel

2. **Minutes of previous meeting - accepted**

3. **Business arising from previous minutes**
   3.1 Possible used clothing bank/swap meet to encourage recycling of old uniforms instead of purchasing them. *Jackie Hewitt to discuss*
      Matt Hewitt discussed in Jackie’s absence. Discussion regarding logistics of arranging this. Possible set up of 1 or 2 days a year set up for clothing swap at the school prior to uniform order cut off dates. P&C supportive of this idea and would like more details on the process of how we go about organising. This agenda item to be moved over to first meeting next year to arrange framework of uniform swap day/s.
   3.2 Re stocking the home readers resources.
   3.3 Onions for markets need to be bought pre-sliced - Dave Sharp has offered to donate and prepare fresh cut onions off site each market day and deliver them to the school. He would like to do this for the year of 2015. - **carried**.
   3.4 Changing the market phone into P&C name. - **done**.
   3.5 2015 P&C funds allocation

4. **Correspondence**
   4.1 In: nil

5. **Business arising from correspondence - nil**

6. **Principal’s Report**
   6.1 Planning cycle for the next 3 years continues - strategic direction for our school linked to the survey responses. In the 1st meeting next year. Mrs Arnold will present the shared vision between the school and P&C.
   6.2 Playground opening a huge success
   6.3 Kindy transitions has been fantastic - number continue to fluctuate. (16 as it currently stands)
   6.4 Presentation evening Thursday 11th - all ready to go!
   6.5 White Ribbon day, Picnic Day, Como’c 1st Annual Year 6 fun fair
   6.6 G&T/LaST
   6.7 Talent quest auditions held and set for Wednesday 17th December
   6.8 Year 6 luncheon - Como Thai
   6.9 Captains speeches
   6.10 Volunteers Morning Tea Tuesday 9th December - Lirbary 845am
   6.11 A HUGE Thank You!!!!!
7. **President’s Report**

7.1 The opening of the playground went well. The plaques are continuing to be completed at Adem’s dad’s factory and will be finished and delivered to the school by the end of the year.

7.2 We need to decide how, when and by whom the plaques will be mounted on to the wall. It would be nice to have them up by the beginning of next year so that the memorial wall truly does represent 130 years on education at Como and celebrate that it was done in 2014.

7.3 We are still designing the plaque and lettering for the school’s plaque but that too should be done by the end of the year also.

7.4 The school disco planning is underway. Note to be finalised and sent out this week.

7.5 Mum Christmas dinner has also been planned RSVP’s due next week.

7.6 Next year I believe it might be a good idea to establish a school and community social events calendar - with who is responsible for organisation etc throughout the year. Eg. School disco, mum’s nights out, possible dad’s nights out, year 6 farewell etc. - New Kindy Mum’s Morning Tea to be organised by Tamara for 2015 on the first day of Kindy.

7.7 Also the establishment of a fundraising sub-committee - for the organisation of trivia nights and other fundraising venture including applying for grants etc.

7.8 Thank you all for a fantastic year. Thank you to all the volunteers. I believe we should be very proud of what we have achieved in a short space of time and the small but dedicated families who have been a part of it. Enjoy the break over the holidays. Sit back and relax because 2015 is set to be an epic year as well!

7.9 **Plan for 2015, Things to be voted on:**

7.9.1 P&C to set up a repayment schedule for the softfall - to be followed up next year.

7.9.2 P&C to contribute 50% of School Programs in 2015 again. The plan is Yoga T2, Gymnastics T3 and Dance T4. - **carried**

7.9.3 P&C to fund Learning Support teacher for 2015- **carried for Semester 1**

7.9.4 P&C to fund the purchase of 5 new iPads to have a complete class set. - carried as a priority for 2015

7.9.5 Canteen refurbishment including the purchase of new appliances, new Oven (This was going to be investigated by N. Arnold to see if we can do it ourselves with out Dept Ed. suppliers/ approval/ price tag) - **carried as a priority for next year** due to the canteen being used at the markets - our primary source of income. This to be readdressed next meeting.

7.9.6 P&C to provide new tiles down the track if/when necessary. (Toilets refurbishment - The school is painting doors Red, installing new bubblers and sinks.) **To be reviewed next year**

7.9.7 P&C to purchase and install new exhaust fan for BBQ area Estimated $1200 with installing ourselves. - **carried Choice 1 ($500.) A. Muratovic to arrange purchase**

7.9.8 Outdoor learning area/ amphitheatre next to new playground- suggest parents working bee to make defined steps, erect shade sail, pave stage area. Possible resources donated by Bunnings. Estimated low cost. - **To be readdressed next meeting**

8. **2014 Report card** presented by Warren Finn, principal of The Jannali High School

9. **Treasurer’s report** - not in attendance. Treasurers report to be attached as soon as made available

10. **Market sub-committee Report**
10.1 N. Kelly no longer able to commit to putting out / bringing in signs and end of market day clean up.

10.1.1 Dave Sharp has volunteered to put out and bring in signs from February onwards

10.1.2 Still need a volunteer to clean up and lock up at end of Market day

10.2 R. Martin no longer able to commit to the coles online grocery ordering.

10.2.1 Matt Hewitt has volunteered to add the coles online ordering to his market role of sausage and bread ordering from February onwards.

10.3 Signs require dates to be changed for 2015 and minor changes to size. Cost $129.95 - Carried

10.4 Every 2nd market to have a costumed character - superhero/ frozen etc. Due to success of Peppa Pig at November Market

11. Motions for voting - see above.

12. New business

12.1 School disco - entertainment $128 karoke/lights/ sound system & mic - carried

12.2 School disco - food & drinks - added clause re: nut allergy to note.

12.3 Change of school hat design - carried

12.4 Food ordering for market day - see above. Matt Hewitt to take over

12.5 Use of school property for business purposes

12.6 New market sign for 2015 dates - carried

12.7 Canteen days - Possibility of Natalie working on Wednesdays elsewhere. May change canteen days to Tuesday/ Friday - carried

12.8 School and Social events calendar/co-ordination for 2015 - to be addressed 1st meeting next year

Meeting closed: 9.20pm