



## Dwellingup Primary School P&C Update 2023

This year, the P&C has had several changes and challenges to attend to and we feel this is the best way to convey this information to our parent and broader community.

To begin with, Christine Reid has resigned as President. Christine stepped into the role in 2019 and has achieved wonderful things in her time at the helm of our P&C. Her tenacity, dedication, and willingness to learn the pathway of how a P&C works is to be commended. Under Christine's leadership, the P&C has built on fundraising efforts and continued our relationship with external organisations including The Pinjarra Lions Club, Black Dog Ride and The Event Team through the Dwellingup 100. We thank you Christine, for all your hard work, your dedication to learn the rules and regulations on running a P&C and we wish you all the best in whatever the future holds for you.

Anna Johnson has resigned as Secretary. We thank you Anna sincerely for stepping into the role and picking up during a hectic time of planning and executing the 2022 Dwellingup 100 Sausage sizzle. We greatly appreciate the professional way you supported the existing P&C members throughout that time.

We held an AGM on March 1<sup>st</sup> at which we hoped to receive nominations for all roles within the P&C and select a new committee. However, this did not happen, so we will host a Special General Meeting on Wednesday 22<sup>nd</sup> March. All positions on the P&C committee are available for nomination and this meeting is solely held for the purpose of filling these roles and continuing the legacy which is held by our P&C.

Please see the notes sent home with your child today regarding:

- P&C Position descriptions
- Nomination Forms – both Committee and General members
- Specific Meeting details

Considering the above events, the current members of the P&C voted to cancel both the Pumpkin Fete which was to be held on Easter Saturday – April 8<sup>th</sup>, 2023, and The Black Dog Ride to be hosted on 19<sup>th</sup> March 2023. The Black Dog Ride will be hosted here at school under the Dwellingup Primary School banner. Colleen Sing will forward information regarding this event.

The decision to cancel these events was done so regarding the constitution under which the P&C aligns. It states that without a selected quorum committee, a P&C cannot participate, host, or plan any event. We know this news will come as a shock and be disappointing for everyone. We hope that we can re-establish a full committee at the meeting on March 22<sup>nd</sup> and begin planning some fundraising events for the remainder of this year

Kind Regards,

Lucy Myles

Acting President



## What is a Parents and Citizens Association (P&C)?

P&Cs meet regularly in most government schools throughout Western Australia.

**The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education.**

Parents and Citizens' Associations are established under the School Education Act 1999 for the purpose of supporting a strong government school system for the benefit of all students.

A P&C comprises of parents and carers of children attending a school or group of schools and other interested persons over the age of 18 years who have paid an annual subscription.

The Principal of the school is an *ex officio* member by right of their position and under the P&C Constitution.

## Position Descriptions

**P&C Member**- a person who has paid their membership of \$1. Membership is from date of payment through until the AGM. Can attend all AGM, special general meetings and general committee meetings and is able to vote on all motions, proposals, or elections at those meetings.

**P&C Committee Member** – a person who has paid their membership of \$1 and has completed a nomination for committee form, elected at an AGM, Special General Meeting or General Meeting. Can attend all AGM, special general meetings, general committee meetings and executive committee meetings and is able to vote on all motions, proposals or elections at those meetings.

The Dwellingup P&C is deemed a small school therefore the Executive Committee is to be made up of the following positions:

**President**  
**Vice President**  
**Secretary**  
**Treasurer**  
**2 General Committee members as a minimum**  
**Principal**

To hold a meeting the minimum number is 3 members of the executive committee including the principal.

## PRESIDENT AND VICE PRESIDENT

The President shall, when present, preside at all General and Executive Meetings of the Association.

In the event of the President being absent the Vice-President shall preside and where both the President and Vice-President are absent then the meeting shall elect a person to preside

DWELLINGUP PRIMARY SCHOOL P&C ASSOCIATION  
C/O Dwellingup Primary School  
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08 9538 5100



for the occasion.

The President will be responsible for any communication between the government authority responsible for administering the Associations Incorporation Act 2015 and the Association. The President may authenticate documents or proceedings requiring authentication in accordance with Rule 29.0.

The Vice President is to be the WACSSO Liaison officer and will report at each meeting items or news from WACSSO to the committee.

### **THE HONORARY SECRETARY**

The duties of the Honorary Secretary shall include:

The conduct of all correspondence of the Association.

Making and keeping full and correct the minutes of the Association and circulating them in confidential draft form before the date of the next scheduled General Meeting.

Maintaining a register of financial and ex-officio members.

Retaining custody of all documents relevant to the administrative activities of the Association.

### **THE HONORARY TREASURER**

The duties of the Honorary Treasurer shall include:

Being responsible for the receipt of all monies paid to or received by the Association.

Issuing receipts for all monies received on the receipt forms of the Association.

Counting and signing off on all monies received with at least one other member of the Association.

Paying all monies received into such bank account or accounts as the Association may from time to time decide upon.

Making payments as authorised by a General or Executive Meeting by means of cheques or electronic fund transfer.

If you would like more details on any P&C positions descriptions, functions, responsibilities, and relationship with WACCSO, please refer to the following website.

<https://www.wacssso.wa.edu.au>

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## Special General Meeting

**Wednesday March 22<sup>nd</sup>**  
**Dwellingup Hotel**  
**Meeting begins at 6-7pm**

The grassed outside area will be booked for this meeting.

**Please arrive at least 15 minutes prior to enable the Executive to process membership fees and nomination forms.**

*Everyone is welcome to attend this Special General Meeting, however, to nominate for a position or vote on a nomination, you must be a financial member of the P&C. The membership fee is \$1 and is to be paid prior to the meeting commencing. Cash Only.*

*This financial membership cost is an annual fee and would be due again at the 2024 AGM. If you are interested in nominating for a position on the P&C, please complete the attached nomination form and bring it to this meeting.*

**If you have any questions, please don't hesitate to contact Lucy Myles – Acting President or Katie Vuletic – Treasurer**

## 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 .....

(eg 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 or management of a body corporate, an offence involving fraud or dishonesty punishable by at least three months imprisonment or an offence under 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 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: .....

Receipt Number: .....

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(For the member's records)

### 2023 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 .....

Receipt Number: .....



## P&C Fact or Fiction?

**"The P&C can survive without volunteers."**

Fiction! Without the work of volunteer parents and citizens, there would be no events, no fundraisers, no canteen or uniform shop, and no special, and often crucial, projects to benefit our children.

**"I should bring a six pack of energy drinks to meetings."**

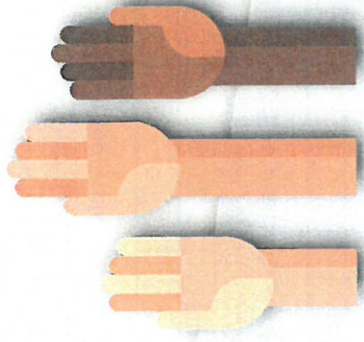
Fiction! You won't need them. Our meetings are an hour long. Our motto is: Get in, get it done, go home! We're all busy parents.

**"Someone is going to ask me to do something!"**

Fact! You are smart, talented and skilled. A P&C would be crazy not to make use of you. Perhaps get in early and volunteer for the job that appeals to you or speaks to your strengths?



**We  
can't do  
it without  
you!**



Please feel free to contact our P&C for more information.

**Dwellingup Primary School P&C**

**P&C Acting President:**  
**Lucy Myles**

**P&C Email:**  
**[DwellingupPrimaryPandC@outlook.com](mailto:DwellingupPrimaryPandC@outlook.com)**

**P&C Tel: 08 9538 5100**

**Join us &  
join in!**



## "The P&C makes the rules as they see fit."

Fiction! A P&C is a legally recognised Association. They have a set of rules (Constitution) they must follow. Ask for a copy.

## "The P&C is run by a clique who boss everyone around and exclude people."

Fact and Fiction! There are certainly P&Cs out there that do that, but if yours did, would it be handing out this flyer?

## "If I take on a role such as Treasurer or Secretary I won't have any support or help."

Fiction! You'll get support from current members and from WACSSO. WACSSO has councillors and staff to help you. WACSSO also offers FREE training sessions. You don't have to take on a role now, but perhaps as you become more experienced and comfortable with your P&C, you'll consider it.

## Why is a P&C so important?

Parents & Citizens (P&C) Associations have been recognised in WA legislation for nearly a century. P&Cs are held at a very high level of regard in the WA community.

The goals of P&Cs are:

- to foster strong relationships between the school and the community;
- to help provide resources for the school; and
- to promote interest in educational matters.

Meeting these goals is a great challenge for all Parents and Citizens in Western Australia!

# I'm a 2-Hour-Vower!

Please fill-in this slip and place it in the box at the front office.

"I vow to give 2 hours of my time each term to help the P&C help our kids."

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I am talented at / interested in / prepared to help with:

- |  |   |
|--|---|
| <input type="checkbox"/> arts and crafts | <input type="checkbox"/> watching paint dry |
| <input type="checkbox"/> organising fun! | <input type="checkbox"/> promoting events   |
| <input type="checkbox"/> gardening/      | <input type="checkbox"/> financial          |
| labouring                                | <input type="checkbox"/> stuff              |
| <input type="checkbox"/> grant writing   | <input type="checkbox"/> meeting input      |
| <input type="checkbox"/> serving in      | <input type="checkbox"/> everything/        |
| canteen                                  | anything                                    |
| <input type="checkbox"/> graphic design  |   |
| <input type="checkbox"/> social media    |   |

I can help at these times:

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Weekends			

If I was going to attend a P&C meeting the following time of day would be best for me:

Morning	Afternoon	Evening

**Please note:** we won't presume you are available on a certain date, we will always check with you first.

“Volunteers do not necessarily have the time; they just have the heart”