



Rainbow Street Public School Parents and Citizens Association

General Meeting Agenda

Date: Monday 1st March 2021

Time: 6:00pm

Venue: Kindergarten Collaboration Space — signage available

Please be mindful of following COVID-19 protocols before entry:

- Services NSW QR code - please log in
- Dept. of Education mandated school sign-on sheets to be filled out
- Social distancing when seated.

Please also sign P&C attendance sheet.

1. Welcome and meeting overview
2. Apologies
3. Approve and sign-off February minutes
4. Correspondence
5. President's report
6. Treasurer's report
7. Principal's report
8. Fundraising/Events

- School Outdoor Learning Space/Garden
- School mural opportunity
- Colour Explosion fun-run
- Second-hand uniform sale
- Sporting equipment purchased via Rebel Sport account

Motion – *That the Rainbow Street Primary School P&C Association spend up to \$200.00 on hosting Colour Explosion Fun Run*

Motion – *That funds raised from the Colour Explosion Fun Run be allocated as donations to to School Outdoor Learning Space/Garden and School Mural*

9. Business arising from previous minutes

- Holdover election for P&C Executive Committee: Treasurer; Second Vice-President; general Executive Member(s).
- Discussion and tabling of proposed By-Laws and Code of Conduct after presentation by Craig and Greg. Includes discussion of feedback correspondence; proposed amendment regarding online/electronic payment of membership fees.

10. General business

- Election of Class Parent-Representative Coordinator
- Update on recruiting to Class Parent-List.

Meeting Close

By-Laws or Rules for Rainbow Street Public School P&C Association

To accompany the Prescribed Constitution

1. The rules are made under the constitution of Rainbow Street Public School Parents and Citizens Association.
2. The association is formed for the benefit of the students of the school, which will;
 - (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and Citizens Associations of the New South Wales; and
 - (c) Promote the interests of public education.
3. No person will serve more than three consecutive years in the same position.
4. The financial year of the association shall close on 1st November each year.
5. The Annual General Meeting of the Association shall be held in December of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.
6. A general meeting of the association shall be held on the first Monday of each month during school term at 6pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2 to the Treasurer or nominee of the Treasurer, at any general meeting. If an eligible person wishes to pay in the period between general meetings, they can pay at the School Office — if such arrangements have been approved by the school Principal — or via secure electronic banking arrangements as provided by the Rainbow Street Parents and Citizens Association. These memberships not paid in person at a general meeting will become valid once the identity of the eligible person is confirmed by the Treasurer or nominee. New members are then eligible to vote at the following general meeting and Annual General Meeting. Membership will remain current until the close of the following Annual General Meeting. The Secretary shall be responsible for maintaining an up-to-date register of membership.
 - (a) As a member of Rainbow Street Public School P&C Association to participate in P&C run functions and to uphold the Values of the School.

- (b) All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
 - (c) Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.
 - (d) If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.
8. The Officers of the P&C Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the P&C Association has been to employ staff.
 9. Employees of Rainbow Street Public School P&C Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.
 10. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association. At a general meeting the quorum shall be in accord of section 10 of the constitution: with current membership of less than 50, the quorum shall be five members.
 11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
 12. Each meeting of the P&C Association will be conducted as follows;
 - Welcome and formal opening of meeting
 - Apologies
 - Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - Business arising from the previous meeting Minutes
 - Correspondence
 - Reports (including Treasurer/sub-committee/Principal's/representative)
 - General Business
 - Meeting Close
 13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.

14. The P&C Association shall elect parent representatives as required for any Tender Selection Panels convened by the school.

15. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.

16. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of the sub-committees should be considered when dispersing monies. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.

17. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the Association by resolution of the membership. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

18. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.

Rainbow Street Public School 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

Rainbow Street Public School 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

Rainbow Street Public School 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

Rainbow Street Public School 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

Rainbow Street Public School 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 *Rainbow Street Public School* 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 *Rainbow Street Public School* P&C Association.

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

Signed President: _____ NAME: _____

Witnessed Secretary: _____ NAME: _____