



TURRAMURRA PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Kissing Point Road
TURRAMURRA NSW 2074

Tel: 9983 9455
Fax: 9983 9464

All parents, citizens and staff are warmly invited to attend the

ANNUAL GENERAL MEETING

Tuesday 23 February 2016

7.30pm in the staff room

At the AGM each year, all P&C committee positions are declared vacant and election of all new Executive Committee and Sub-Committee Members will take place. All members of the school community, both old and new, are encouraged to attend the meeting and become a financial member of the P&C which enables them to participate in the voting and become involved in the running of the school for the year to come. Only current financial members are eligible to nominate for the positions overleaf.

TURRAMURRA PUBLIC SCHOOL P&C

ANNUAL GENERAL MEETING – TUESDAY 23 February 2016

NOMINATION FOR COMMITTEE MEMBER FOR 2016

NAME: _____

CONTACT TELEPHONE NUMBERS: _____

CHILD'S NAME(S) AND CLASS(ES): _____

I WISH TO NOMINATE FOR THE FOLLOWING POSITION:

P&C EXECUTIVE

President Vice-President (2 positions) Treasurer Secretary

P&C SUB-COMMITTEES

Band Sub-Committee Convenor Band Sub-Committee Treasurer
 Canteen Sub-Committee Convenor Canteen Sub-Committee Treasurer
 Canteen Sub-Committee Secretary Uniform Shop Sub-Committee Convenor
 Uniform Shop Sub-Committee Treasurer Class Parent Co-ordinator

Please complete this form and return it to the P&C letterbox at the main school office on or before **Thursday 18th February 2016** in an envelope marked
"Justine McLarty, P&C Secretary – Committee Position Nomination Form"

Please note that all members of P&C sub-committees must attend either the AGM or subsequent P&C Meeting to have their membership of the sub-committee ratified.

For any queries, please contact the current P&C Secretary,
Justine McLarty on tps.pandc@outlook.com

Turrumurra Public School P&C Association – General Information

The goal of the Parents and Citizens Association (P&C) of Turrumurra Public School is to assist the staff and teachers of the school to ensure that all students at the school receive a quality education encompassing both academic and non-academic pursuits in an inclusive and safe learning environment.

To assist in achieving these goals, the Turrumurra Public School P&C strives to:

1. Raise funds to provide resources, facilities and equipment for the school
2. Increase parental participation in the school
3. Ensure that quality extra-curricular activities are provided
4. Work in partnership with the school staff to achieve common goals
5. Manage and run a school canteen and uniform shop
6. Promote and facilitate open communication amongst the school community

The P&C meets on the 4th Tuesday evening of each term. The meetings are friendly and informal and we welcome all our school parents and any concerned citizens to join us and find out what is going on at your school and share your views and expertise. In addition the Executive Committee meets separately a minimum of once each term.

P&C Executive Committee Positions

President – Chairs meetings which consist of one executive and one general meeting per term, plus any other special P&C meetings called. Supports the school principal as and when required in a range of activities. Attends P&C functions when able. Liaises with the parent body and other committee convenors on issues raised, either privately or at P&C meetings.

Vice-President (x2) – Attends all P&C meetings when able, chairs meetings in the absence of the president. Supports the P&C president and the school principal as required. Plays an active role in the planning and hosting of all general P&C events and activities. Attends P&C functions when able.

Secretary – Takes minutes at all executive and P&C meetings and circulates to attendees and P&C members. Handles correspondence as required after consultation with the executive committee. Prepares notes for the school newsletter regarding P&C activities as required. Assists the president and vice presidents in their duties as and when required. Plays an active role in the planning and hosting of all general P&C events and activities

Treasurer – Receives and banks all monies from P&C fundraising and any other sources relevant to the P&C. Controls the bank accounts, maintains cheque books and deposits, and pays outstanding accounts after approval. Prepares a financial report for each P&C meeting and prepares the P&C accounts for auditing each calendar year, and arranges for the audit to be carried out in a timely manner. Attends all meetings and if unable to attend submits a financial report for the meeting. Liaises with treasurers of other P&C sub-committees and is an ex-officio member of these committees. Plays an active role in the planning and hosting of all general P&C events and activities

P&C Sub-Committees

The P&C has a number of sub-committees to address the main areas of P&C activity. Each Committee is chaired by a Convenor who organises committee meetings, co-ordinates the activities of the committee and represents the committee at P&C meetings.

The sub-committees also have a Treasurer who works closely with the P&C Treasurer and is responsible for managing the sub-committee accounts and quarterly reporting to the P&C. These Convenors and Treasurers are elected at the P&C AGM on the 4th Tuesday of term 1 of each year.

Band Committee - oversees the extra-curricular band program at the school which includes 5 bands. It also coordinates the purchase, hire and maintenance of our instruments. At the beginning of each year the committee arrange a fabulous weekend-long music camp for all the children who participate in the band programs at the school.

Canteen Committee - manages and runs the School Canteen, which follows the Department of Education's recommendations for a Healthy Canteen.

Uniform Shop Committee - oversees the smooth operation of the school Uniform Shop which operates before school on Wednesdays.

Class Parents Co-ordinator - the primary point of contact between the P&C and class parent representatives. The co-ordinator facilitates the class parent meeting which is usually held on the Friday morning immediately following the P&C meeting. The co-ordinator ensures that each year group of class parents are aware of their requirement to arrange an allocated fundraising / social activity but is not responsible for organizing such activities.