



John Butler Primary College P&C Needs You



Welcome and Information Pack

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1. WELCOME TO THE JOHN BUTLER PRIMARY COLLEGE P&C

Thank you for taking the time to attend and be part of John Butler Primary College P&C.

What is a P&C?

P&C Associations are the forum for parents and citizens in government schools who have an interest in their children's education.

The functions of a P&C are to:

- Encourage parents to participate in school development.
- Develop parent participation and involvement in the school.
- Promote and support communication and cooperation within the school community and to bring educational matters to the attention of the wider community.
- Have representation on the School Council / Board.
- Have representation on the local District Council of P&C Associations
- Provide extra resources for the benefit of school students.

Through the interests of parents like you, myself and the Executive Committee we will be able to do many great things for our College.

With future P&C contributions covering a spectrum of support areas, parent input and willingness will be a key to the success of our College.

Thank you once again for your willing participation and I look forward to a successful year.

Leah Pickering

P&C President

2. P&C Structure

The John Butler Primary College P&C consists of the following Executive Committee members. The Office Bearers are the President, Vice President, Secretary, and Treasurer. The Executive Committee consists of these Office Bearers, the Principal and at least 3 financial members.

EXECUTIVE MEMBERS

PRESIDENT: Is the vital link between parents and college administration; developing a nurturing relationship between the both. The main role of the President is to effectively run meetings and be the face of the P&C.

VICE PRESIDENT: In the event that the President is absent at any General or Executive Committee meetings, the Vice President can chair the meeting. The Vice President is ideally placed to act as a liaison person between the P&C and WACSSO.

SECRETARY: The Secretary is responsible for:

- Posting notice of meetings
- Assisting the chairperson to draw up an agenda
- Recording of minutes of a meeting
- Dealing with correspondence
- Maintaining membership records
- Observing legal formalities
- Being a signatory to accounts.

TREASURER: The Treasurer's role is to:

- Maintain procedures for handling the Associations money
- Issuing receipts
- Bank all money received
- Prepare and present a report for every General Meeting
- Prepare books for audit
- Have overall responsibility for all P&C accounts including all sub-committees.

PRINCIPAL: The Principal is an *ex officio* member of the Executive Committee and has the same rights and responsibilities as any other Executive member.

SUB-COMMITTEES: Are formed to perform specific tasks on behalf of the P&C. They may elect a convener, secretary and / or treasurer. Decisions of the sub-committees are subject to the approval of the full P&C.

WACSSO REPRESENTATIVE: The Western Australian Council of State School Organisations Inc. (WACSSO) is the peak body representing parents of public school children in Western Australia.

3. JOHN BUTLER PRIMARY COLLEGE P&C VISION

The Inaugural John Butler Primary College P&C's vision is to:

- Support the College's vision & purpose, most importantly in achieving the best possible educational outcomes for our children.
- Uplift & enrich the students' educational experience.
- Set the standard for our P&C's culture going forward.
- Create a community which we can be proud of in our college environment, with a focus on inclusivity.
- Where possible, support our college's families in their endeavors to provide the best educational start for their children.
- Provide families with access to and a deeper understanding of the College's educational goals & strategies, by running educational forums & other initiatives from time to time.
- Assist in developing a strong families / administration mutual understanding.
- Encourage the participation of all college families; meeting them at their level of comfort.

4. BECOMING A P&C FINANCIAL MEMBER

Anyone over the age of 18 is able to join the P&C Association. Membership is on an individual basis with no provision for family membership.

If you wish to join the P&C Association you may do so at any General Meeting during the year, provided that the membership fee of \$1.00 is paid at the time of joining.

If you do not become a Financial Member of the Association you have no voting rights.

All renewal subscriptions become payable at the Annual General Meeting of the Association.

5. P&C CONSTITUTION

The Constitution currently used by the incorporated P&C Associations was developed in conjunction with Crown Law solicitors, the Minister for Education, the Education Department's legal advisers and WACSSO. It is important that all members of the P&C Association are aware of the implications and requirements of the Constitution.

John Butler Primary College's P&C Constitution is included in this Welcome Pack.

6. P&C EXECUTIVE COMMITTEE MEMBERS

OFFICE BEARERS		EMAIL
President	Leah Pickering	pcatjbpc@gmail.com
Vice President	Karen Mackay	pcatjbpc@gmail.com
Secretary	Suzi Glover	secretary.pcatjbpc@gmail.com
Treasurer	Myra Fourie	treasurer.pcatjbpc@gmail.com
Principal	Brett Lewis	brett.lewis@education.wa.edu.au
EXECUTIVE	All of above	
	Kate Bertram	
	Kirsty Pratt	
	Teresa Van Winden	
	Taryn Edom	