

The Western Australian Council
of State School Organisations Inc.

P&C SECRETARY'S GUIDE



Supporting parents,
supporting public schools



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Every care has been taken to ensure the accuracy of the information contained herein, but no responsibility is taken for any lack of coincidence with the School Education Act 1999, the School Education Regulations 2000 or the Associations Incorporation Act (1987). These Acts of Parliament, together with the P&C Constitution are the definitive documents in this area.

All references to meeting protocol have been taken from *Foyster & Carr's 'take the CHAIR'* produced by the Australian Rostrum Council. See also Appendix C of the WACSSO Constitution and Rules.

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1. Thou shalt prepare an agenda, with your Chairperson, for every meeting.
2. Thou shalt make sure **all** members are aware of the time and place of the meeting and ensure the Chairperson starts on time.
3. Thou shalt not read the minutes of the last meeting in full, but shall circulate copies beforehand.
4. Thou shalt not attempt to take detailed notes of discussions.
5. Thou shalt record all resolutions taken *exactly as passed* by the members and ask the Chairperson to repeat the words of the motion if you are unsure.
6. Thou shalt ensure that you record the names of the people responsible for following up a resolution, since failure to do so will result in you, the secretary, doing everything!
7. Thou shalt not always volunteer. Nominate members to assist. That's what they are there for.
8. Thou shalt not become too involved in discussion / debate. If you feel you want to have close involvement in a topic, ask someone else to take the minutes for that item.
9. Thou shalt encourage members to put in written (even hand written) reports to cut time wasting and help you in your duties.
10. Thou shalt remember that all members, especially the Secretary, must help the Chairperson run a friendly, fair and effective meeting.

The Ten Secretarial Commandments

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Secretary's Guide

Role of the Secretary

An efficient Secretary is the key to the smooth operation of any organisation.

Organisations fortunate enough to possess one tend jealously to hang on to their prized possession – sometimes too long. This can be dangerous for your organisation. You should be grooming successors constantly.

Secretarial positions differ, but common aspects recur. This handbook covers virtually all the duties expected of a P&C Association Secretary.

The Image of the Perfect Secretary (What's the good secretary like?)



The effective Secretary has to be:

- ◆ Methodical
- ◆ Impartial
- ◆ Persistent
- ◆ Familiar with the Association's rules and Constitution

You could draw up a list of "desirable qualities" as long as your arm. The reality is, only the perfect person has all these and we don't live in a perfect world!

It is a characteristic of knowledge that those who seek it will find it. If you're keen to learn and help your Association, you'll find ways to do it.

Methodical

- Get a filing cabinet, chest of drawers or special box. If there is space keep it at the school, maybe in the canteen where the canteen manager can also use a drawer.
- Draw up an annual calendar / chart and mark in all key dates: meetings; fetes; Association deadlines (insurance premiums due, affiliation fees, WACSSO annual conference); school terms and holidays.

Persistent

The good Secretary's a bit like a sheep dog. You have to keep rounding up the flock of those who've been given jobs to do!

However, at meetings, look for the opportunity to delegate and pin tasks on others. Remember, the Secretary is not the general "gopher" to whom all tasks must fall. This attitude, which many people have, makes the Secretary's job far more onerous than it need be.

Impartial

Do not get involved in cliques or internal power-plays. You have been elected to serve the best interests of the P&C membership.

Constitutionally Aware

Like all Association members, you must be thoroughly aware of the constitutional requirements of the Association.

You should have your copy of the Constitution and By-laws always on hand to ensure the Association is always acting within its obligations. A Secretary who is thoroughly familiar with the provisions of the Constitution is a tremendous help to the Chairperson.

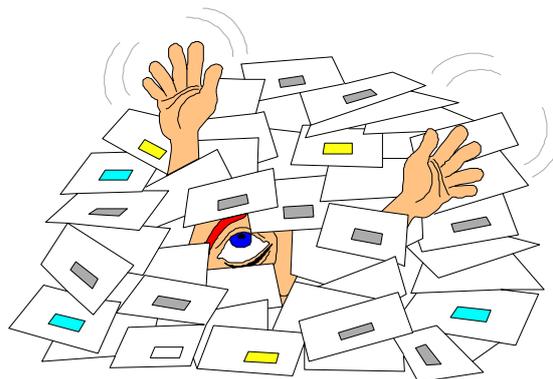


Internal Administration

Agenda

The business for the P&C meeting is set out in an agenda. This is a plan of the meeting. An agenda, compiled by the Chairperson and the Secretary, leads to a constructive meeting. Ideally, the agenda should be circulated to all members prior to the meeting, allowing them to give some thought to issues raised before being required to make a decision.

It may be useful to publish the agenda in the school or P&C newsletter so other members of the school community are aware of the matters being dealt with at the meeting.



Correspondence In/Out

Ensure you have a process for collecting and sorting the P&C mail. This should be done on a regular basis and not left until the week of a P&C meeting – or, even worse, the night of the meeting!

- Maintain two separate books for correspondence; one for inward and the other for outward correspondence. (See samples on page 14 of handbook.)
- As soon as a letter has been received, number it in sequence and enter it, with its number and the date in the inward book.
- If the letter is passed on to another member of the P&C, make a note of that in the book so that the letter will not be lost.
- When a reply is written, record it by number in the outward book with the date sent. Pages from these books can be photocopied and placed with the minutes.

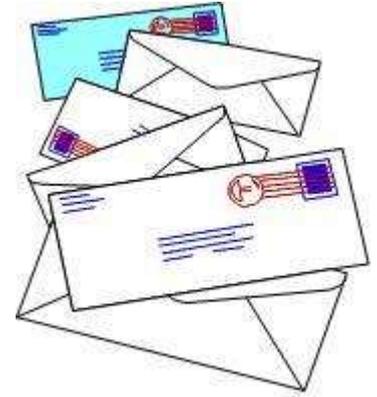
Letters do not have to be read to the meeting unless someone specifically requests that the Secretary do so.

Correspondence should be retained for 12 months. Letters which you believe may have an historical interest should be archived with the minute books.

Processing Mail

The Secretary, or another person delegated by the P&C, must:

- collect the mail from the school or PO Box at least once a week.
- open and read all of the mail (see next point for exceptions) that is addressed to the P&C Association. It does not matter if it is addressed to the President, Secretary, Treasurer or Mr/Ms P&C Member – someone MUST open the mail and decide what to do with it.
- If mail is marked “Private and Confidential”, only the person it is addressed to is legally allowed to open the envelope. This could be confidential employee or ‘Safety House’ information.
- give mail to relevant person eg canteen convenor.
- refer urgent correspondence to the President immediately. It may be necessary to call an Executive Committee meeting to discuss the P&C’s response.
- list correspondence of a non-urgent nature on the next agenda under ‘Correspondence In’, or present as a separate list.
- reply to correspondence as directed by the P&C members.



Reports

Encourage everyone who makes a report to submit it in writing. These written reports should be retained as part of the permanent records of the Association. Reports may be submitted by:

- President
- Treasurer (all financial reports must always be written)
- Principal
- P&C representative on School Council
- WACSSO District Council representative
- Committees including Canteen, Uniform, Fundraising etc.

A motion to adopt a report obliges the secretary to keep a copy of the report as an appendix to the minutes. The report becomes a part of the permanent records of the Association.

Records

It is the Secretary’s responsibility to:

- Maintain the register of members (Section 27 of the Associations Incorporation Act 1987).
- Maintain all official documents such as the Constitution and Association’s Incorporation certificate.
- Alert the Executive Committee when renewals fall due or an official deadline must be met.
- Maintain the current minute book.
- Ensure old minute books are safely archived. Remember, these are the historical record of your Association and must be kept indefinitely, preferably in a locked filing cabinet on the school grounds. Also consider having a back-up copy on hardware or in the ‘cloud’.

Duties for Meetings

- Convene meetings as required, i.e. advertise and organise them.
- Prepare an agenda in consultation with the Chairperson. (See sample on page 11 of guide).
- Prepare and circulate documents, preferably prior to the meeting: minutes, agenda, reports, correspondence list.
- Prepare the meeting room: chairs, tables, whiteboards etc.
- Record minutes.
- Keep the Chairperson informed of any matter which may assist or invalidate proceedings.
- Write letters as the meeting has instructed.
- Be prepared for secret ballots if requested.
- Carry out the constitutional requirements of the Annual General Meeting with regard to timing of notices, notices of motion, nominations of office bearers, and annual financial report.

Notice of Meetings

Notice of meetings must be sent in accordance with the constitution, eg in writing through the school newsletter. If all those entitled to be at the meeting aren't given proper notice, there's a risk that the meeting could be declared invalid. Even those who say they are not able to attend should receive official notice.

The notice must mention:

- Time
- Date
- Place of intended meeting
- Motions on Notice (ie General Business)
- Type of meeting (ie General, Executive, Special etc.)

Types of meetings:

- General Meeting
- Annual General Meeting
- Special General Meeting
- Executive Committee Meeting
- Subcommittee Meeting



Members must receive 7 days notice of a General Meeting (including Annual General Meeting and Special General Meeting), and 48 hours notice of Executive Committee and Subcommittee meetings.

The Minutes

It is essential to have a clear and accurate record of the proceedings of a meeting, which is why minutes are kept. Minutes should be written as soon as possible after the meeting. If the meeting is important, then so are the minutes. If the minutes are not written in a way that makes them useful, then there is no point in having them at all.

Why have Minutes?

Minutes are a brief, formal summary of the business conducted at the meeting, and help to keep the Association working towards its objectives. As an official record they serve several purposes.

- Attendance record.
- A formal and permanent record.
- A record of policy decisions and progress on activities.
- A source of action that needs to be taken.
- Confirmation of elections, expenditure and actions authorised by the Association.
- Constitutionally acceptable reference and guide in case of later doubt or dispute.
- Provide information to members not present at the meeting.

P&C Associations may vary the form of their minutes, but there are some items which should always be recorded as they arise:

- The operating name of the Association.
- The type of meeting (i.e. General, Executive, Special etc.).
- Time, date and place of meeting.
- Name of the Chairperson.
- Names of the people present – apologies, if received, of those absent.
- Confirmation of previous minutes.
- Correspondence received and action to be taken.
- Treasurer's report and list of accounts for payment.
- Reports and action to be taken.
- Resolutions of the meeting.
- Motions defeated, withdrawn or deferred to the next meeting.
- Date of next meeting.
- Time of meeting close.
- The minutes of the Annual General Meeting must also list the names of the persons elected to the various offices and committees.

The Minute Book

The minute book is an official record of the Association's decisions. Once the minutes have been accepted, the official copy should be pasted securely in the minute book, which should have a substantial cover so it will not easily fall apart. Don't allow people to "borrow" the minutes to make copies. You may easily lose a vital piece of your history.

Hints for Recording Minutes

Minutes are not a record of who said what. It is almost impossible to accurately record everything that is said and incorrect reporting may lead to repercussions. The decisions that were made are the important points that need to be noted. A report of the debate that led to the decision is not needed. You may also choose not to record the names of the mover and seconder.

Minutes that are written in point form make a much more useful working document than minutes that are written like a story.

The Secretary should always sit next to the Chairperson so details can be clarified. Groups of people often believe they have reached a decision, yet when asked to express it, they have difficulty. It is not the Secretary's job to determine how a decision should be recorded in the minutes. Do not be afraid to interrupt the meeting to clarify any matter that is not clear.

When recording minutes:

- Listen for key words or phrases.
- Try to capture basic ideas and the essence of what people say – ***never attempt to record debates verbatim.***
- Use clear, simple language.
- Don't worry about spelling.
- Abbreviate words and use initial letters to save time.
- Circle key ideas, statements or decisions.
- Number all the pages.
- Keep notes made at the time until the minutes have been confirmed at the next meeting.
- ***Write up the minutes as soon as possible after the meeting.***

Recording Motions

There are two types of motions:

Procedural motions relate to the conduct of the meeting, such as 'point of order', 'dissent' or 'closure'. These are motions that members can use during standing orders, for more information see

In meetings where motions are moved and votes are taken, you may choose whether or not to record the names of movers and seconders but the result of any vote must always be recorded. When a motion is defeated it must still be recorded in the minutes. To leave it out creates the false belief that the matter was not raised. However, motions that are put to the meeting but are not seconded do not need to be recorded.

It is not necessary to record the names of speakers for or against motions. After the motion has been put to the meeting the minute taker doesn't need to record any more detail (except main points raised in the discussion) until the decision is reached.

For minor motions, you may wish to use a simple statement such as: "It was resolved that ..."; "It was agreed that ..."; "The Anytown Primary School P&C Association resolved to ...".

Ensure when recording motions, particularly difficult ones or ones where there have been several amendments, that you understand them fully. If you don't understand the motion, ask the Chairperson to have the motion repeated.

Action Column

It is essential that the minutes have an action column which lists the names of those responsible for following up the meeting's decisions. You may prefer to produce a separate list. Every motion that requires action, should have the name of the person responsible for the action detailed.



Remember to push this point at meetings and delegate or you may be expected to do everything! Don't let decisions pass without pinning them to a particular person.

Distributing the Minutes

Minutes are important. They provide a record of decisions made, and perhaps more importantly, a record of action required. For this reason they must be distributed as soon as possible after the meeting. There are several ways of doing this eg distribution by post, via the school newsletter, with the students or pinned to the school noticeboard.

If members have the opportunity to read and really absorb the minutes prior to the meeting they can be sure it really is a true and accurate record of the meeting – and it may remind someone they have a job to do!

Avoid reading the minutes in full at a meeting – it is unproductive, kills the meeting right at the start and eats into precious time.

If you can't circulate the minutes beforehand, only read the essential parts ie the decisions / resolutions.

Confirming the Minutes

If you have circulated the minutes before the meeting, the members vote:

“That the minutes of the meeting of Anytown Primary School P&C Association held on at be taken as read and confirmed as a true and accurate record.

This gives the members the chance to discuss the **accuracy of the minutes as a record**. This is not the time to re-open discussion on decisions taken at the previous meeting. Members are only voting on the accuracy of the record. If the decisions taken were inappropriate or foolish, they have to stay on record and be rescinded, or amended, at the proper time in the meeting.

The Secretary has to enlist the help of the Chairperson to prevent “Meeting Nitpickers” from wasting time looking for trivialities in the minutes. There is no excuse for needlessly embarrassing the Secretary in front of the meeting by allowing members to correct spelling and grammar, unless the errors change the meaning of the resolution.

If amendments / corrections are required, the members vote:

“That the minutes of the meeting of Anytown Primary School P&C Association held on at, with the following amendment(s), be taken as read and confirmed as a true and accurate record.

The minutes are then signed and dated by the Chairperson before being pasted in the Minute Book.

Modern procedure permits for the Chairperson to move for the confirmation of the minutes by saying, “Is it your wish that I sign these minutes as a true and accurate record of the meeting of [date]?” “Those in favour say ‘Aye’, those against ‘No’. Carried.”

Contrary to popular opinion, it is okay for the minutes to be signed by someone who was not the Chairperson at the meeting of which the minutes are a record. Similarly, it is quite in order for all the members at the current meeting to vote on the minutes, irrespective of being present at the previous meeting or not.

Please contact the WACSSO Office to obtain your Association’s personalised copy of the P&C Constitution.

Standing Committees of the P&C (Sub-committees)

What is a Committee?

The P&C may form committees to perform specific tasks. In forming a committee the P&C delegates the responsibility of management/operation of an amenity, eg canteen, uniform or pre-primary etc. to a committee. The P&C instructs the committee on how it is to operate by adopting instructions called *Terms of Reference*, not a constitution. These Terms of Reference can be altered at any time by the General Meeting of the P&C and it is recommended that when the committee is elected at each AGM they be given a copy of the Terms of Reference for review and reference.

The Committee is formed by resolution at a P&C general meeting (or AGM) and the members of the committee elected at the same time. Should a position becomes vacant on the committee an election may be held at a general meeting of the P&C to fill the vacancy.

Members of P&C committees must be financial or ex officio members of the P&C.

After a committee is formed it may elect from within its membership a Convener and a Secretary. Where finances are involved and the P&C has approved a separate bank account a Treasurer and a Secretary or one person as Secretary/Treasurer may be elected.

The P&C Treasurer has overall responsibility for the books of account of all committees.

The expenditure of a committee's profits must be decided upon by a general meeting of the P&C. Power of fundraising and expenditure, in keeping with the committee's purpose, may be given to the committee by the P&C. The committee's profits should be transferred to the general P&C account on a regular basis, e.g. end of the year, each semester etc.

Timely and responsible fund management at committee level is important to ensure that funds raised are used or committed during the year in which they are raised. WACSSO does not recommend that committees, other than the canteen or uniform committees, have separate accounts or fundraise independently. However, as the P&C is an autonomous body it may choose to give these responsibilities/powers to one of its committees. If this is the case then an appropriate clause, identifying the responsibilities of the Treasurer, should be included in the terms of reference. All moneys in an account in the name of a committee belongs to the P&C. This means that if the main P&C runs short of funds it is able to claim any excess funds from committees' accounts. Terms of reference for committees with their own bank accounts are available on request from WACSSO office.

The President of the P&C is ex officio a member of all committees. (*ex officio – by virtue of office or official position -The Macquarie Dictionary*)

Responsibilities/powers of the committee are decided by the P&C when adopting the *Terms of Reference* for that committee. These responsibilities/powers should be clearly described in order to enable the committee to function. In addition to any reports presented at meetings of the committee, it is recommended that committees present reports at all P&C meetings and at other meetings of the P&C when requested. It is preferable that reports be written and contain a financial statement (where finances are involved) and recommendations. The P&C Treasurer must have access to the books of account of the committee/s.

How to form a Committee

1. At a general P&C meeting or AGM a motion is passed *That a committee be formed consisting of members to be known as the School Parents & Citizens' Association in Committee.*

Terms of Reference are adopted and the members elected.

The number of members on the committee can be changed at any time by resolution of the P&C. Membership of the committee is open to all financial and ex officio members of the P&C.

2. Terms of Reference

All committees require *Terms of Reference* to enable them to function. *Terms of Reference* are instructions from the P&C outlining how the committee is to operate. WACSSO has developed sample *Terms of Reference* for a number of committees, a sample canteen *Terms of Reference* follows.

3. After the *Terms of Reference* have been adopted and the required number of committee members have been elected, these committee members decide the date and place of the first meeting. At the first meeting of the committee a Convener is elected. **As this is only a "committee" of the main P&C Association the committee does not elect a President, there is only one President of a P&C Association.**
4. The committee meets at a time and place determined by the committee members. The committee must report to each meeting of the P&C. All members of the committee are able to attend P&C meetings, as they are all financial or ex officio members of the P&C.

Issues to be observed:

- **Where the P&C has given approval for a committee to operate a bank account**

the name of the account of the committee must be:

.....School Parents and Citizens' Association Inc.
(..... Account)

- Signatories on all bank accounts operated by a committee must be those signatories identified in the **P&C Association September 2001 Constitution** at rule 12.5. All cheques must be signed by two persons, eg any two of the P&C President, Treasurer, Secretary, Vice-President of the Association and one member of the Executive Committee who is appointed for such purpose at the Annual General Meeting of the Association. Cheques should be made out to the payee, amounts filled in and the account signed before signatures are added to the cheque. **Blank cheques should not be signed.**
- associated documentation such as invoices etc should be attached to the cheque
- only use the word "Inc." if the P&C is incorporated

5. **Committees of P&C Associations do not have Annual General Meetings.** All positions on all committees (eg Pre-primary, Canteen, Uniform etc) are declared vacant at the Annual General Meeting of the P&C, at which time these positions are again filled by election.
6. The Public Risk Insurance cover included in the affiliation fee paid by the P&C to WACSSO extends to cover all committees of the P&C other than the Safety House Committee. If the P&C is incorporated, then that corporate status is extended to include all committees of the P&C. To enable this to occur the establishment of the committee and adoption of *Terms of Reference* must appear in the P&Cs minutes.

Sample Terms of Reference:

Myschool Primary School Parents & Citizens' Association Inc. Canteen Committee Terms Of Reference

1.0 NAME:

- 1.1 The Committee shall be called the School P&C Association Canteen Committee.

2.0 COMPOSITION:

- 2.1 (a) Not more than ten (10) members one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be ex-officio a member.
(c) The Canteen Supervisor shall be included in the committee in an advisory capacity only.
- 2.2 The members shall be elected each year by the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The Committee when formed shall elect from its members a Convener, a Secretary and a Treasurer or one person as Secretary/Treasurer.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the Committee shall be responsible for:

- 3.1 The financial management of the canteen
3.2 Establishing a canteen policy
3.3 Establishing nutritional guidelines
3.4 Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to.
3.5 Acquiring all suitable stock and goods for sale in the canteen, fix and frequently review prices and menus in consultation with the canteen supervisor.
3.6 Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association.
3.7 Establishing a reserve account for the purpose of equipment replacement and long service leave provision for employees.
3.8 Operating a bank account at a level sufficient for the trading capital requirements of the canteen.
3.9 Recruiting volunteers as shall be considered necessary.
3.10 Appointing and paying canteen staff.
3.11 Negotiating individual employee/employer agreements including wages, duties and conditions.
3.12 Providing reports to all general meetings of the P&C Association and when required to the Executive Committee.
3.13 Establishing credit accounts with suppliers as required for the operation of the canteen.
3.14 Ensuring that Grievance Settlement/Dispute Resolution Procedures adopted by the P&C Association are followed.

4.0 DUTIES OF CANTEEN COMMITTEE CONVENER:

- 4.1 The Convener when present shall preside at all meetings of the Committee. In the event of the convener being absent the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the canteen is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meeting of the P&C association. The report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE CANTEEN COMMITTEE SECRETARY:

- 5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association.

6.0 DUTIES OF THE CANTEEN COMMITTEE TREASURER:

- 6.1 The Treasurer shall keep such books of account related to canteen activities as shall be directed from time to time, by the P&C Association. The canteen treasurer is responsible to the P&C treasurer.
- 6.2 Arrange for paying of wages and deduction of taxation and superannuation etc.
- 6.3 Take out and keep current necessary insurance (eg Workcover and stock insurance).
- 6.4 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually and all books passed to the P&C Treasurer for audit by the Association's honorary auditor.
- 6.5 The Treasurer shall submit a written report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s to the canteen committee.
- 6.6 Make payments as necessary for the day to day running of the canteen as authorised by the canteen committee. Cheques can only be signed those signatories identified in the **P&C Association September 2001 Constitution** at rule 12.5. All cheques must be signed by two persons, eg any two of the P&C President, Treasurer, Secretary, Vice-President of the Association and one member of the Executive Committee who is appointed for such purpose at the Annual General Meeting of the Association. Associated documentation such as invoices etc should be attached to the cheque.
- 6.7 The Treasurer shall, after establishment of the reserve account and trading capital, transfer to the general fund of the P&C Association all surplus funds.
- 6.8 Ensure that all books of the committee are made available to the P&C Association Treasurer as required and for the purpose of annual auditing.

7.0 MEETINGS:

- 7.1 Meetings of the Committee shall be at such times and places as determined by the committee provided that not less than forty-eight (48) hours notice is given. (Suggest seven days notice. It is desirable to meet at least once a month preferably just prior to a general meeting of the P&C to enable a report to be prepared)

8.0 QUORUM

- 8.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

9.0 VOTING:

- 9.1 All members and ex-officio members of the Canteen Committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

10.0 ALTERATIONS TO RULES:

- 10.1 All proposed amendments to these rules must be approved by the general meeting of the P&C Association.

NOTES:

1. It is not a requirement that the principal be a member of the Canteen Committee. However if the P&C Association wish the principal to be a member the principal can be either elected or ex officio.
2. *The Treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all monies received or expended by the canteen.*
3. *The name of the bank account is to be School Parents & Citizens' Association (Canteen Committee). If the Association is incorporated then the abbreviation 'Inc' is used after the word 'Association'.*
4. *The canteen account is an account of the P&C therefore cheques must be signed by those persons identified in the P&C constitution (Sept 2001) Rule 12.5 of these terms of reference cannot be amended. NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.*
5. *Remember all funds in the Canteen Committee Account are the property of the P&C Association.*

**The Canteen Committee Is At All Times Responsible To
The General Meeting of the P&C Association.**

Examples

Sample Agenda

Anytown Primary School P&C Association Inc.

General Meeting to be held on Wednesday 3 May 2016 at 7.30 pm in the Staff Room

1. Welcome
(By the Chairperson.)

Apologies
(Read by Secretary.)
2. Confirmation of minutes of previous meeting
(Motion that the minutes be accepted.)
3. Business arising from previous minutes
(Specific items under consideration may be listed here. Members may raise any matter referred to in the minutes, but do not re-debate the issues.)
4. Correspondence
 - 4.1 In
*(Motion that correspondence in be **received**.)*
 - 4.2 Out
*(Motion that correspondence out be **endorsed**.)*
5. Treasurer's Report
*(Motion that Treasurer's Report be **adopted**.)*
6. Other Reports
 - 6.1 President
 - 6.2 Principal
 - 6.3 Canteen Committee*(Motion that each report be **adopted**.)*
7. General Business
(Notices of Motion – encourages members to notify the Secretary of items for discussion at least 7 days prior to the meeting.)
8. Other Business
(Added to agenda at the beginning of the meeting and prioritised by the Chairperson.)
9. Date of next meeting
10. Closure

Sample Minutes

Anytown Primary School P&C Association Inc.

Minutes of the General Meeting held on Wednesday 3 May 2016 at 7.30pm in the Staff Room

1. Welcome

In attendance

B Smith (Chairperson), C Jones, J Rogers, Chong San Yoon, B Miller, M Taloi, K Rees-Smith, I Card, C Board, J Doe, P Trainer

Apologies

M Short, R A Wilkins

2. Confirmation of Minutes of Previous Meeting

Resolution: That the minutes of the meeting of Anytown Primary School P&C Association held on 5 April 2016 at 7.30pm be taken as read and confirmed as a true and accurate record.

Carried

3. Business Arising from Previous Minutes

3.1 School Fete

Letters have been sent to prospective sponsors and exhibitors. Phone call to WACSSO re Public Liability Insurance (see attached note).

3.2 Baileys Fundraiser

Orders have been posted and goods should be received on Monday 25th April.

3.3 School's 40th anniversary

Working party met to draw up timetable and allocate tasks.

4. Correspondence

4.1 Correspondence In

Resolution: That correspondence in be received as per attached list.

Carried

4.2 Correspondence Out

Resolution: That correspondence out be confirmed as per attached list.

Carried

5. Treasurer's Report (attached)

C Jones explained increase in cost of uniforms due to supplier's price increase.

Resolution: That the Treasurer's report be adopted.

Carried

6. Reports

6.1 President's Report (attached)

Resolution: That the President's report be adopted.

Carried

6.2 Principal's Report

Resolution: That the Principal's report, as tabled, be adopted.

Carried

6.3 Canteen Committee's Report

Jane Doe reported that the Canteen Manager's WPA is due for renewal.

Action: President and Ms Doe to negotiate new agreement with Manager.

Profit of \$1,870 from last semester (Semester 2, 2015) transferred to P&C General Account.

Resolution: That the Canteen Committee's report, as tabled, be adopted.

Carried

7. General Business

7.1 Homework Policy

Several parents have raised the issue of student workload, in particular, homework.

Resolution: That the Principal outline the school's homework policy in the next School Newsletter and invite comment from concerned parents.

Carried

Action by: Principal

7.2 Use of school grounds outside of school hours

The question was raised whether students can use the school oval, playground equipment and basketball court outside of school hours. The Principal was unsure of Education Department Policy in this matter and will report back to the next meeting after receiving advice.

Action by: Principal

7.3 Football Jerseys

The school's senior football team needs new jerseys at a cost of \$60 per jersey for 20 jerseys. The school has indicated a willingness to pay half of the cost if the P&C is willing to donate the rest - \$600.

Resolution: That the P&C Association contribute \$600 towards the cost of purchasing new football jerseys for the senior team.

Carried

P Trainer wished it noted that she voted against this motion.

8. Other Business

8.1 P&C Training Program

C Board reported on a P&C training program attended at the Education Department in East Perth and suggested that we host a similar training at our school and invite all P&C members and parents to attend.

Resolution: That the President contacts WACSSO and organises a training program to be held at our school.

Carried

Action by: President

9. Date of Next Meeting

The next general meeting will be held Tuesday 7 June at 7.30pm in the staff room.

10. Closure

The meeting closed at 9pm.

Sample Correspondence Log

It is useful to maintain two separate books for correspondence – one for inward and the other for outward.

As soon as a letter has been received, number it in sequence and enter it, with its number and the date, in the inward correspondence book. If a letter is passed on to a member of the P&C, make a note of that in the book. When a reply is written, record it by number in the outward correspondence book with the date it was sent.

Pages from these books can be photocopied and placed with the minutes. At the meeting, letters do not need to be read unless the meeting specifically requests that the Secretary do so.

Sample Log – Correspondence In

No.	Date Rec'd	From	Subject	Passed To	Date	Action Req'd
27/16	2/4/16	WACSSO	GST	President	2/4/16	Immediate action req'd
28/16	3/4/16	Joe Smith	Marquee for fete	Fete coordinator	6/4/16	Follow-up by 30/4/16
29/16	13/4/16	Baileys	Fundraising	President	13/4/16	Next meeting
30/16	14/4/16	WACSSO	P&C Voice (3)	President Secretary Treasurer	14/4/16	Circulate among P&C members

Sample Log – Correspondence Out

No.	Date Sent	To	Subject	Origin	Date	Remarks
12/16	3/4/16	Shire	Signs at fete	President	2/4/16	Refer reply to fete/fundraising coordinator
13/16	17/4/16	WACSSO	Copy of audited accounts	Treasurer	11/4/16	

Membership Forms

Having a supply of membership forms at each meeting will simplify the task of recording the details of new members to the Association. The details should be transferred to the permanent Members' Register as soon as practical after the meeting.

Anytown Primary School P&C Association Inc.

123 Any Street
ANYTOWN WA 6999

Sample Membership Form

Date	12 March 2016
Name	Jennifer Jones
Address	23 New Street Anytown 6999
Telephone (optional)	(08) 9234 6789
E-mail (optional)	Jonesfam@hotmail.com
Fee Paid	\$1.00

Membership Register

The membership register must be maintained as a permanent record of members of the P&C Association. When a book is completed place it with the archived minutes.

Sample Membership Register

Date joined	Name	Address	Fee Paid
12 March 2016	Jennifer Jones	23 New Street, Anytown	\$1.00
12 March 2016	Bill Smith	38 Any Street, Anytown 6999	\$1.00
12 March 2016	Kua Cheng Hok	3 Old Crescent, Anytown	\$1.00

Rules of Debate and Standing Orders

For use at other meetings (State Council, P&C associations, School Organisations, District Councils and other meetings)

Definition of Members:

1. Reference to "member" shall mean a person who qualifies under the WACSSO Constitution and Rules relating to a State Council, a School Organisation or a District Council to be a member or delegate or person entitled to attend and vote at a duly constituted meeting.

1.0 ORDER OF BUSINESS:

The order of business of any meeting other than a special meeting (called for a specific purpose) shall be as follows:

- Open - quorum present? - welcome
- Apologies
- Minutes of previous meetings/s
- Confirmation
- Business arising
- Correspondence
- Reports (including financial and other committees)
- Membership
- Admissions/resignations
- Election results
- Motions on Notice
- General Business (listed and unlisted)
- Next meeting
- Date, venue, time
- Closure

2.0 CORRESPONDENCE:

- 2.1 In dealing with the correspondence, every letter shall be taken without motion as formally "received", unless a motion to the contrary is submitted, and every letter may be dealt with immediately after the contents have been read to the meeting.

3.0 DISCUSSION:

- 3.1 No discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so required by the Chairperson.

4.0 METHOD OF ADDRESS:

- 4.1 At all times throughout a meeting a member shall address the meeting through the Chairperson and shall stand when doing so unless the Chairperson allows the member to remain seated.

5.0 MOTIONS NOT SECONDED:

- 5.1 Motions not seconded shall lapse and will not be debated.

6.0 DEBATING THE MOTION:

- 6.1 The mover and/or seconder of a motion may speak to the motion when initially moving/seconding it or reserve the right to speak later in the debate.

- 6.2 After the motion has been moved and seconded the Chairperson shall:

- if neither the mover nor seconder has spoken or only one of them has spoken to the motion, call for anyone wishing to speak to the motion.
- if both the mover and seconder have spoken, call for anyone wishing to speak against the motion.

- 6.3 No more than two speakers, including the mover and the seconder, shall speak successively for or against a motion.
- 6.4 No person may speak more than once to any question except the mover in exercising the right of reply. (Which will close debate)
- 6.5 The following time limits shall apply:
- Movers of motions shall speak for no more than (4) minutes
 - Speakers for or against the motion (2) minutes
 - Mover's right of reply (2) minutes.

No member shall speak on any matter for more than four minutes unless granted an extension of time by the meeting.

- 6.6 Debate is closed and the Chairperson shall put the motion when:
- two speakers have spoken successively for or against the motion and there is no opposing speaker
 - the mover has exercised the right of reply.

7.0 AMENDMENTS:

- 7.1 An amendment shall not directly negate the intention of the original motion.
- 7.2 When an amendment is before the meeting, discussion shall be confined to the matter addressed by that amendment
- 7.3 A further amendment shall not be submitted until the current amendment is disposed of, but any speaker to an amendment may give notice of intention to propose (foreshadow) another amendment.
- 7.4 Any member giving notice of further amendment shall not then speak to their proposed amendment until that amendment is before the meeting.
- 7.5 When an amendment is carried it is incorporated into the motion and the motion as amended becomes the motion before the meeting (or 'substantive motion')
- 7.6 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices thereof have been given.
- 7.7 If an amendment is lost and no prior notice of a further amendment has been given the debate on the substantive motion shall resume.
- 7.8 Once all amendments have been dealt with further amendments to the motion, if any, may be moved and dealt with at will to the procedure set out in 7.1 to 7.7.
- 7.9 An amendment shall not relate to any part of an original motion which has already been agreed upon as forming part of the amended motion.
- 7.10 No member shall propose more than one amendment upon a motion.
- 7.11 The mover and seconder of the original motion may speak to an amendment to their motion, but must restrict their speech to the subject matter of the amendment. The mover's speech on the amendment does not constitute the mover's right of reply.

8.0 RIGHT OF REPLY:

8.1 The mover of the motion shall have the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken. The reply shall be limited to the answering of matters raised in opposition to the motion and shall not introduce any new arguments.

8.2 The mover of an amendment shall not have the right of reply.

9.0 CLOSURE OF THE DEBATE:

9.1 The debate shall be closed:

- when as provided in 6.3 there have been two successive speakers either in favour of or against the motion and there is no opposing speaker; or
- if in the opinion of the Chairperson the debate has apparently covered all the ground and is becoming unduly extended or repetitious; or
- when a motion "that the motion be put" is carried by the meeting.

9.2 The motion "that the motion be put" may be moved any number of times during a debate and may be submitted by any member who has not taken part in the debate. No seconder is required for this motion. This motion ('that the motion be put') shall be put to the vote immediately without debate.

If lost, the debate shall continue as if such motion had not been moved.

If carried, then the motion (or amendment) under discussion shall immediately be put to the meeting without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

10.0 ADJOURNMENT OF THE DEBATE:

10.1 A motion for the adjournment of a debate may be moved at any time and shall be put to the meeting without discussion.

10.2 Adjournment motions may be:

- 'that the item be referred to person/committee.' i.e. debate is suspended such time as that person/committee puts the item back on the agenda.
- 'that debate be adjourned to time/place' i.e. debate is adjourned to the stated time or place.

10.3 If carried, the debate shall be adjourned accordingly. If not carried the debate shall continue.

11.0 DISSENT FROM THE CHAIR:

(Offers members the opportunity to disagree with the Chairperson's ruling)

11.1 A motion of dissent from the Chairperson's ruling shall only be accepted by the Chair if moved and seconded.

11.2 On receiving a motion of dissent, the Chairperson shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended.

11.3 A Vice-President shall take the Chair.

11.4 Only the member challenging the ruling and the Chairperson may speak on a motion of dissent. The member challenging the Chairperson's ruling states the reason/s for doing so. The Chairperson then responds.

11.5 The motion of dissent shall then be put in the following manner "That the Chairperson's ruling be upheld" and a vote shall be taken immediately.

11.6 After voting, whether the Chairperson's ruling is upheld or not, the Chairperson returns to the chair and the original question shall proceed. (A motion of dissent is not a motion of no confidence.)

12.0 POINT OF ORDER:

12.1 When any member is speaking no other member shall interrupt except to raise a point of order.

12.2 The member raising a point of order shall state the point of order clearly and distinctly and then be seated. If a member be speaking such member shall be seated until the point of order is decided. The Chairperson shall rule upon the point raised and not allow a discussion.

12.3 An explanation or clarification is not a point of order but may be allowed when the member speaking has finished, but only to the extent of actual misunderstandings or misstatement, and the member making such explanation shall be prohibited from debating the merit of any proposal.

13.0 VOTING:

13.1 Except where the constitution or rules otherwise provide, each member present is entitled to one vote.

13.2 The Chairperson of any meeting shall be entitled to type of vote as specified in the relevant body's constitution. Where there is no constitution the Chairperson would be entitled to a casting vote only, which shall be exercised to maintain the status quo.

13.3 On conclusion of debate the matter shall be put to the vote.

13.4 No member shall enter or leave a meeting while a vote is being taken.

14.0 MOVER AND SECONDER:

14.1 Either the mover or seconder of a motion may vote against it, provided that notification of such intention is given to the meeting.

15.0 VALIDITY OF VOTE:

15.1 No objection shall be made to the validity of any vote except at the meeting at which the same shall be tendered and every vote not disallowed at such meeting shall be deemed valid.

16.0 RECOMMITTAL:

16.1 A matter may only be recommitted provided that two-thirds of the members present and entitled to vote, vote in favour of such recommitment.

17.0 RESCISSION:

17.1 A resolution passed at any meeting may be rescinded

- at the same meeting if two-thirds of those present and entitled to vote, vote in favour of such rescission; or
- at a subsequent meeting if notice of intended rescission is given either at the original meeting or in the notice convening the subsequent meeting.

18.0 BREACH OF STANDING ORDERS:

18.1 A member refusing to retract any offensive expression having been first directed to do so by the Chairperson, shall be debarred from taking part in any discussion until such retraction is duly made.

19.0 SUSPENSION OF STANDING ORDERS:

19.0 Any or all the Rules of Debate and Standing Orders, with the exception of Rules 17 and 18, may be suspended at any time if two-thirds of those present and entitled to vote at a meeting are in favour and when the matter so introduced has been dealt with, the ordinary course of business shall be resumed.