



P&C
Welcome and Information
Pack 2018

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1. Welcome to the Success Primary School P&C

On behalf of the parents of Success Primary School, I would like to welcome you and your child to our school community.

Our school has a Parents and Citizens Association (P&C) who are always needing someone willing to help out or be involved with their child's education. Please come along to a P&C meeting for a fun and informal chat about what's going on in the school.

Thank you for taking the time to learn about the P&C and we look forward to working with you to continue to build a stronger community here at Success.

**Christie-Lee Davies
P&C President 2018**



**Success Primary School P&C Association
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Success WA 6164**

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2. What is a P&C?

It is a forum for parents, guardians and citizens to support and assist the government school system for the benefit of all students.

The P&C body has many functions:

- Encourage parents to participate in the school's development;**
- Develop parent participation and involvement in the school;**
- A forum for the discussion of issues pertaining to the school and the community;**
- Promote and support co-operation and communication of educational matters in the wider community; and**
- Assist the school with extra amenities for the benefit of all students.**

Through the interest of parents like you, the Success Primary P&C has contributed significantly to the school since it opened in 2009. Contributions range from assistance with classroom air-conditioning, shade structures over the playgrounds, school camps and excursions, school resources and programs.

We currently have a 3 year plan for our fundraising targets, which includes infrastructure items, digital technologies and school graduation activities.

Volunteer parents undertake duties in several areas such as:

- Canteen organisation and operation;**
- Fundraising;**
- School Banking; and**
- Second hand uniforms.**

3. P&C Structure

The Success Primary P&C consists of the following:

Executive Members

PRESIDENT: is the vital link between the parent body and the school; developing and nurturing a good working relationship with the school administration. The main role of the President is to chair the P&C meetings and be the public face of the P&C.

VICE PRESIDENT: in the event that the President is absent at meetings, the Vice-President chairs. In addition, the Vice-President is ideally placed to act as a liaison person between the P&C and WACSSO, District Council and/or other P&C Associations.

SECRETARY:

- Takes minutes of meetings;
- Maintains a register of financial and ex-officio members;
- Circulates incoming and outgoing correspondence as appropriate to committees and members;
- Prepares the agenda and circulates committee reports to all members prior to each meeting;
- Provides notable P&C items to Connect and the school newsletter;
- Retains custody of all documents relevant to the administrative activities of the P&C.

TREASURER: is responsible for all monies received and expended on behalf of the P&C, including any Sub-committees. The Treasurer should be familiar with any bank or trust accounts maintained by the P&C and Sub-committees.

Sub-Committees/Representatives:

CANTEEN: The Canteen is open 3 days per week during the school term; Wednesday, Thursday and Friday. Orders for recess and lunch items can be placed online through: www.flexischools.com.au or over the counter. Help from parents to donate time for canteen duty is greatly appreciated. Canteen duty is a great way for parents to meet other parents within the school community and the children always love having you there.

SCHOOL BANKING: Co-ordinated through parent volunteers the Commonwealth School Banking Programme for students at Success Primary School is on a Wednesday afternoon in the undercover area of block 1. The benefit of having school banking is to provide money literacy for our children and create a behaviour and habit of money-saving, while at the same time directly benefiting the school community via commissions received on all deposits and new account openings.

FUNDRAISING: the P&C has a Fundraising Co-ordinator and Fundraising Sub-Committee which offers a variety of fundraising opportunities throughout the year including but not limited to the following (which may change throughout the year):

- Mothers Day and Fathers Day Stalls
- Free Dress Days
- Discos
- Sausage Sizzles

All of these activities are only possible through the generous donation of time from the parent volunteers within our school. Funds from these events and others are invested back into the school either through direct contribution to the school or via projects agreed to by the P&C members. We encourage parents to come along to P&C meetings to see if they can help out in any small way and as a social occasion to sit and have a nice chat.

4. How to get involved

There are many avenues from which to choose from to get involved in your child's education; whether it is through donation of your time, to assist in one or more of the above P&C services or through monetary donation. We urge you to discover what your area of support is and join us, your P&C, in building a stronger community for both our children and future generations who are fortunate to be able to say they are members of the Success Primary School Community.

MEETINGS: Presently the P&C meets Tuesdays twice a Term, usually in Week 4 and Week 8 (with the time of the meeting alternating between 6:30pm and 4pm). Children are welcome at meetings. Our AGM and election of office bearers is held at the first meeting of the school year.

MEMBERSHIP: Our P&C comprises of parents and guardians of children attending our school, staff and other community members over the age of 18 years, who have paid an annual subscription of \$1. This membership fee entitles you to the right of voting on all motions throughout the year when attending meetings. We aim to have at least two parents from each Year group as P&C members to ensure our meetings run with the interests of the entire school community.



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