



## HEATHCOTE PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Oliver Street, Heathcote NSW 2233 Tel. 9520 8759 Fax 9520 4638  
Email: [heathcotepublicschool@pandcaffiliate.org.au](mailto:heathcotepublicschool@pandcaffiliate.org.au)  
ABN. 53 251 158 610



**President: Vacant**

**Secretary: Kristy Estcourt**

15 February 2021

Dear Parents and Caregivers

### HEATHCOTE PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION ANNUAL GENERAL MEETING TUESDAY 16 MARCH 2021 AT 7:00PM IN THE SCHOOL LIBRARY

Our School P&C Association will be holding its AGM in the near future. The AGM is open to the whole school community, everyone is welcome to attend. The AGM will be followed directly by a General Meeting.

#### **What happens at the AGM?**

As an incorporated organisation with reporting obligations to the P&C Federation, the ATO and the Australian Charities and Not-for-Profit Commission, we are required to table our financial statements and Auditor reports for year end 31 Dec 2020 at the AGM.

P&C position holders and our School Principal present reports on the year's activities and achievements (this includes HOOSH, Canteen, Uniform Shop, Fundraising, P&C President and Mr Field).

All positions are then declared vacant by the Returning Officer (Mr Field). A ballot is conducted to determine who will hold elected positions for the 2021 year. Please note that only current financial P&C members will be able to vote and nominate for a position at the AGM.

Membership of the P&C expires annually at each AGM so you would then need to rejoin if you are interested in becoming a financial member for the next year.

#### **Will I be asked to do a job that I don't want to do?**

No. All positions are entirely voluntary, and you will not be elected for a position against your will. We will always encourage people to be involved in P&C activities, however we understand that not everyone has the time or the capacity to do so. Please note, the executive committee is a team effort, no single person is responsible for managing the P&C.

#### **Can I come along and just listen?**

Yes. Everyone in our school community is welcome to attend the AGM and all the General and Special Meetings held during the year. You do not need to RSVP, you simply just come along.

#### **Why should I come?**

Coming to P&C meetings helps to give you a greater insight into the running of your school. The P&C and the School work in close co-operation. Coming to P&C meetings will enable you to have your say on matters that are of interest to you, to hear about future activities, plans and proposals, to vote on where your fundraising money is spent. Mr Field also attends every meeting, providing information on current and future school activities, as well as requesting parent feedback on various issues.

#### **Nomination Form**

For those who do wish to nominate for a position please complete the nomination form attached and return it to Mr Field as the Returning Officer, by 3pm Monday 15<sup>th</sup> March. Also attached to this note there is a brief summary of the main duties of each position. Please feel free to contact me or any of the other current P&C Executives if you have any questions or approach the current position holder directly.

Thank you,  
Tracie Junghans  
Vice President

## P&C Executive

**We need a new P&C Executive in 2021. We encourage everyone to consider one of the below positions.**

New faces and ideas are always welcome!

The "P&C Executive" is made up of the following five positions:

- President,
- Vice Presidents (two)
- Secretary
- Treasurer

\*\*Please note there are a number of fundraising and event roles that will be determined by the Fundraising Co-ordinator. These roles will be allocated early in 2021. If you would like to coordinate an event, please contact us to let us know.

POSITION	JOB DESCRIPTION
<b>President</b>	Attend and preside over the P & C meetings and AGM Communicate regularly with the school community Attend official functions as required by the school
<b>Vice President/s</b>	Act on behalf of the President and preside over meetings in his/her absence Support the President with duties as required
<b>Secretary</b>	Keep minutes of P & C meetings Receive and reply to correspondence Advise Committee members and parents of upcoming meetings
<b>Assistant Secretary</b>	Act on behalf of the Secretary and attend meetings and record minutes in his/her absence
<b>Treasurer</b>	Receive and deposit monies, maintain records, draw cheques and present accounts at each P & C meeting Present all records for auditing each year
<b>Canteen Sub-committee:</b> Convenor Scribe/Minute Taker Representative of Treasurer Plus four members	Maintain accounts of the Canteen Present a trading report and profit/loss report for previous term and first P & C meeting of each term Keep Minutes of the Canteen Subcommittee meetings and present them to P & C Assist the Treasurer for the P & C where required Present all records for audit each year.
<b>HOOSH Sub-committee:</b> Convenor Scribe/Minute Taker Representative of Treasurer Plus four Members	Maintain accounts of HOOSH Present a trading report and profit/loss report for previous term and first P & C meeting of each term Keep Minutes of HOOSH Subcommittee meetings and present them to P & C Assist the Treasurer for the P & C where required Present all records for audit each year.
<b>Fundraising Coordinator **</b>	Organise operation of fundraising activities Call meetings to arrange events Prepare fundraising plan and present updated reports during P & C meetings
<b>Uniform Coordinator</b>	Coordinate the summer and winter uniform orders, including fitting days Coordinate Kindergarten uniform order Term 4 Issue notes to parents Liaise with uniform supplier
<b>School Banking Coordinator</b>	Coordinate weekly school banking Plan roster for volunteers and liaise with bank
<b>Honorary Auditor</b>	Examine and provide report on P & C books of account Examine and provide report on Canteen books of account Accountancy/bookkeeping qualification/experience required



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President: Vacant

Secretary: Kristy Estcourt

## NOMINATION FORM

Position nominated for: \_\_\_\_\_

Name of candidate: (please print) \_\_\_\_\_

Nominator: (please print) \_\_\_\_\_

Nominator signature: \_\_\_\_\_

Secunder: (please print) \_\_\_\_\_

Secunder signature: \_\_\_\_\_

Signature of candidate: \_\_\_\_\_

Date: \_\_\_\_\_

**NB: By signing this form the candidate indicates their willingness to stand for the position.**

Please return the completed nomination form by 3:00pm Monday 15 March 2021 in an envelope addressed to:

Mr Damien Field  
Returning Officer  
HPS P&C AGM 2021

*Thank you*