

Application for P&C Membership for 2020

Fernbrooke State School P&C Association

Please complete and return to the P&C Secretary

Name:

Address:

Email address:

Mobile phone:

I am:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare, and my date of birth is: _____.

I am:

- applying for new membership (valid for 1 year)
- renewing my membership. (renewable each calendar year)

I consent to being contacted: (email of monthly minutes and meeting reminders)

by Email and SMS.

Do you have a Blue Card?

- Yes** **Card Number:** _____ **Expiry Date:** _____ **DOB:** _____
- No** **Please fill out the Blue Card form attached.**

Please make sure to show the secretary your blue card.

I apply for membership in the 'Fernbrooke State School Parents and Citizens' Association and I undertake to:

- a) promote of the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.
- c) comply with meeting protocols as adopted by the Fernbrooke State School P&C 2018.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature:.....

Date:.....

P&C Secretary Use

Date received:/...../..... Date accepted:/...../.....

Secretary's signature: Entered in P&C Register.



Exceeding Expectations

Fernbrooke
STATE SCHOOL

P and C Association

CODE OF CONDUCT FOR P&C ASSOCIATIONS

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2006* and the Department of Education, Training and Employment's policies and procedures relevant to P&C Association operations.



Meeting Protocols.

To help our meeting run smoothly, on time and provide enough time for everyone to be heard we ask that everyone please follow these expectations outlined below. If you have any questions, please feel free to ask The President.

1. Please do not use mobile phones during the meeting. If you need to take a call, please excuse yourself and leave the room.
2. Please read previous minutes and Agenda before the meeting, as we will not be providing minute reading time during the meeting. If you do not receive these via email, please see the Secretary.
3. No recording or live streaming during the meeting is permitted.
4. Do not talk over people and please wait your turn. We will give everyone the opportunity to speak after each topic has been presented.
5. Please show respect towards parents, staff and children.
6. Please use manners and adhere to the code of conduct. – If you need a copy of this please see the application form or ask one of the executive members.
7. Please clean up after yourself and child/children.

We thank you for taking the time to read these. Kind regards
The Executive team (2019)

President: Denise Kelly

Secretary: Lana Guy

Treasurer: Patrick Browning

Vice President: Gennaya Sparks and Daniella Gardelli