

# WOODCREST COLLEGE P&C

## INFORMATION PACK



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## About the P&C

### What is a Parents and Citizens' Association?

The P&C is a school-based, not-for-profit organisation consisting of parents, carers, teachers and citizens created to bring the school and community together collaboratively. P &C's have existed for over 150 years and have long been recognised by Parliament as the representative voice of parents and carers with children and young people in State Schools. The objective of a P&C Association is to bring parents, carers, citizens and teaching staff together for the best interests of the school, students and their families.

Woodcrest State College P&C engages the school, parents, carers and citizens to facilitate collaboration to best meet the needs of the school and its students.

### What does Woodcrest State College P&C do?

- Encourage and facilitate parent and carer participation in their child's education and school life
- Assist the school with the establishment and ongoing review of school policies and procedures
- Determine the needs of the school community run events that benefit students and their families
- Run businesses that provide vital services for students and their families. These include our Primary Canteen, Secondary Canteen, Out of School Hours Care and Vacation Care and will soon include our uniform shop.
- Fundraise to provide equipment and resources for the school
- Provide facilities, equipment and resources for the school
- Creates a community and social connection for Woodcrest State College parents and carers and the wider community.

### How do we raise money for the school?

The three key methods of raising money are:

- Fundraising events
- Our businesses
- Grants

The goals of fundraising, the events we run and the donations to the school are all decided at the General P&C meetings.

The P&C also run the Primary Canteen, the Secondary Canteen and the Uniform Shop. We employ staff to run these businesses, but the profits go towards the school.

From time to time there are grants we are able to apply for. We are often in competition with other schools but we have been successful in securing some significant grants over the last few years.

## Joining the P&C

### How does joining the P&C benefit me and my children?

Parents and carers, as partners in the education process, have a right and a responsibility to play an active role in the education of their children. A vital ingredient for a student's engagement with schooling and learning is parent and carer participation. Being involved is one of the best expressions of support you can show your child and it positively impacts their schooling and educational experience.

The P&C gives parents and carers the opportunity to participate in the development and review of school policies procedures and decision-making about fundraising and allocating funds to best meet the needs of the school and students.

Students will attend Woodcrest State College for up to 13 years of their life. Getting involved with the P&C will keep you up to date about the inner workings of the school and your input will help ensure that every student attending Woodcrest State College will get the best possible schooling experience and education.

### How do I Join?

Joining the P&C is very easy and you decide the degree to which you can contribute and commit.

We have 9 meetings a year and we offer the option to join remotely via MS Teams. Approximately half our meetings are online only, and the other half we can meet in person.

You can bring your child/children along to meetings if you need to. If you cannot make a meeting, that's OK. You can still stay up to date with what's happening with the P&C.

To join the P&C, fill out the membership form at the back of this booklet. Once you have filled out the form, scan it or take a photo of it and email it to [secretary@wscpc.com.au](mailto:secretary@wscpc.com.au).

Members will receive meeting invites directly to their emails with the MT Teams link and agendas. Approximately two weeks prior to the meeting, there will be a call for meeting items. If you have something to raise or discuss we recommend you add it to the agenda to make sure there is time in the meeting to cover your item.

### What Joining the P&C does and doesn't mean

Joining the P&C does not mean that you are expected to attend every meeting, or that you need to volunteer for every event. It's OK to say 'no' to a task or an event. We value and respect each others' time and effort.

Joining the P&C means that you will be informed about what's happening with the P&C. It means that you receive emails with agenda call outs and be able to bring items to meetings via the agenda. You will receive meeting agendas and, the minutes from meetings. If you attend meetings, you will be able to be actively involved in decision-making through voting. At the meetings, you are under no obligation to

raise your hand for anything but we sure would like your opinion and your ideas!

The more parents and carers that attend the meetings, the better understanding the school can get of what parents and carers of Woodcrest State College want for their students and their school. The P&C allows your opinions to be shared and membership facilitates active involvement in decision-making.

You can be actively involved in the P&C without attending meetings. Fill out the membership form online to stay informed and get involved -

<https://forms.office.com/r/TC1UaWMgfv>

## P&C Meeting Information

### Parent mixer

If you are new to the school, new to the area or just haven't had the opportunity to meet many other parents or carers of the school, come along to our parent mixer. This is a great way to meet other parents and carers of the school, the principals of the sub schools and the P&C executive members.

### Annual General Meeting (AGM)

The AGM is held once a year before the end of March. This meeting is where the yearly audit of the P&C will be presented to the P&C for approval and when the Executive Committee and general roles of the P&C will be voted on. Nominations for positions will be sought prior to the meeting, as well as on the night.

### General P&C Meetings

The P&C aim to have two general meetings per school term, in addition to the AGM. The first general meeting of the meeting of the year will be held immediately after the AGM.

We have a hybrid of online (using MS Teams) and in-person meetings, so you can join remotely, if you prefer.

For all agenda, minutes, updates and cancellations please see our Facebook page 'Team Woodcrest' or our website [Meetings – Woodcrest State College P&C Association \(wscpc.com.au\)](https://www.wscpc.com.au).

## How To Get Involved

There are so many ways to get involved in your school community. Even if you're not ready or unable to commit to joining the P&C committee, you are still very welcome to volunteer.

## Volunteer

### Canteens

Volunteers are always needed and appreciated in both our School Canteens. The Primary School Canteen is open from 8.30am to 1.50pm daily, the Senior Canteen from 9am-1.40pm. You can volunteer in the kitchen, serve customers in the morning at the Primary Canteen before first bell, or put stickers on the order bags for 10 minutes after first bell. You can help make sushi rolls or do the washing up. Any time you can give to the Canteens is valued and means the P&C can give more back to students and the school. If you can donate some of your time please contact [canteen@wscpc.com.au](mailto:canteen@wscpc.com.au)

### Events

Events are held all year long at Woodcrest State College. Regular events include Mother's Day Stall, Father's Day Stall, Discos, Red Food Days and Family Photo Day. Each event needs a team of volunteers for it to happen. Volunteer activities include purchasing goods, delivering flyers to classrooms and helping at the event. There's something for everyone to do, no matter their time restrictions. If none of these events are for you, keep your eyes peeled. Other fundraising events are run throughout the year as well. To keep up with all the information regarding upcoming events and volunteering opportunities please join 'Team Woodcrest' on Facebook.

### All Volunteers

When volunteering at our school, we want everyone to be as safe as possible. If volunteering inside school hours, please make sure you read and sign the Mandatory Training Booklet every year, and sign in and out of the school grounds via the tablets located in the administration offices. If volunteering in the canteens you will also receive an induction, some safety information and our Volunteers' Handbook.

## Executive Committee / General P&C Positions

As a member of the P&C you have the opportunity to advocate for students and parents. If you want to be involved in matters that impact your child's education, such as resources, policies, uniforms, or understanding some of the upcoming changes around the school you may be interested in joining the executive committee or taking on one of the general P&C positions.

There are four roles in the Executive Committee: President, Vice President, Treasurer and Secretary. If the Executive Committee is not for you, we have a range of more focused roles in the general P&C including Social Media coordinator, Website Coordinator, Volunteers Coordinator, Advertising Coordinator, Events Coordinator and a Live Meeting Coordinator.

It is not necessary to have a specialized role. If there is something you have skills in or are interested in giving a try, let us know.

## P&C Roles Explained

There are a range of roles available that need to be filled in our P&C. Please see below for a detailed description on each role.

### The Executive Committee

The P&C must have an executive committee to operate.

#### The President

The President provides leadership and is the accountable officer of the P&C. Their role is to act as a representative of the P&C, to encourage communication between the P&C, School administration and the Community and to encourage participation in the Association. The President will chair meetings and conduct them in an efficient and timely fashion. They will be aware of the rules, the constitution and other documents governing the Association. The President is also a signatory for the P&C bank accounts, and makes business decisions regarding the daily operation of the businesses the P&C run.

#### The Vice President

The Vice President provides support to all members of the Executive Committee. They will chair the meetings that the President cannot attend and carry out any duties that the President has delegated. They will also be familiar with the rules, constitution and documents that govern P&C's. The Vice President is also a signatory for the P&C bank accounts and makes business decisions regarding the daily operation of the businesses the P&C run.

#### The Secretary

The secretary collates the agenda papers for each meeting. They send the call out email for agenda items, work with The President to prepare the agenda for each meeting, send the agenda to all current P&C members, take minutes of the meeting, send minutes to all current P&C members and presents the previous meeting minutes for approval. They also record and maintain information pertaining to the activities of the P&C. The Secretary is also a signatory for the P&C bank accounts makes business decisions regarding the daily operation of the businesses the P&C run.

#### The Treasurer

The treasurer has the overall responsibility for the financial management of the P&C. They must have knowledge of the P&C QLD Accounting Manual and comply with manual in all respects. They help prepare the annual budget in consultation with other members of the Executive Committee, the Office Liaison and the business Coordinators. It is the Treasurer's responsibility to make sure accurate accounts are being kept. The Treasurer is also a signatory for the P&C bank accounts and makes business decisions regarding the daily operation of the businesses the P&C run.

## Smaller Roles

### Social Media Coordinator

The Social Media Coordinator will help run the Facebook pages and groups that we currently have and any other social media we utilise in the future. It will be their responsibility, along with other social media administrators, to approve members, approve posts, keep a general eye on the content of the posts and to remove posts and/or members if necessary.

### Website Coordinator

The Website Coordinator will work with the Executive Committee to keep content on the webpage maintained and up to date.

### Volunteer Coordinator

The Volunteer Coordinator helps organise volunteers for events, with the assistance of the Advertising Coordinator and Events Coordinator. They also keep track of everyone who has been generous enough to volunteer their time.

### Advertising Coordinator

The Advertising Coordinator helps the P&C by creating posters and flyers for events happening in the school. They will also be in charge of distributing the poster or flyers and posting notices on social media to create awareness of meetings and events. They work alongside the Events Coordinator and Volunteer Coordinator.

### Events Coordinator

The Events Coordinator works with the Executive Committee and the School to plan, organise and facilitate events at the school. They work alongside the Advertising Coordinator oversee the advertisement of the event. They work alongside the Volunteer Coordinator and consider volunteer number requirements for events and clean up.



## Canteen Information

Woodcrest State College P&C Association runs an innovative canteen, offering our children and school staff a comprehensive menu with healthy and exciting options. We offer an everyday menu, summer and winter menus, daily specials and meal deals. We also offer up to four Red Food Days a year where children are allowed to buy items normally not allowed to be sold in schools due to their 'red light' label.

## Volunteers

Both the Primary and Secondary Canteens are always in need of volunteers to help with our growing customer base. No experience is needed as our friendly staff are available to guide you and help with any questions you may have.

If you are available to volunteer one hour, a half day or a full day one day per week, one day per term or one day a year, we would love for you to come in. You will be helping the school community achieve improvements for students and staff and it's social and fun.

Some of the activities available are;

- Sticking labels on lunch bags
- Baking our in- house snacks
- Packing lunch bags
- Cleaning
- Cooking/ preparing food orders
- Serving students and staff

You can chose what you would like to do while you are having fun with us.

Both canteens are always in need of student volunteers to help with handing out items during both first and second breaks. This is a great opportunity for any student to gain some on the job training, help their school community and add a Certificate of Appreciation to their CV for the future.

All students that volunteer receive a small voucher that they can use at the time or save up to use all at once. Students who attend 15 times or more will receive a certificate.

If you or your student would like to find out more about this opportunity, please ask them to see our friendly staff in their sub-school canteen.

Woodcrest State College P&C believe in offering students a pathway to their future by offering school based traineeships. If you know a student who may be interested in these opportunities please ask them to enquire with the schools pathways liaison or the retail manager in the secondary canteen.

## Uniform shop

In 2021, we partnered with the team at Official Clothing to start our own uniform shop. We are proud to offer our students a uniform made with sustainable (and so breathable!) bamboo fabric.

The uniform shop is on the school grounds and open 3 days per week to try items on and for purchases. You can also order your uniforms online using our online ordering system.

## Grievance process

For grievances regarding the businesses please contact the Executive Committee at [president@wscpc.com.au](mailto:president@wscpc.com.au) and [secretary@wscpc.com.au](mailto:secretary@wscpc.com.au)

# Campus Map

## LEGEND

- ADMINISTRATIONS**
- A Campus Administration
- B Secondary Administration
- C Primary Administration
- CAMPUS PRECINCT**
- D Campus Stores
- F Campus Staff Room
- J Secondary Resource Ctr - RC
- K Student Resource Scheme Ctr
- P Secondary Canteen
- CAMPUS SPORTS**
- G Sports Centre - CM
- H Primary Hall
- ENGLISH & HUMANITIES PRECINCT**
- L Secondary Pathways Ctr - SA
- Humanities - S5/S6
- English - S3/S4
- Business - S1/S2
- PRACTICAL STUDIES & PERFORMING ARTS PRECINCT**
- E Campus Auditorium - PA
- The Arts - PM & VA
- Computer Resources - CRC
- Science - ST and MSC
- Applied Technologies - IN & SI
- MATHS & SCIENCE PRECINCT**
- M Student Support Services
- N IHub (Inclusion Hub)
- M blocks - M1 - M6
- Junior Secondary Tech
- PRIMARY SCHOOL PRECINCT**
- I Primary School Resource Centre
- O IHub - Primary (Inclusion Hub)
- Primary Classrooms
- Q Primary Canteen
- W Community Hub



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# Application for P&C Membership 2023 - Woodcrest State College P&C Association

Please complete and return to the P&C Secretary (in person or by email: [secretary@wscpc.com.au](mailto:secretary@wscpc.com.au))

**Name:**

**Address:**

**Email address:**

**Home phone:**

**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.

If you are an adult interested in the school's welfare, please provide:

- Current Blue Card number: \_\_\_\_\_

If applicable, please provide details of your children who are students at [name of school]:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**I am:**

- applying for new membership
- a returning member.

**I apply for membership of the [Name of School] Parents and Citizens' Association and I undertake to:**

- a) promote 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.

**Signature:**..... **Date:**.....

P&C Secretary Use

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

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

## 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 whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
- 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.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.

Signed by P&C Member: \_\_\_\_\_

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