

 **KIN KORA STATE SCHOOL**

**PARENTS AND CITIZENS ASSOCIATION**

 *Please complete and return to the School Office*

 **APPLICATION for P&C Membership**

Name:

Address:

Mobile Phone:

Email address:

Blue Card Holder (*Please Circle)*: **Yes or No**

If Yes, Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

 renewing my membership.

**I apply for membership in the Kin Kora State School Parents and Citizens’ Association and I undertake to:**

1. 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
2. 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.

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:

**CODE OF CONDUCT**

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 their 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

***WELCOME TO NEW MEMBERS***

Welcome to parents, friends and caregivers, we value your participation in our school. Please take the time in completing the Application Form provided to become a P&C member. The benefits are explained below. If you indicate your areas of interest on the form it allows us to involve you in these activities and keep in touch with you.

***REGISTER OF MEMBERS AND VOTING RIGHTS***

The Education Act requires that a P&C has a defined membership. It is advisable that all people who are involved in P&C activities be Registered Members. Did you know that as a Registered Member you have:

* Voting rights at P&C meetings
* Legal indemnity in the event that you are sued for damages as a result of some action you take while acting on behalf of the P&C. Under the Education Act your personal assets are protected and you are covered by the P&C’s $20 million QCPCA Public Liability Insurance.

***BECOMING A MEMBER***

Applications for Membership are received at the Annual General Meeting and then at the end of each meeting. Membership must be renewed each year at the AGM. Any member of the community over 18 years of age is eligible to be a member of the P&C.

If you are not a member you are welcome to attend the meetings and participate in discussion, **BUT** if a decision comes to a vote you do not have voting rights **UNLESS** you are a member. This system is in place to ensure that decision making about P&C policies, planning and finances remains in the hands of those who have shown a prior commitment by becoming members.

***OTHER INFORMATION***

Voluntary workers at designated P&C activities are not obliged to become members of the Association, but for insurance purposes it is important that all workers are listed on the Voluntary Workers Register for that particular activity.

**PLEASE FILL OUT THE ATTACHED FORM AND BRING IT WITH YOU WHEN YOU ATTEND A P&C MEETING.**

**FOR YOUR APPLICATION FOR MEMBERSHIP TO BE APPROVED, YOU MUST ATTEND A GENERAL MEETING AS STATED IN THE P&C CONSTITUTION.**

Meetings are held on the third Tuesday of each month at 5.30pm in the Resource Centre at Kin Kora State School. We aim to finish by 7.00pm.

***We look forward to seeing you at our meetings.***



**Kin Kora State School**

**P & C Association**

**Code of Conduct for Parents and Volunteers**

**For all Volunteers including Parents and Citizens Association Members, Committee Members and Parent Representatives**

This Code of Conduct has been adopted to aid all members of our school community to work as a well-ordered group that promotes interest and facilitates development to further improve Kin Kora State School.

A harmonious working environment is essential to the effective conduct of our school’s volunteer contribution and job satisfaction. To this end, we have agreed to the following:

* Personal privacy is of paramount concern to all. Information gathered or obtained as a result of our roles as volunteers in our school community is ONLY to be passed onto the relevant school authority WITH the permission of the person disclosing the information
* Courtesy and respect is to be observed by all
* Discussion is healthy and all discussion which may include constructive criticism is expected to be professional and cordial in nature.
* Discrimination on racial, ethnic or religious grounds and any form of sexual discrimination and or harassment is forbidden by law.
* All cash handling must comply with the P & C Constitution and P & C Accounting Manual as provided by Education Queensland.

We do have separate functions but we all strive to work as a team.

To view the full P&C Association Constitution for Kin Kora State School, please go to KKSS website and click on P&C tab.