KIN KORA STATE SCHOOL
PARENTS AND CITIZENS ASSOCIATION

APPLICATION FOR P&C MEMBERSHIP

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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:
- 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.

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 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 members
- 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 Wednesday of each month in the Resource Centre at Kin Kora State School commencing at 6.00 pm. We aim to finish by 7.30pm.

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