

How to
**HOLD AN
AGM**

How to HOLD AN AGM

When is the AGM?

All Queensland state school P&Cs must hold their Annual General Meeting (AGM) by 31 March:

18.3.1 The annual general meeting of the Association must be held by 31 March in the year following the end of the preceding financial year of the Association.

2018 Model Constitution, Section 18.3.1

Purpose of the AGM

The AGM is held so that the P&C Association can:

- receive and adopt the associations' audited financial statements
- present the compliance report and explain activities of the previous year to the members
- present a vision for the coming year, including proposed budget and strategic plan
- accept new and renew existing memberships for the association
- elect an executive committee, the members must elect the following officers:
 - a president
 - a secretary
 - at least one vice-president
 - a treasurer
 - any additional officers as may be determined by the Association, e.g. Grants Officer, Fundraising/Events Coordinator, Communications Officer, etc.
- confirm continuance of existing subcommittees and/or establish new subcommittees (if required), for example:
 - tuckshop
 - fundraising
 - uniform shop
 - bookshop
 - OSHC/vacation care
 - building fund (DGR)
 - swimming club
- appoint an auditor for the coming financial year
- adopt the Student Protection Risk Management Strategy
- adopt a new version of the Constitution, if needed
- award life membership to the P&C – if any
- endorse any continuing policies the P&C has in place, e.g. Student Representation Policy, etc

Preparing for the AGM

STEP 1 – FINANCIAL AUDIT

In the lead-up to the AGM, the **P&C Treasurer** must have all the P&C books audited. **Subcommittee treasurers** must supply their books to the P&C Treasurer as soon as possible after 31 December to allow their books to be presented to the auditor for inclusion in the P&C audit. Subcommittee

accounts **must** be audited by the same auditor as the P&C. Refer to the following list on what must go to the auditor:

The auditor must be given, at all reasonable times, full and free access to all records and property belonging to, in the custody of, or under the control of the P&C Association to conduct the audit, including:

- minutes of meetings
- the P&C account record keeping tool
- monthly finance reports
- annual financial statements
- bank reconciliations
- cheque, deposit and receipt books
- all records of income
- all payment vouchers
- all receipt books
- stocktake records
- records of assets and liabilities
- bank statements for all accounts

- signed certificate of the President, Secretary and Treasurer
- any other documents/records that provide supporting information for financial transactions as the auditor considers appropriate, and
- information published in the P&C Accounting Manual.

Accounting Manual, page 46-47

NOTE: It is essential for the audit to be completed and ready to be presented at the AGM - if it is not available, the meeting CANNOT proceed past the point where the audited financial statements are required to be tabled. Elections CANNOT take place if there are no audited financial statements.

Before the books are taken to the Auditor, the **P&C Treasurer** should confirm that the current auditor is willing to continue as the Association's auditor for the next year and, if so, seek an updated quote. If not, then a new auditor should be sought, ready for appointment at the AGM. If possible, appoint an auditor in an honorary capacity. Alternatively, negotiate and confirm the auditor's fees prior to appointment based on the P&Cs activities, businesses, number of employees, etc.

If an auditor is not appointed at the AGM for the upcoming year, then a special can be called at a later date to appoint an auditor. See P&Cs Qld's *How to Engage an Auditor* Guide for more information.

STEP 2 – MEETING MINUTES & AGM AGENDA

The draft minutes from the last AGM need to be printed ready to be adopted as true and correct at the AGM. The President and Secretary should work together on preparing the AGM agenda following the order of business listed in Section 18.3.9 of the Constitution, see Appendix A – AGM Agenda.

STEP 3 – COMPLIANCE REPORT

The **Executive Committee** must complete the Compliance Report for the Financial Year, see Appendix B, it will be presented at the AGM. This report assesses the P&C's financial operations to

ensure appropriate controls are in place and adhered to. For all 'No' answers, the Executive's must provide an explanation.

STEP 4 – STUDENT PROTECTION RISK MANAGEMENT STRATEGY

The **President** should prepare the Student Protection Risk Management Strategy (SPRMS), including the annual checklist on page 9 of the SPRMS document available on [The Info Place](#), ready to be endorsed at the AGM. Copies of the SPRMS document and annual checklist should be given to the Principal.

STEP 5 – CONSTITUTION

The P&C Constitution is a governing document written by the Department of Education that, alongside the P&C Accounting Manual, sets the operational parameters for P&Cs. When the Department release a new version of the Constitution, the **Secretary** must customise the document to suit your P&C in the shaded areas ONLY. If there are any proposed changes to quorum numbers, then this must be presented as a motion and voted by members prior to formally adopting the new Constitution at the AGM. The most up-to-date copy of the Constitution is available on [The Info Place](#).

STEP 6 – SUBCOMMITTEES, IF APPLICABLE

Subcommittees must meet prior to the AGM to discuss and propose the new subcommittee executive. The recommendations will be presented to the members at the AGM who will vote to appoint subcommittee members and officers. Any member of a subcommittee who cannot attend the AGM should complete a membership application form and give it to the P&C Secretary to present at the AGM as they must be a member of the P&C if they wish to have voting rights at subcommittee meetings.

STEP 7 – NOTICE OF AGM

The date for the AGM is usually determined at the last general meeting of the financial year. The P&C Secretary must provide at least 14 days' notice of when and where the AGM is to be held. The secretary is required to give notice of the date of the AGM in writing via email to members, by notice in the school newsletter (most commonly) and/or on social media. The notice should include the list of Executive positions to be elected at the meeting, see example in Appendix C.

To try and encourage P&C Membership, application forms can also be sent out with the Notice of AGM. The P&C Membership form, see Appendix D, is found on the final page of the Constitution and should be printed back-to-back with the P&C Code of Conduct, see Appendix E, found on the second to last page of the Constitution.

REMEMBER: the AGM is the only meeting that new membership forms can be accepted without the applicant being in attendance.

As all Executive positions are vacated and are then open for election at each AGM, it is handy to provide role descriptions and Executive Nominations Forms as a "call for nominations". See example Executive role descriptions in Appendix F and Executive Nomination Form in Appendix G.

It is strongly recommended for the **Secretary** to also send a copy of all documents due to be endorsed or adopted at the AGM out prior to the meeting, ideally with the Notice of AGM. This allows attendees time to read and understand the information being discussed and voted on, which leads to informed decisions and a quick AGM.

STEP 7 – WHAT TO BRING TO THE AGM

- Audited financial statements (if these are not available, the meeting must be adjourned at **agenda item e** and elections cannot be held at this time)
- Annual reports from president, treasurer, subcommittees
- Draft minutes of the previous AGM
- P&C constitution
- P&C budget for the current year
- Register of P&C members, Life Members and attendance book
- Membership forms
- Spare nomination forms (if used for elections) and voting slips for elections in case a secret ballot is required
- Bank account signatory forms for incoming executive
- Information for incoming executive on roles and responsibilities (see *Step 10 - Managing the handover* below)

STEP 8 – AT THE AGM

At the AGM the Secretary takes the minutes from the open to the close of the meeting, even if they have technically stepped down from their role part way through the meeting. See Appendix H – AGM Minutes Template to assist with how to record accurate minutes, noting that the meeting must progress in the order of business set out in Section 18.3.9 of the Constitution.

The President will usually Chair the meeting until **agenda item f** is completed, at this stage the Principal generally assumes the Chair and invites attendees to apply for membership before starting the election for the Officers/Executive Committee. If a secret ballot is required, then an impartial and fair returning officer and scrutineer, who cannot also be nominating for an Executive role, must be appointed to oversee the validity of the election process.

STEP 9 – AFTER THE AGM

As soon as possible after the AGM, the **P&C Secretary** should advise P&Cs Qld of the new executive details via the webform on the [Info Place](#). The Secretary should also advise the Department of Education (DoE)'s Regional Office via the P&C Executive Change of Details form, see Appendix I.

Independent Public Schools (IPS) provide a copy of the audited financials directly to the School Principal only.

A copy of your P&C's audited financial statements (incorporating all subcommittee information), the signed President, Treasurer and Secretary Certificate and Auditor's Certification will also need to be sent to the DoE's Regional Office. To locate the address of your local Regional Office please contact P&Cs Qld on 1800 218 228 or (07) 3352 3900 OR email enquiries@pandcsqld.com.au

Alternatively, you can search the [Department of Education School Directory](#):

- a. Enter school name and click "search". If your school is not displayed select "All schools and education centres" before repeating the first step.

Welcome to the Department of Education Schools Directory.

You can use the Schools Directory to find a school in your local area by searching on the school name or suburb. Alternatively, you can narrow your search by using the Region or Type of school fields or the map showing below.

In Queensland there are 1249 state schools and 530 independent and catholic schools. Queensland state schools offer students a range of award winning programs, high quality teaching and pathways to university or training.

For information on early childhood education programs and to find your nearest kindergarten program, visit the [Early Childhood website](#).

If you are searching for a school that may have closed or changed its name please check the [Register of Recent School Openings, Closures and Name Changes](#).

For more search options, try the [Advanced search](#).

View the additional Queensland State Schools - [School Statistics and Information](#).

State schoolsNon-state schoolsAll schools and education centresOrganisational units

State schools

Example State School

☐ Include Approved Future Centres

☐ Include Campuses

All Regions

All School Types

ResetSearch

- b. When your school name is displayed click "More Details"

State schoolsNon-state schoolsAll schools and education centresOrganisational units

State schools

Coomababah State High School

☐ Include Approved Future Centres




☐ Include Campuses

All Regions




All School Types

Results 1

Coomababah State High School 2166



State High School
Year 7 to Year 12
Principal: M



admin@coombabashs.eq.edu.au
(07) 5552 3888
www.coombabashs.eq.edu.au

More Details

Get Direction

Report Incorrect Information

- c. See the “Education geographic region” and click the name of the Region, in this example it is the “South East” Regional Office

School profile	Zones and districts	Enrolment details	Facilities	Additional details
Overview				
Centre name	Coombabah State High School (2166)			
Principal	Mr Christopher Kern			
Centre type	State High School			
School type	Secondary school			
Enrolment Management Plan	Yes			
Year levels	Year 7 to Year 12			
School Level Code	07			
Transfer rating	1			
Show holiday date	27 August 2021			
Email address	admin@coombabashs.eq.edu.au			
Website	www.coombabashs.eq.edu.au			
Education geographic region	South East			
Reporting region	South East			
Reporting Regional Director	Mr John Norfolk			
Assistant Regional Director	Ms Katherine Bentley			

- d. See “Postal Address” under contact details

School profile	Zones and districts	Facilities	Additional details
Overview			
Centre name	South East Region (6620)		
Officer-in-charge Title	Regional Director		
Centre type	Region		
School Level Code	-		
Transfer rating	1		
Show holiday date	27 August 2021		
Education geographic region	South East		
Geographic Regional Director	Mr John Norfolk		
Host centre	State Schools (5749)		
Contact details			
Actual address	340 Hope Island Road Hope Island 4212		
Postal address	PO Box 492 Oxenford 4210		
Telephone	(07) 5656 6688		
Facsimile	(07) 5656 6662		

Do not send your audited statements to P&Cs Qld.

Draft AGM minutes are handed to the new secretary, to be typed in preparation for the next meeting.

Bank account signatories need to be changed as soon as possible to reflect the new Executive Committee.

STEP 10 – MANAGING THE HANDOVER

In many cases, the AGM will mean a ‘changing of the guard’. While it is good to see fresh faces taking on important roles within schools, it often means a loss of the vital knowledge and experience the P&C needs to keep on track. The outgoing executive is responsible for handing over the positions, records and documents to the incoming office bearers.

Unfortunately, many new P&C executives will not have received any sort of handover. Some may have been given a verbal ‘catch up’, others will have received a bunch of papers, but few will have been given the important information that a P&C needs. As a new P&C executive member, you should make it your goal to learn the role you have been elected to and ensure that there is a handover process in place.

Prepare a handover folder for each executive position, which includes things like:

- a copy of the booklets *Congratulations! You’ve been elected President/Secretary/Treasurer of the P&C*
- a copy of the *P&C Constitution* and *P&C Accounting Manual*
- essential documents (e.g. employment information, *P&C Guide*, *Purchasing Policy*, financial documents, supplier contracts)
- the location of files/archives
- login information for single touch payroll (STP), Australian Tax Office (ATO) portal, online accounting software, email and social media accounts (e.g. usernames, email address, passwords, administrator access)
- update the distribution list of the static P&C email address, see Appendix J
- list of key contacts
- any templates used.

AGM FAQs

How many days’ notice is required to call an AGM?

14 days public notice must be provided prior to an AGM.

Who can attend an AGM?

A parent, school staff and any member of the community can attend the AGM, they can choose whether they wish to apply for membership or just observe.

Who has voting rights at an AGM?

Only individuals on the current 'Register of Members' have voting rights until the call for membership prior to the election at **agenda item G**. After **agenda item G – the call for membership**, only the new and renewed members will have voting rights.

Can people not attending the AGM become member?

Yes - people can complete an application for new/renewed membership (see Appendix D) and submit it to the Secretary for acceptance at the AGM. The AGM is the only meeting where a person can become a member without physically attending.

Can people not attending the AGM nominate for positions?

Yes – people can nominate for positions without physically attending the AGM. Nominees must complete and submit a membership form to the meeting (without this they will not be a member and not eligible to stand for election). Nominees must also submit a written, signed nomination form (see Appendix G) to the Secretary, stating the position/s they are interested in. All nominations must be moved and seconded by a current member before they will go through to a vote.

I submitted an application for membership, can I also tell the Secretary who I want to vote for in the election?

Section 19.4 of the Constitution states that there is NO proxy voting. Only current members in attendance at the AGM can vote.

How is the election conducted?

If there is only one nomination for the position, this nomination must be moved and seconded and if the candidate receives the votes of the majority of members present at the meeting, the person is duly appointed. If the person does not receive the majority of votes, then they are not elected to the position and the role will be re-advertised as vacant with elections to be held at a later meeting.

If there is more than one nomination, each nomination must be moved and seconded, then a secret ballot should be held. As above, the candidate who receives the majority of votes is duly appointed. If there is a tied vote, the Chair will ask the room to vote again until there is a winner. The Chair may also invite the nominees to give a 1 minute speech on what makes them the best candidate for the role.

What happens if we cannot fill all Officer/Executive roles?

Aim to fill all roles – President, Vice President, Treasurer and Secretary – by advertising the roles as vacant and providing a detailed role description. At the very least, the P&C require 2 Officers as there is a minimum of two-to-sign on Association bank accounts.

If there are vacant positions, the P&C must continue to advertise the roles as vacant and open for nominations until filled. While vacant, it will be up to the remaining Executives to ensure that all tasks for all positions are completed.

What happens if we cannot elect an Executive Committee?

If the P&C cannot elect a minimum of two Officers to serve as the Executive Committee, the P&C will go into “caretaker mode”. Without having the required two-to-sign on the bank accounts, the P&Cs funds cannot be accessed. The school will look after the P&C finances on a temporary basis until two or more executives are elected.

The annual financial audit will not be back by 31st March, can we still hold the AGM?

The AGM must be held prior to 31 March. If the audited financials are not back in time, the AGM must still be opened and run through **agenda items A to E**. At **agenda item E**, the AGM must be adjourned until such a time that the audited financials will be available.

Note: if the AGM is adjourned, this takes place prior to the acceptance of new membership and the election of Executive roles, therefore everyone remains in their positions until the AGM can be finalised at a later date.

Once the audit is ready, the Secretary must again issue a Notice of AGM (see Appendix C) with a minimum 14 days’ public notice. The continuation of the AGM will begin at **agenda item E** through to **agenda item O**.

What happens if we do not reach quorum at our AGM?

All P&C meetings have a quorum number as stipulated in the P&C Constitution. The quorum is the minimum number of current members required for the meeting to proceed. If you cannot reach quorum then the AGM must be adjourned and re-scheduled with a minimum 14 days’ public notice.

What documents must be endorsed/adopted at the AGM?

The minutes of the previous AGM, the audited financial statements, the Constitution (if updated), the Student Protection Risk Management Strategy and any policies that the P&C may have created, e.g. Subcommittee Guidelines, Student Representation Policy, Refund Policy, etc.

Who do I send the Executive Member details and Audited Financial Statements to after the AGM?

STATE SCHOOLS: After the AGM, the Department of Education require a copy of the incoming Officers via their Executive Member Details form (see Appendix I) and a copy of the audited financial statements. Send these documents to your local Regional Office.

INDEPENDENT PUBLIC SCHOOLS (IPS): After the AGM, please provide a copy of your incoming Executive Member Details form and a copy of the audited financial statements to your School Principal.

BOTH STATE SCHOOLS & IPS: Also complete the P&Cs Qld Executive Member Details webform via [The Info Place](#). P&Cs Qld do not require a copy of the audited financials.

Appendix A – AGM Agenda, as set in Section 18.3.9 of the Constitution

Agenda Item		What Happens and Why
a.	Welcome to members and introduction of any special visitors	State the time of the meeting opens. This is a good time to adopt the agenda and include any further items of general business that members/visitors may be intending to discuss later.
b.	Attendance and Apologies	The attendance book is passed around the room prior to the commencement of the meeting. Apologies are also noted in the attendance book. Acknowledging those listed can jog a member's memory if they have forgotten to note someone who has tendered their apologies. <i>Note: Only members who gave either a verbal or written apology should be noted as apologies.</i>
c.	Confirmation of the minutes of the previous AGM	<p>The minutes of an AGM may differ in content but the accuracy of the record and the need to note all motions, movers, and seconders and whether the motion was carried or defeated is paramount, as it will generally be twelve months before these minutes are ratified.</p> <p>After distribution or reading of the minutes of the previous AGM, corrections (if any) to the minutes are noted on the original copy of the minutes and also noted in the current draft minutes by noting "the minutes with amendments are moved as a true and correct record."</p> <p><i>Don't forget to have the Chair sign the minutes of the previous AGM after they have been accepted as a true and correct record.</i></p>
d.	Business arising from the minutes of the previous AGM	After the minutes are endorsed as a true and correct record, any items of business that have progressed or completed are noted.
e.	Receipt and adoption of the Association's audited annual financial statement and Treasurer's report (including all Subcommittee's audited financials)	<p>The audited financial report for the P&C and all its subcommittees should be presented at this time.</p> <p>The Treasurer's report should provide an overview of the previous year's financial management of the P&C and its subcommittees, the Compliance Report should be discussed here.</p> <p>The Treasurer should also present the P&C proposed budget for the coming year at this time for endorsement.</p>
NOTE: If the audited financials are not available, the meeting CANNOT continue and will need to be adjourned at this point until such a time as the audited financial are complete and can be presented. Therefore, acceptance of new memberships and election of officers must not occur until the audit is presented.		
f.	Receipt and adoption of President's annual report	The President should provide a report of the activities of the past year. These would include P&C activities, subcommittee activities and activities in which the President was involved on behalf of the P&C (school functions etc).
At this point, all memberships lapse and all officers stand down. The Principal may Chair the meeting from this point.		
g.	Receive applications for membership (to include renewal of existing membership and new membership)	<p>At the AGM only, members who are not present at the meeting can apply for membership in writing.</p> <p>Nomination forms should be collected and a motion put to accept the applications.</p>

h.	Election of officers / Executive committee	<p>At this point, all officer bearers step down from their positions. Generally the Principal (as Minister's Representative) assumes the Chair and the elections are progressed, commencing with the election of President. Once the President is elected or re-elected he/she can step back into the chair role. The Vice-President/s, Secretary and Treasurer positions are then nominated, seconded and voted on.</p> <p>All voting on elections of officers, where there are two or more candidates, will be by secret ballot and the successful nominee will receive the majority of votes. If one nominee, he or she needs to receive the majority of votes of members present. Proxy votes are not permitted.</p> <p>Prior to the elections, a returning officer and a scrutineer should be appointed; needing to be people who do not intend to stand for election.</p>
i.	Motion to change bank signatories to the newly elected officers	Once the executive committee has been elected, a motion is put forward to change the signatories on the P&C's bank account/s to reflect the change (if any). The motion must include the full legal name of all signatories alongside the bank account numbers to ensure ease of changeover at the bank.
j.	Confirmation of continuing subcommittees of the Association (including appointment of members of each subcommittee)	<p>All subcommittees of the P&C Association should be reconfirmed as continuing in the coming twelve months. Executive members of each subcommittee are to be appointed and endorsed. Where a subcommittee has served its purpose and is no longer required, the meeting can move to disband the subcommittee.</p> <p><i>Note: Subcommittees are a sub group of the P&C with no legal entity status of its own, it therefore does not have an AGM of its own.</i></p>
k.	Appointment of the Association's auditor	The Treasurer should prepare a recommendation for the auditor who will audit the books at the end of the coming year. Should a change of auditor be needed, full information about the new auditor should be provided to allow the meeting to make an informed decision. See the <i>P&C Accounting Manual</i> for information on appointing an auditor.
l.	Adoption of the Student Protection Risk Management Strategy	The Student Protection Risk Management Strategy is adopted.
m.	Adoption of new model constitution (if any)	If the Department of Education and Training make any changes to the model constitution, the new model constitution is to be adopted.
n.	Honorary life membership awards (if any)	Honorary life memberships are voted on – refer to Constitution section 11.6.
o.	General business	General business should be restricted to items requiring annual review and pertaining to the running of the P&C Association. This could include looking at P&C policies to check their relevance i.e. Student Representation Policy.
	Close	State the time that the meeting closes.

Note: The date of the next AGM is set at the general meeting prior to the AGM not at the previous AGM.

Parents & Citizens Association

Compliance Report for the Financial Year 20xx

The P&C Compliance Report provides assurance there was adequate control over the financial operations of the P&C Association for the reporting year.

The Report has two parts and should be completed by the Executive Committee and presented at the AGM.

All questions in Part A must be answered with a Yes, No or N/A. A comment must be provided in Part B for any questions you have answered with a “No” response. N/A should only be used if the questions were not relevant to your P&C.

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
1	Financial approvals were obtained for all purchases or orders placed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Principal approved all contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Suppliers were selected based on best value for money e.g. better quality, lower cost etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	No conflict of interest with selected suppliers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Stock takes undertaken on a regular basis ensuring stock records agreed with physical stock count. Any discrepancies were investigated and actioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Stock levels monitored to ensure no under or over stocking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Suppliers paid on time unless there were disputes with the orders or invoices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All disputes with suppliers were resolved or settled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Two independent people handled collecting and counting of money.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Two cheque signatories signed cheques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Cash received banked on a daily basis. For cash received outside the bank operating hours, the cash was stored in a safety deposit box/locker/cabinet and deposited as soon as the bank was open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Two bank account signatories approved and processed all electronic transfers of money.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Confidential information (e.g. bank account balance) not disclosed or released inappropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
14	All financial reconciliations and statements were prepared on a monthly basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Cash balances were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> • Cash was available to make payments. • Surplus cash from sub-committee account/s transferred to the P&C main account. • A reasonable amount of funds used or reserved to replace assets and stock. • Any excess funds used to benefit students directly or donated to the school for delivering educational outcomes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Financial performance of the P&C trading activities were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> • Items sold provide value for money. • Surplus funds used to replace assets and stock. • Income was sufficient to cover all costs. • Comparisons with prior year performance completed to identify any significant differences (increase/decrease in profit). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Fundraising activities were planned ahead ensuring the activities generated enough funds to make the effort worthwhile and provided a reasonable return.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	All fundraising events undertaken in the year were appropriately processed, accounted for and recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	All transactions were GST compliant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Financial statements were presented at the P&C meetings as per the reporting requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	ATO reporting requirements were lodged and completed within reportable timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	All meeting minutes outlining all official decisions were appropriately recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	All complaints were recorded and addressed appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	All financial records were maintained according to the record retention policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	All staff/s were recruited on a merit basis and there was no conflict of interest when employed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Unethical behaviour, misconduct or fraud, was reported, disclosed and dealt with appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
27	No P&C Committee Members or employees received any gifts of money.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	No P&C Committee Members or employees received any gifts from suppliers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Any received gifts from suppliers were recorded and reported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	PAYG withholding was calculated correctly and remitted to the ATO in accordance with the ATO's timeframes for all employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	All employees' superannuation contributions were remitted to the appropriate fund and within the legislative timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	The P&C properly insured their public liability, workers compensation and other insurance obligations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	WorkCover premiums and all other insurance payments were paid for the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART B: Please provide your comments for any questions you have answered with a NO response to the questions in Part A

President _____ _/_/_

Treasurer _____ _/_/_

Appendix C – Notice of AGM

EXAMPLE PUBLIC NOTICE OF AGM

The XXXX State School Parents & Citizens Association will hold this year's Annual General Meeting (AGM) at 7pm, Tuesday 23rd February 2021 in the XXXX State School Staffroom (Administration building). All staff, parents and citizens of the XXXX community are invited to attend.

XXXX P&C's focus is to support the school, staff and students by providing funding for enhanced services, resources and improvements to the facilities of the school.

At the AGM, there will be:

- A call for membership for this year
- The adoption of the updated Model P&C Constitution, if applicable
- The endorsement of the 2020 Auditor's Report
- The endorsement of the 2021 Student Protection Risk Management Strategy
- The adoption of the 2021 Strategic Plan and Budget, and
- Nominations and election of the 2021 Executive Committee, positions vacant include:
 - President
 - Vice President
 - Treasurer
 - Secretary
- Other potential positions, to be discussed and decided at the AGM, may include:
 - Grants Officer
 - Fundraising/Events Coordinator
 - Communications Officer
 - Sponsorship Officer

There is no expectation that everyone who attends the AGM will then join as a member. If you are interested in observing what happens at a P&C meeting, please come along.

Tea & coffee and a light supper provided.

Application for P&C Membership for 20[XX]

[Name of School] P&C Association

Please complete and return to the P&C Secretary

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, and my date of birth is: _____.

I am:

- ☐ applying for new membership
- ☐ renewing my membership.

I apply for membership in the [Name of 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.

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. ☐

Appendix E – Code Of Conduct For P&C Association

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 2017* and the Department of Education's policies and procedures relevant to P&C Association operations.

The P&C President

Role description

- Good knowledge of the rules, operations and meeting procedures of the P&C
- Provide leadership
- Chair meetings
- Act as spokesperson/representative of the P&C
- Foster good communication between the P&C, school and community
- Encourage participation to ensure that everyone can have a say
- Is the accountable person in all employment and OSHC issues


 For more information see the booklet "Congratulations! You've been elected President of the P&C" on the info place




The P&C Secretary

Role description

- Prepare and distribute notices of meetings and meeting agendas
- Prepare, distribute and present minutes of meetings to members
- Maintain a register of correspondence and distribute correspondence promptly
- Maintain a register of P&C members
- Maintain a volunteer register whenever and wherever volunteers are working for the P&C
- Organise, record and maintain P&C documents
- Ensure a copy of the P&C's Constitution is accessible and available

 For more information see the booklet "Congratulations! You've been elected Secretary of the P&C" on the info place



The P&C Treasurer

Role description

Ensure the P&C complies with the Accounting Manual

Financial statements/reports at each meeting

Pay accounts promptly when authorised by a meeting

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

Monitor wages and ensure accounts are current and reconciled

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



For more information see the booklet "Congratulations! You've been elected Treasurer of the P&C" on the info place



The P&C Vice-President

Role description

Chair meetings if the President is absent

Provide essential support for the President and help the Secretary/Treasurer as required

Become familiar with P&C operations, rules and meeting procedures

Act as the President's "understudy" and gain an understanding of the various executive roles

Perform a role particular to your P&C, such as "Publicity Officer" or "Fundraising Co-ordinator"

Carry out any duties delegated by the President



For more information on executive roles, see the info place



P&C Executive Officer Nomination Form

_____ P&C Association
Name of school

I wish to nominate _____ as a candidate for the position of:
Candidate's name

- ☐ President
- ☐ Treasurer
- ☐ Secretary
- ☐ Vice-President

☐ _____ Additional Officer/s as determined by the Association (additional Officers are not considered part of the P&C Executive Committee)

Candidate

I accept the nomination for the position of

Name: _____ Signature:

Moved by:

Name: _____ Signature:

Seconded by:

Name: _____ Signature:

Notes:

- The candidate, nominator and seconder must be members of the Association.
- "Moved by" and "Seconded by" may be completed before, or at the meeting.

P&C Secretary's use only

Successfully elected:

- ☐ Yes
- ☐ No
- ☐ Membership forms received

ANNUAL GENERAL MEETING template



The order of business to be conducted at an AGM of the Association must be undertaken in the following order as per Section 18.4.9 of the Constitution:

a.	welcome to members and introduction of any special visitors	MEETING OPEN: _____am/pm QUORUM OF EXISTING MEMBERS REACHED: Yes/No (if no, the meeting must be adjourned)
b.	apologies	
c.	confirmation of minutes of the previous annual general meeting	MOTION: "That the minutes be confirmed (as amended) as a true and correct record of the meeting held (date)." Moved: _____ Seconded: _____ Carried/Lost
d.	business arising out of the minutes of the previous annual general meeting	
e.	receipt and adoption of the Association's audited annual financial statement * and Treasurer's report (to include all relevant subcommittees' audited financial statements)	MOTION: "That the Treasurer's report and Audited annual financial statement be accepted as a true and accurate summary of the financial year." Moved: _____ Seconded: _____ Carried/Lost
f.	receipt and adoption of the President's annual report	MOTION: "That the President's report be accepted as tabled." Moved: _____ Seconded: _____ Carried/Lost
g.	receive applications for membership (to include renewal of existing membership and new membership)	MOTION: "That the membership applications for [list all suitable applicants] be accepted as tabled." Moved: _____ Seconded: _____ Carried/Lost

P&C Executive Member Details

Name of P&C Association:	
Date of Meeting:	

Requirements as per [the P&C association model constitution](#):

13 OFFICERS OF THE ASSOCIATION

13.1 Officers and Eligibility to Hold Office

13.1.1 Subject to clauses 13.1.3, 13.1.4 and 13.3 below, at each annual general meeting of the Association, the members of the Association must elect the following Officers from its members:

- a) a President
- b) at least one Vice-President
- c) a Secretary
- d) a Treasurer
- e) any additional Officers as decided by the Association.

13.1.2 The Officers of the Association hold office in an honorary capacity.

13.1.3 The office of Treasurer must not be held by a person who is the President or Secretary of the Association.

13.1.4 The Principal may not hold a position as an Officer of the Association.

13.1.5 Subject to the restrictions elsewhere in this Constitution, a retired Officer or former Officers are eligible for re-election.

13.1.6 Subject to the restrictions elsewhere in this Constitution, School staff are eligible for election as an Officer, although the number of relevant staff members of the School must not be more than one-third of the number of members of the executive committee.

13.1.7 No employee (including a contractor) of the Association or its subcommittees is eligible to hold a position as an Officer or as an executive member.

13.4 Notification of Officers

The Secretary of the Association must, as soon as practicable upon the formation of the Association and after each annual general meeting (or, in the case of an election to fill a casual vacancy, the relevant general meeting), give to the Director-General and to P&Cs Qld notice of the names and postal addresses or email addresses of the elected Officers.

Details of the elected office bearers

PRESIDENT	
Name	
Phone	
Email	
Address	

VICE PRESIDENT	
Name	
Phone	
Email	
Address	
VICE PRESIDENT 2 (where applicable)	
Name	
Phone	
Email	
Address	
SECRETARY	
Name	
Phone	
Email	
Address	
TREASURER	
Name	
Phone	
Email	
Address	

P&C Employee/s

Name	Position

This certification is to be completed by the President of the Association to acknowledge the requirements as per the constitution of eligibility and notification have been met.

President's signature:		Date:	
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A copy of this signed document is to be provided to the school Principal and a copy to the relevant Regional Director or Assistant Director-General, State Schools (for Independent Public Schools) of the Department of Education.

Appendix J –P&C email address – change of details



Every state school P&C in Queensland has an email address managed by the Department of Education. This address takes the form: pandc@yourschool.eq.edu.au This is a static email address which means there is no login or password to access it and you cannot reply or send from it. To add or remove people from this email address, please see the MIS Administrator at your school. It is not managed by P&Cs Qld.

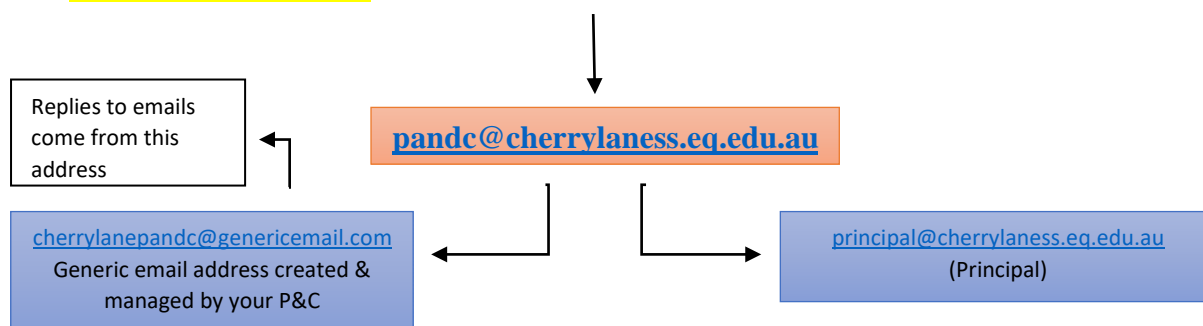
This email address is used by both the Department of Education and P&Cs Qld to communicate with P&Cs. The benefit for your P&C is that you have an email address that will remain constant and can be promoted as the contact point for your P&C.

P&Cs Qld's monthly e-newsletter, P&C-e, is sent to this address along with other notifications and information. If you are not receiving P&C-e, then your P&C address is probably not operating correctly.

The **MIS administrator** at your school needs to set up the P&C email address so that incoming emails are automatically forwarded to the nominated email address for the P&C executive members. P&Cs Qld recommends that the P&C grant access to the generic email to the executive members only.

Please contact P&Cs Qld State Office on 3352 3900 or 1800 218 228 if you need further information.

Incoming Mail Only



REMEMBER

Check with your P&C Committee before creating an online generic email address for your P&C
A generic email address is managed by your P&C Executive Team not the school or P&Cs Qld
Account passwords should be changed after the AGM each year



Complete this section and give it to your Principal/MIS administrator – DO NOT return to P&Cs Qld.

Please link the email address below to the DoE P&C email address.

Our P&C's generic email address is (e.g. cherrylanepandc@genericemail.com):

