



# Kurwongbah State School P&C Association

Eacham Street, Petrie Q 4502  
School Telephone: (07) 3481 4333 School Fax: (07) 3481 4300  
secretary@ksspca.qld.edu.au

## **KURWONGBAH STATE SCHOOL P&C ASSOCIATION**

### **IMPORTANT NOTICE**

Dear parents / community members,

The Kurwongbah P&C Association would like to welcome back the school community from last year and extend a warm welcome to new families to Kurwongbah.

Our P&C association is a friendly group and the meetings are a good way of finding out what is happening at our school. The association is more than just a group of people who attend a monthly meeting. Each year members work together to engender community spirit and work towards the benefit of all children at the school. Members may choose to volunteer in the classroom, library, tuckshop, at sporting events and organised activities/working bees.

Education Queensland requires all parents or community members, who are involved within the school on a voluntary basis, to be registered as members of the school's Parents and Citizens Association. This requirement is mainly for insurance purposes in the case of accident or injury to a volunteer while carrying out any of these activities. Please note also, that unless you are a registered member of the P&C you have no voting rights regarding any issue which may arise at P&C meetings and cannot vote for school council representatives.

**Prior to 1993, parents of school children were automatically members of the P&C. This is no longer the case.**

Therefore, it is IMPERATIVE that you register as a member of our P&C so that:

1. you are covered by Education Queensland's appropriate insurance policy
2. you have voting rights on any issue, concerning your child/children at school, which may come up at P&C meetings.

All that is necessary to register is to fill in the form on the back of this letter, and return it to the school office. Our insurance premium for this year is at hand, so please return your forms promptly so that these details can be finalised.

Should any of the following occur in the future, the P&C needs to be notified:

- if you wish to terminate your membership of the P&C
- any changes of address or phone number
- additional children attending Kurwongbah State School.

We look forward to seeing you at the P&C meetings throughout the year, held at **6.30pm on the second Wednesday of each month.**

Kind regards  
Kurwongbah P&C Association



## Application for P&C Membership for 2024

### Kurwongbah Primary P&C Association

Please complete and return to the P&C Secretary (in person or by email: secretary@ksspca.qld.edu.au)

**Name:** .....

**Address:** .....

**Email address:** .....

**Phone number:** .....

**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: \_\_\_\_\_
  - Expiry date: \_\_\_\_\_
  - Date of birth\*: \_\_\_\_\_

If applicable, please provide details of your children who are students at Kurwongbah State School:

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

**I am:**

- applying for new membership
- a returning member.

**I apply for membership of the Kurwongbah Primary 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>P&amp;C Secretary Use</p> <p>Date received: ...../...../..... Date accepted: ...../...../.....</p> <p>Secretary's signature: ..... Entered in P&amp;C Register. <input type="checkbox"/></p>	
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\* Date of birth details are required to link with Blue Card portal



## 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 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.