

# Cairns School of Distance Education



**Parents & Citizens  
Association**

# **P&C Members Handbook 2019**

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**CORNETTS**  
SUPERMARKETS

PRESENTS THE



**CAIRNS TO KARUMBA BIKE RIDE**  
*giving bush kids a fair go!*

# Welcome

On behalf of the Cairns School of Distance Education P&C Association, we welcome all new and renewing members for 2019. Our school continues to develop many opportunities for our students and parent and home tutor involvement is of paramount importance.

Once again, we ask that everyone help in our major fundraising event: [The Cairns to Karumba Bike Ride \(C2K\)](#). This event has its own committee, sourced from the school community, and the event organiser is a paid role. The Bike Ride is held in the June/July school holiday period and the majority of the monies raised go directly towards our School Community and to groups and projects nominated by our P&C. Monies raised are a major contributor towards refurbishing the G-Block's multi-purpose centre.

Many, varied tasks are required to be completed leading up to the C2K as well as during the event. So, no matter how small or large your contribution may be, it is all very much appreciated. Thank you.

Although our families are spread far and wide, we all share similar aspirations and issues and to that end, the P&C is there to support and represent you. We hope that the year ahead will be a happy and successful one for you and your family.

Thank you for joining the P&C and giving your support to our school.

All the best for 2019,  
Your P&C Executive Committee

*'Intelligence plus Character – That is the true goal of Education'*  
*Dr Martin Luther King Junior*

# Information for Members

## Meetings:

Meetings are held about monthly, on a Monday at 2:30pm, via Blackboard Collaborate.

If you are a member, a link will be emailed to you prior to the meeting. If you would like to attend and have not received the link, please send your request to [admin@cairnssde.eq.edu.au](mailto:admin@cairnssde.eq.edu.au). We will then forward you a link for the session.

Please see your school calendar for the exact dates.

Contact the Secretary or the President prior to the meeting if you have any agenda items to add.

Minutes of meetings are emailed to every member, as are the agendas and reports.

## Queries:

If you have any questions or concerns about Cairns SDE P&C Association matters, please ring or email your P&C Executive or your District Representative. Contact details are on the next page.

You are encouraged to ring the Principal or Deputy Principal if your concern relates to a school matter. They would be only too happy to talk to you. Contact the school on (07) 4080 9111 or at [admin@cairnssde.eq.edu.au](mailto:admin@cairnssde.eq.edu.au).

# Directory

## The 2019 P&C Office Bearers and Executive:

<b>P&amp;C Executive Email</b>	<a href="mailto:pandcexec@cairnssde.eq.edu">pandcexec@cairnssde.eq.edu</a>
<b>President</b>	Judith Eriksen
<b>Vice President</b>	Juanita Saal
<b>Secretary</b>	Juanita Saal
<b>Treasurer</b>	Melissa Fitzgerald
<b>Minutes Secretary</b>	[Vacant]

# Roles of the Office Bearers

## **President:**

- Preside at every monthly meeting
- Attend the School Biannual Forums two times a year.
- Represent P&C at various events, by invitation
- Present a report at the AGM

## **SODEA Representative:**

- Is the P&C President or can be an elected person from the P&C Association
- Meet via teleconferencing approximately every three months
- Attend two face to face meetings in Brisbane

## **Vice President:**

- In absence of the President, chair the meeting
- Write correspondence in absence of Secretary
- Represent P&C at various events, by invitation

## **Secretary:**

- Receive mail
- Send correspondence
- Table correspondence at monthly meeting

## **Treasurer:**

- Reconcile the books every month
- Provide a Financial Statement to monthly meetings
- Provide a budget to the meeting after the AGM
- Have the books audited before the AGM
- Present a report at the AGM

## **Minutes Secretary:**

- Record the minutes at the monthly meetings
- Post/email/fax minutes to members

For a detailed guide for P&C and its Executive see the [P&C Qld P&C Guide](#).

# District & other Representatives

<b>Cairns Coastal</b>	Ingrid Tilley	<a href="mailto:CairnsDistRep@cairnssde.eq.edu.au">CairnsDistRep@cairnssde.eq.edu.au</a>
<b>Senior Secondary</b>	Kelly Costello-Humphries	<a href="mailto:CairnsDistRep@cairnssde.eq.edu.au">CairnsDistRep@cairnssde.eq.edu.au</a>
<b>Mareeba/ Tablelands</b>	Mel Cowe	<a href="mailto:MareebaDistRep@cairnssde.eq.edu.au">MareebaDistRep@cairnssde.eq.edu.au</a>
<b>Peninsula/ Cooktown</b>	Emma Jackson	<a href="mailto:PeninsulaDistRep@cairnssde.eq.edu.au">PeninsulaDistRep@cairnssde.eq.edu.au</a>
<b>Savannah</b>	Juanita Saal	<a href="mailto:SavannahDistRep@cairnssde.eq.edu.au">SavannahDistRep@cairnssde.eq.edu.au</a>
<b>Queensland</b>	[Vacant]	
<b>Interstate</b>	[Vacant]	
<b>Overseas</b>	[Vacant]	
<b>Bike Ride</b>	Samantha Preston	<a href="mailto:spres40@eq.edu.au">spres40@eq.edu.au</a>
<b>RREAP/ SODEA Rep</b>	Judith Eriksen	<a href="mailto:jperiksen@bigpond.com">jperiksen@bigpond.com</a>
<b>ICPA</b>	Karen Muccignat	<a href="mailto:muccfarms@activ8.net.au">muccfarms@activ8.net.au</a>
<b>Grants Writer</b>	Judith Eriksen	<a href="mailto:jperiksen@bigpond.com">jperiksen@bigpond.com</a>



# **Role of the District Representative**

The role/duties of the District or Cluster Representative involves interacting with both the School Administration and Executive of the P&C Association.

The role includes:

- positively supporting the school and school staff within the school community
- positively supporting the P&C Association and its Executive within the school community
- liaising with the Principal, Deputy Principal or Business Services Manager on matters relating to the operations of the school
- liaising with the P&C Association Executive on matters relating to the P&C Association
- providing advice to the Principal on matters that are of significant concern within their district
- providing advice to the Deputy Principal on matters relating to the field support program
- being available to listen to parents in their district and providing them with the information they are seeking or refer them to the appropriate SDE staff member
- attending periodic meetings via teleconference
- attending the annual face to face P&C Meeting (Annual Camp) and Biannual School Forums (Annual Camp and Celebration Week).

# **P&C Bike Ride/Milboe Representative**

The role was initially instated to ensure transparency of conduct/activity by Milboe and reporting (back and forth) from Milboe to the P&C. The role includes:

- Reporting back to P&C Meetings, replaying the minutes after Milboe Board Meetings
- Reporting on Milboe Grant processes and funds (grants provided to other schools and processes by which they apply/distribution is made)
- Feeding information from the P&C to Milboard Board
- Raising questions on behalf of the P&C and reporting back on responses provided by the Milboe Board.

## **Schools of Distance Education Alliance (SODEA)**

SODEA unites the SDE parent bodies of Queensland through positive advocacy in an effort to enhance learning outcomes of all distance education students. The SODEA Reps meet regularly to share ideas, advocate for issues of common concern or interest, and strengthen the bonds between families who educate their children using this means.

## **The Rural and Remote Education Access Program (RREAP)**

RREAP helps schools and school communities improve the educational outcomes and opportunities of students who are disadvantaged because of their geographical isolation, so that their learning outcomes match those of other students.

For more information visit: <https://education.qld.gov.au/schools-educators/other-education/rural-and-remote-education/rreap>

## **Isolated Children's Parents' Association (ICPA)**

The ICPA is a voluntary, non-profit, apolitical parent body whose mission is ensuring that all rural and remote students have equity of access to a continuing and appropriate education. More information about the important work of the ICPA and how to register as a member is available on the [ICPA website](#).

# Rules of Debate

The following rules of debate shall apply to all meetings of the Association:

1. Any member desiring to speak shall call in and address the Chairperson respectfully.
2. No member shall speak more than once to a question, except in explanation or reply.
3. A member who formally seconds a motion or amendment without speaking to it, may do so at a subsequent stage of debate.
4. A reply shall be allowed only to the member who has moved a substantive motion.
5. The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes. The meeting may, by resolution without debate, grant extension of time to any speaker.
6. All motions and amendments proposed shall be submitted to the meeting through the Chairperson. They should be clearly expressed and capable of only one interpretation.
7. When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted on before the motion.
8. No person may move or second more than one amendment to an original motion, but mover and seconder of a motion or amendment may speak to subsequent amendments. If no amendment is carried, the original motion shall be put after the mover has replied.
9. If an amendment is moved the mover of the original motion exercises his right of reply before the first amendment is put. This reply does not end the debate on the substantive motion. The mover of the amendment has no right of reply.

10. The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion.
11. At any time during the debate any member except any person who has spoken for or against the motion may, without notice, move “that the question now be put” and such a motion being duly seconded shall be put without debate. If carried the mover of the original motion may then reply and the question shall be put to the vote. If lost the debate shall proceed.
12. A member may move the adjournment of the debate. If the motion be resolved in the negative, the mover shall not be allowed to speak again on the question under debate. If the motion is resolved in the affirmative the mover shall have the right of resuming the debate. No member shall move the adjournment at the end of his speech.
13. No speaker shall digress from the subject under discussion and imputations of improper motives and all personal reflections on members shall be deemed disorderly.
14. Should any matter of urgency arise, a member may move suspension of Standing Orders for a stated period of time to allow the urgent question to be discussed.
15. No member shall use offensive or unbecoming words.
16. Upon a member raising a point of order the member shall state concisely the point of order, then the Chairperson, without discussion, shall give their ruling.
17. The Chairperson’s ruling on all points of order and procedure shall be final, unless a motion is moved, seconded, and carried “that the Chairperson’s ruling be disagreed with”. The mover may speak briefly in support of their motion, and the Chairperson explain why their ruling was given. Then takes the vote.
18. All matters not covered by these rules of procedure shall be determined according to the practice of the State Parliament.

# **Election of Office Bearers**

## **Procedure for Nominations and Voting:**

1. Office Bearers for this Association are President, Vice President, Secretary, Treasurer, Minutes Secretary and one District Representative from each school district.

2.1 A nomination form for Office Bearers will be distributed prior to the end of the preceding year.

2.2 Nomination Forms must be in the hands of the Principal (who acts as Returning Officer) by 31 January.

2.3 For nominations to be accepted a member must second each nomination at the general November meeting.

3.1 In the event of the need for a vote to be taken voting will occur by postal vote only. Voting will be preferential numbering all nominated candidates.

3.2 Ballot papers will be distributed immediately following the November meeting and must be returned by 31 January prior to the AGM.

3.3 Should floods or other weather conditions preclude normal mail, voting can be made by telephone to the returning officer.

3.4 Only registered members of the Association may vote.

4. The Returning Officer for the purpose of election of officers shall be the Principal of the Cairns School of Distance Education.

5.1 In the event of a member being nominated for more than one position outcome of voting will be determined in the order of:

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer
- (v) District Representative

5.2 Where a candidate has been successful for a position, votes for all subsequent executive positions will become null and void. A candidate elected to the executive is eligible for nomination for a District Representative position.

5.3 Where a ballot paper indicates a first preference for a candidate successful for a previously determined position the next valid preference of the voter will count as the vote.

6.1 The ballot will be declared at the Annual General Meeting.

6.2 Where a successful candidate does not accept the position, the candidate with the next highest number of votes will be declared elected.

6.3 Should no nominations have been received for a position at the time of the Annual General Meeting then nominations will be accepted from the floor at the Annual General Meeting for that position.

6.4 Should no nomination be received for a District Representative position then that position will remain vacant and the District have no representative until such time as a representative is nominated, voted on and passed at a P&C Meeting or approved by the P&C Executive Members.

6.5 Should a District Representative be unable to attend any meeting or teleconference, then a Proxy may be appointed providing that Proxy is approved by a P&C Meeting or the P&C Executive Members prior to the proposed meeting or teleconference, etc.

## Directions for Postal Ballot

A postal ballot will be required where an election is necessary for the position of any office bearer of the Association.

1. Returning Officer for all postal ballots conducted by the Association is the Principal, Cairns School of Distance Education.

2. Only registered members of the Association may vote.

3. Original ballot papers supplied by the Returning Officer to be used.

4. Vote immediately upon receipt of ballot paper and mail to the Returning Officer by return mail.

5.1 Number the square of each candidate. Do not leave any square empty.

5.2 Members should only nominate for District Representatives in the district in which they live to fill District Representative positions.

6.1 Ballot papers are accompanied by two envelopes. After voting place the completed ballot paper in the smaller envelope marked 'ballot paper' and seal.

6.2 Place the envelope containing the ballot paper in the larger envelope and write your name and address on the back. Outer envelopes not identifying the voter will be declared informal.

7. Completed ballot papers must reach the Returning Officer by the time and date specified. Ballot papers received after this time will be regarded as informal and not opened.

8. Should floods or other weather conditions preclude normal mail, voting can be made by telephone to the returning officer. Telephone voting will be accepted only where postal voting is not possible.

Telephone voting can be made only with the Principal (as Returning Officer) personally and must be made by the time and date specified.

9. In the event of a candidate standing for more than one position the outcome of voting will be determined in the order of:

- (i) President
- (ii) Vice President
- (iii) Secretary

- (iv) Treasurer
- (v) District Representatives

10. Where a candidate has been successful for a position, votes for all subsequent executive positions only, will become null and void.

11. Where a ballot paper indicates a first preference for a candidate successful for a previously determined position the next valid preference of the voter will count as the vote.

12. The ballot will be declared at the February Annual General Meeting.

13. Where a successful candidate does not accept the position the candidate with the next highest number of votes will be declared elected.

## Special Provisions

If the election has to be postponed due to unforeseen circumstances, for example, floods or bush fires, then any steps taken to conduct the election up to the postponement are still valid.

A person eligible to vote or eligible to be a candidate, in the election may make a submission to the Minister for Education contesting the result of the election on the following grounds:

- the election was not concluded as stated in the public notice
- nominations were closed before the time or date stated in the public notice
- conditions established by the Returning Officer unreasonably prevented an eligible person from nominating as a candidate
- conditions established by the Returning Officer unreasonably prevented an eligible person from voting.

Any submission against the election should be made in writing to the Minister for Education stating all necessary details.

## Quorums

For **Annual General Meetings**: 4 members including at least one executive.

For **General Meetings**: 4 members including at least one executive.

For **Special Meetings**: 4 members including at least one executive.



# 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 authorized
- 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.

## Biannual Forums

**Background:** Prior to the establishment of the CSDE School Council, the Principal held forums twice per year, at May Camp and during Break-Up Week in early December. The forums included the P&C Executive, District Representatives and representatives of the staff.

In 1998, the School Council was established and replaced these forums. District Representatives' roles seem to have diminished significantly since that time. These P&C members were once an important link between the school and the home tutors in a particular geographical area, but the role had lessened dramatically with the establishment of the Council. As a result, so too had the communication between the school and the parent body.

In 2007 it was decided to reintroduce the Biannual Forums to enable greater participation from the wider school community, incorporating the P&C Executive, District Representatives, 6 staff as well as any keen students. Other interested bodies may participate but not vote. District Representatives were able to nominate a replacement if they could not attend. This was not the case with a School Council. These forums were held during the annual school camp and break-up weeks. The forums allowed for more parent, student and staff participation and representation to discuss issues relevant to the present and future operations and strategies of the school.

**Today:** The Biannual Forums still exist, but in 2012, a more structured framework and format, with a several step process, was established. This was to enable the handling of any specific issues in an organised way and to ensure each facet of the school community was able to prepare and present their views. Home tutor/parent issues are collected by the District Reps, passed onto the P&C Executive where they are collated and then discussed at their meetings. Meetings are then held between the P&C Executive and the school Executive throughout the weeks leading up to each forum. [See table on page 17.](#)

The forum then has items on the agenda that all stakeholders are aware of and can then come together prepared for meaningful debate. Both school and parent bodies express how important these forums now are with the new format, to gauge how each party feels and what each believes about any issue presented. There is no room for any miscommunication as each party is represented and able to state their case. All parents and home tutors are strongly encouraged to attend. District Representatives are able to nominate a replacement if they cannot attend.

The timing of the forums ensures that there will always be a high level of attendance and therefore broad participation. To this end, the 2 forums are still held during the annual whole school camp in May and during the school's break-up week in December.

## **Purpose**

- To discuss and debate issues relevant to the present and future operations of the school
- To inform the school administration and the P&C of any recommendations or opinions they wish to table
- To enable participation in the development of the strategic direction of the school
- To gather and share information with the school community, in both directions.

## **Method of operation**

Forums operate as meetings, with a chairperson and an agenda and minutes. Staff nominate for one of the six staff positions prior to each meeting. Staff representation is flexible.

The agenda is compiled in advance by the Principal, from information gathered from or put forward by the school community during the preceding couple of months.

The table below outlines the stages and the timeframe involved:

8 Weeks Prior to forum	Request for agenda items for discussion to broader school
6 weeks Prior to forum	Collation of agenda items from P&C Executive and Cluster Co-ordinators to Principal
5 weeks Prior to forum	Stakeholders meeting to debate and discuss agenda items
4 weeks Prior to forum	Further stakeholders discussion
3 weeks prior to forum	Feedback to broader community through Executive
2 Weeks prior to forum	Agenda distributed inclusive of motions to be discussed further and passed at the forum, to develop School planning and strategic policy
Forum Date	Open invitation to interested attendees and facilitation of meeting intent.

# Policy relating to Fund Raising

1. Any fundraising undertaken on behalf of the School and/or Association must conform to legal guidelines issued by the Department of Justice.
2. All fundraising undertaken on behalf of the School and/or Association must be deposited in the general account (or approved sub-committee account) of the P&C Association.
3. P&C Association funds raised will be allocated to field activities and other expenditure as determined by the general committee of the Association.
4. Funds raised will not be “tied” to a particular area within the school catchment area, but rather utilized to the benefit of the total school community.
5. All funds will be dispersed based on needs within the school community.
6. Association funds will be committed only for expenditure that relates to the goals of the School and/or Association.

## Procedure for Raffles

1. All raffles (and other fundraising activities) should be approved in advance by a general meeting of the P&C Association. Where time does not allow this, approval should be sought from the Executive of the Association.
2. Printed tickets for raffles, etc will be provided by the Secretary of the Association. A proforma will be sent with the tickets detailing number of tickets sent, sold and returned together with indicating the prize(s) and winner(s) of the raffle. This proforma should be returned to the Secretary or Treasurer following the raffle.

### [Regulations for running raffles - QLD Govt - Office of Liquor & Gaming Regulation](#)

If applying for funding please note that P&Cs are not incorporated therefore for some grant applications a sponsor would be required. In such cases we would nominate the school as the sponsor.

# Links

Members are encouraged to register on the P&Cs Qld website to access essential documents and policies in the P&Cs Qld The Info Place. Visit: <http://pandcsqld.com.au/members/manage-profile/> to register.

For the P&C's QLD support guide for P&Cs, follow this link: [Support Guide](#).

For the P&Cs QLD Accounting Manual for Parents and Citizens Associations and other helpful account-keeping tool, follow this link: [Accounting manual](#).

Please note that in order to access much of the information on the P&Cs Qld website, you must register as a user.

If you are interested in fundraising for our P&C, follow these links:

[Australian Fundraising](#)

[Community Grants Hub](#)