



Cairns School of  
Distance Education  
P&C Association

CSDE P&C

**P&C Members  
Handbook  
2021**



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<https://c2kbikeride.com.au/>

# Welcome

On behalf of the Cairns School of Distance Education P&C Association, we welcome all new and renewing members for 2021. 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). Now in its 22<sup>nd</sup> year, the C2K has gone from strength to strength thanks to many amazing Riders and volunteers. The first Bike Ride held in 1997 from Karumba to Cairns was a huge success with around 60 riders and raising over \$80,000 for Cairns SDE. In 1998 the ride was reversed to go from Cairns to Karumba. For the Ride to remain viable and gain ongoing community support there needed to be other beneficiaries in addition to Cairns SDE. A management company MILBOE LTD was formed to allow distribution of proceeds to other beneficiaries other than Cairns SDE P&C.

The Bike Ride is held in the June/July school holiday period and the majority of the monies raised go 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 building.

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, our P&C is here 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 2021,  
*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 Collaborate Ultra.

If you are a P&C 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. Meeting minutes are initially in draft form, to be endorsed as a true and correct record at a following meeting. Once endorsed, they may be distributed publicly. The endorsed minutes of P&C meetings are public documents, accessible to any member of the school community on request.

## 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 2021 P&C Office Bearers and Executive

<b>P&amp;C Executive Email:</b>	<a href="mailto:pandcexec@cairnssde.eg.edu.au">pandcexec@cairnssde.eg.edu.au</a>
<b>President</b>	Judith Eriksen
<b>Vice President</b>	Laurie Weeden
<b>Correspondence Secretary</b>	Vacant
<b>Treasurer</b>	Melissa Fitzgerald
<b>Minutes Secretary</b>	Laurie Weeden

## District & other Representatives

<b>Cairns Coastal and Senior Secondary</b>	Vacant	<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>	Sharon Willmann	<a href="mailto:PeninsulaDistRep@cairnssde.eq.edu.au">PeninsulaDistRep@cairnssde.eq.edu.au</a>
<b>Savannah</b>	[Vacant]	
<b>South East Queensland</b>	Pamela Rose	<a href="mailto:SEQldDistRep@cairnssde.eq.edu.au">SEQldDistRep@cairnssde.eq.edu.au</a>
<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:Karen@muccignatfarming.com.au">Karen@muccignatfarming.com.au</a>
<b>Grants Writer</b>	Judith Eriksen	<a href="mailto:jperiksen@bigpond.com">jperiksen@bigpond.com</a>



# 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

## Vice President

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

## Correspondence 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 [2020 P&Cs Qld P&C Guide](#).

# 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 Collaborate Ultra
- attending the annual face to face P&C Meeting (Annual Camp) and Biannual School Forums (Annual Camp and Celebration Week).

# Other positions

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

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 Rep is the P&C President or can be an elected person from the P&C Association. The SODEA Reps from each SDE 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. Meetings are held via videoconferencing approximately once each term and up to two face to face meetings are held in Brisbane each year.

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

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:

<http://education.qld.gov.au/ruralandremote/rreap/index.html>. The RREAP Rep on the P&C meets regularly with the RREAP committee to discuss RREAP funding applications received. The Rep reports back to the P&C on RREAP updates and RREAP applications.

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

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 Qld website](#). The ICPA Rep on the P&C is usually a member of the ICPA Qld Far North Queensland branch and reports back to the P&C at meetings with ICPA news and updates.

# Meeting Quorums

AGM – 4 members including at least one executive.

General Meetings – 4 members including at least one executive

Special General Meetings – 4 members including at least one executive

# Rules of Debate and Motions

For the rules of debate at meetings, and procedures with respect to Motions, members are encouraged to consult the [P&Cs Qld P&C Guide](#).

# Voting at meetings

- Only people who are listed as current members in the P&C's membership register are entitled to vote.
- Regardless of the type of meeting, decisions are made by voting on motions, with the result decided by the majority of votes of the members present at the meeting.
- Voting by proxy is not permitted under the Constitution.

# Election of Office Bearers and other positions

Memberships and Office Bearer positions become vacant at each AGM, when new memberships and membership renewals are accepted, and office bearers appointed. Members can be nominated for an Office Bearer position via a [Nomination Form](#) which is available each year on the school website. It is important to note that contact must be made with the person you are nominating to determine whether they are prepared to accept the nomination. Nominations must be returned to the Principal marked 'CONFIDENTIAL' prior to the AGM and addressed to the [principal@cairnssde.eq.edu.au](mailto:principal@cairnssde.eq.edu.au). Voting for the positions is then undertaken at the AGM where the Office Bearer positions are appointed by those members in attendance.

# 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.

# 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 13).

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 community
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.

## Forum Minutes

Minutes of previous years Biannual Forum meetings can be found on the school website: <https://cairnssde.eq.edu.au/our-community/pandc>

# Policy relating to Fundraising

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 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 whole school community.
5. Following point 4, if funds are to be allocated to a specific group, this must be passed as a Policy at the AGM or a Special General Meeting.
6. All funds will be dispersed based on needs within the school community.
7. 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, and the decision endorsed at the next general meeting.
2. Members are encouraged to access this site for the rules and regulations about raffles and fundraising in Queensland:

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

# Helpful links and information

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 2021 P&Cs QLD Accounting Manual for Parents and Citizens Associations and other helpful account-keeping tools, 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 on Facebook, P&Cs Qld State Discussion Group is a great source of information. It is a closed group, so you have to answer a few questions about your P&C membership in order to join.

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

[Australian Fundraising](#)

[Community Grants Hub](#)

[Gambling Community Benefit Fund](#)