The Parents and Citizens Association forms an integral part of the School Community, which in participation with the School and the School Council, actively works to achieve the School Vision to ‘inspire a passion from learning’.

The P&C is a forum for parents, guardians and citizens to support and assist the Government school system for the benefit of all students. The P&C has many functions, some being to:

- Encourage and develop parent participation and involvement in the School and its development
- Provide a forum for discussion of issues pertaining to the school and the community
- Promote and support co-operation and communication on educational matters, and engagement with school leaders
- Assist the school by providing valuable support services and contributing to the improvement of the physical and educational environment.

Volunteer parents may join a P&C sub-committee, represent the P&C in other groups, join the general membership, or simply offer to help on occasion. Activities undertaken by the P&C to support the school are overseen by Coordinators or Sub-Committees of dedicated P&C members:

- Canteen Committee - canteen organization and operation
- Uniform Committee - school uniform sales and inventory management
- School banking Coordinator – school banking operation and interface with the Commonwealth Bank
- Fundraising Committee – community events organization and fundraising
- Grounds Committee - school grounds improvement activities and busy bees
- Executive Committee - finance and administration activities

In addition, the P&C has representatives who attend the Shelley Primary School Council and the WACSSO District Schools Meeting to enhance wider communication and engagement between the P&C and other external groups.

The Shelley Primary P&C has contributed significantly to the school since it opened in 1975. There are many ways for you to get involved if you want to, come along to a meeting and join us in making a difference at Shelley Primary School.

**Meetings and Membership**

**Come along to a Meeting**

All parents are welcome to attend the P&C Meetings which are held on the third Tuesday of each month (excluding school holidays) in the Staff Room commencing at 7.30pm. Parents can come along as observers or join the P&C as members.

P&C Meetings are marked on the Term Planner issued by the school at the commencement of each term and notification of meeting times and dates will appear in the Newsletter prior to each meeting. Links to the meeting agenda and minutes of meeting can be found on the Shelley Primary School website.

The suggested meeting dates for 2014 are:

<table>
<thead>
<tr>
<th>First Term</th>
<th>Second Term</th>
<th>Third Term</th>
<th>Fourth</th>
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<tbody>
<tr>
<td>18 February (AGM)</td>
<td>20 May</td>
<td>19 August</td>
<td>21 October</td>
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<tr>
<td>18 March</td>
<td>17 June</td>
<td>16 September</td>
<td>18 November</td>
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**Interested in becoming a Member?**

You can become a member of the P&C at any general meeting held throughout the year. The annual membership fee is 50c and the Secretary will provide you with a joining form. Once a member you can:

- participate in discussions and vote on motions raised by members at general committee meetings
- nominate for vacant Executive, Sub-committee and Representative positions

It is not compulsory for members to attend meetings, although desirable. Apologies can be provided in advance to the P&C Secretary for note in the Minutes.

**Interested in nominating for a Position?**

The Annual General Meeting (AGM) is held on the first meeting of the year. Nomination and election of Office Bearers and Sub-Committee members takes place at the AGM where all positions are declared vacant. Office Bearer positions include President, Vice President, Secretary, and Treasurer. If you are interested in nominating for any of these positions and would like more information, please see the School Office to contact Helen Adamson, the current President.
P&C Support Services

The P&C provides the following services to support the school community:

- **Canteen**
  Open Monday, Wednesday and Friday each week of term.
  Casual volunteers are the key to the success of Canteen operation. A major commitment is not required, and the students love it when their parents (grandparents etc) are ‘on duty’. Canteen duty is a great way for parents to meet other parents within the school community, so if you’d like to Volunteer for a day, the Roster Coordinator would love to hear from you. If unsure who this is, any of the very friendly parents in the Canteen, will be happy to advise you.
  The menu is issued at the start of each term and spares menus are available from the School Office.

- **Uniform Shop**
  Open every Friday of term 1, the first 3 weeks of terms 2, 3 & 4 and alternate weeks thereafter.
  Uniform shop days are marked on the Term Planner issued by the school at the commencement of each term and advertised in the P&C News.
  Pricelists are available from the Uniform Shop.

- **School Banking**
  Open from 8.30am every Tuesday in the Junior Cluster (Yrs1-3).
  This service is provided to encourage our children to get in the habit of saving money. Incentive and Consistent Saver prizes are awarded each term to bankers.
  School banking accounts are provided through the Commonwealth Bank, and the School Banking Coordinators have all the paperwork you need to apply for accounts for your children.

P&C News

P&C news is posted in the School Newsletter which is distributed by email and posted on notice boards around the School each week (typically Tuesday). P&C News generally includes information on:

- opening times for the Canteen, Uniform Shop and School Banking services
- Canteen Volunteer Roster
- events being held by the P&C
- work being undertaken within the school which the P&C is contributing to

At times, notes or order forms may also be sent home for specific P&C events. These are normally sent home on a Tuesday with the other school notes distributed by the School.