

Everyone is invited to the P&C AGM on Dec 7th – followed by drinks & nibbles

**FFPS P&C Association
Annual General Meeting
Monday 7th December 2009
7.30pm in the Hall**

Research shows that the success of a child's early education is enhanced if parents/carers/grandparents and family take an active interest in school activities. The message that is conveyed to the child by parent and family involvement is that education is important.

Parents can participate in School activities in a number of ways. One of the most important is via involvement in the Parents and Citizens Association of FFPS. Each year, elections are held during the AGM to fill the roles listed below.

The 2008 Annual General Meeting will be held in the School Hall on Monday the 7th of December at 7.30pm. A strong and active P&C is vitally important to the School's development, and we need the support of as many parents as possible, whether in formal roles or as attendees at meetings and contributors to other activities.

If you would like to nominate for any of the positions listed below, please feel free to talk to myself Nicole Elliott (President), or Kristy Reeve and Nicole McArthur (Vice Presidents) for more information. Otherwise, please fill in the nomination form and leave it in the School office in the P&C tray.

At FFPS, our objective is to create a "community" atmosphere with clear emphasis on working together as one "family" to serve the interests of our children. The formal role of the FFPS P&C is to manage parent-related activities of the School.

The P&C meets on the first Monday of every month at 7.30pm in the School Staff Room.

Roles of the P&C Executive

President

As chair of the P&C Executive:

1. Chair meetings of the P&C
2. Liaise with the Principal on a regular basis to ensure parents' issues are addressed and to be kept abreast of day-to-day issues within the School.
3. Represent the Parent body at official School functions
4. Produce a regular news column for the Forest Focus Newsletter

Vice Presidents

As part of the P&C Executive:

1. Act for the President in his/her absence
2. Take on projects that are outside the scope of standing sub-committees

Secretary

As part of the P&C Executive:

1. Take the minutes at P&C meetings and maintain attendance records. Prepare the minutes for inclusion into the Forest Focus newsletter.
2. Open P&C in-coming mail and take action to see that it is dealt with appropriately. As required, prepare outgoing mail
3. Set up meeting facilities (when required)

Treasurer

As part of the P&C Executive:

1. Receive funds and pay P&C accounts
2. Maintain all financial records
3. Liaise with auditors as necessary
4. Advise P&C regarding the best investment of funds (with the benefit of appropriate advice where necessary)

Roles of the Office Bearers

Grounds and Gardens Coordinator

Undertake projects within the School associated with improving the grounds and gardens. Liaise with the Principal and Class Parents to organise working bees as required.

Fun in the Forest Fair Coordinator

Under guidance from the P&C Executive perform the role of overall coordinator of this event.

Media Liaison Officer

Using any available media such as TV, Radio and Print promote the School as directed by the Principal. In consultation with the Principal update school notice boards.

Website Administrator

Under the guidance of the P&C Executive perform the day-to-day maintenance of the P&C section of the School's website.

Technology Advisor (2 positions)

Act as a technical adviser and parent representative on the School Technology committee and make recommendations on technology implementations. Contribute to debate and decision making on technology issues as necessary.

Laminator Operator

Undertake laminating projects received through the school office.

Sub-Committee Coordinators

Establish a working committee in accordance with the subcommittee guidelines and carry out duties as outlined in the guidelines.

Please see the Nomination Form on the back of this sheet.