

USPS P & C Grapevine

WEEK 3 - TERM 1 - 2025

P&C General Meeting

TBC - Tuesday March 18th (Week 7) @ 6.30pm

Please email agenda items to uspspandcsecretary@gmail.com

Could YOU be our next leader?

The P&C held their AGM earlier this week and we were overwhelmed with the encouraging turnout, especially from new members with an eagerness to help. 2025 is going to be a great year with so many of us sharing the fundraising and events to contribute to our wonderful school community!

For the P&C to be able to function, all Office Bearer positions need to be filled. Although we were able to secure a Secretary and Treasurer, the roles of President and Vice President remain open. Do you have the passion and enthusiasm to fill these roles? You will be very supported and guided into the role - we work together as a team!

For your information, we have attached the 'role descriptions' from WACSSO (Western Australian Council of State School Organisations, which is the body representing P&Cs in WA) to assist with your decision making. We would love to hear from you if you think you can assist in these roles. Please email Bec with any questions or interest - uspspandcsecretary@gmail.com



School uniforms are available online from Perm-A-Pleat. Please visit the school website to access the link - upperswanps.wa.edu.au

Please consider donating uniforms to the P&C to help other families. Donations can be left at reception.

Care for Kids Upper Swan Primary School Care for Kids OSHC run a fantastic program on site at Upper Swan Primary School, providing a safe and caring environment, our emphasis is on delivering fun experiences for all children.

- Open 6.30am to 6.00pm
- Before school, after school and vacation care
- A healthy afternoon snack is provided daily
- All Government subsidies (up to 90% off the standard fee) apply
- Our qualified staff, trained in first aid, asthma and anaphylaxis are always in attendance
- We provide a wide range of indoor and outdoor experiences as well as having and external coach attend one afternoon each week (at no extra cost)



For bookings, please feel free to meet us in our OSHC room or contact us on 0418 736 801 or at upperswanpsoshc@careforkidswa.net.au



USPS P&C Association
BSB: 066-115
Acc: 00900444

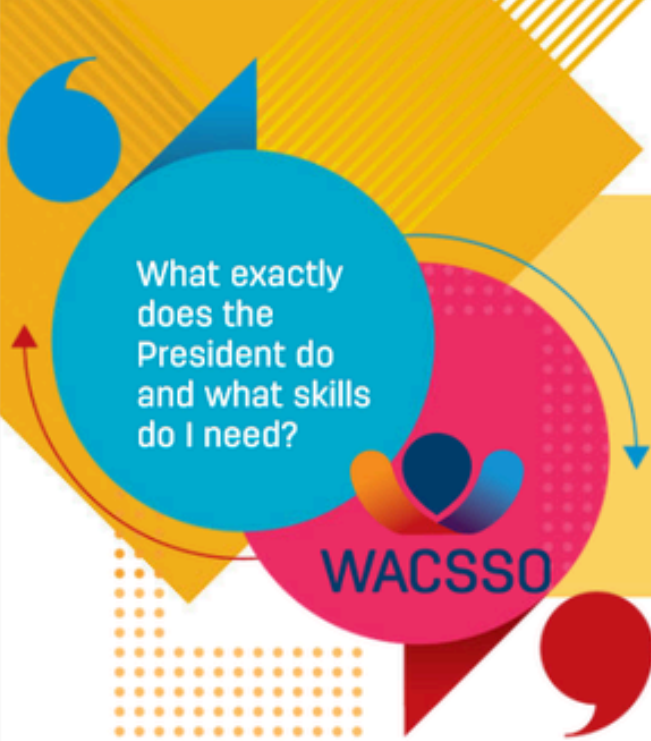


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What exactly does the President do and what skills do I need?

WACSSO

P&C President

Role Description

The P&C President is an effective leader, a people-person who is able to make and nurture relationships and has a detailed and thorough understanding of what is needed for the P&C to run smoothly, in line with its Constitution. While the President is the P&C's leader, it is important they have an understanding of all the roles and responsibilities of Committee members, so that a teamwork approach can be applied to achieving goals.

The vital link between parents and the school administration

The President is the primary link between the parent body and the school administration. You should develop and nurture a good working relationship with both.

Understand and observe the Constitution

The President ensures that all members of the P&C (including themselves) abide by your P&C's Constitution. This is particularly important when handling disputes or the possible suspension or expulsion of P&C members. The President is also responsible for any communication between the government authority responsible for administering the Associations Incorporation Act 2015 and the Association. Presidents must also have an understanding of the School Education Act and the Association Incorporation Act, as they pertain to P&Cs

Meeting Chair

The President is the meeting Chair and as such must have knowledge of meeting procedures and protocols. Well-run meetings also require the Chairperson to have an understanding of group dynamics, the ability to use their interpersonal skills to resolve conflict and/or get the best out of all members.

Ex officio member of all sub-committees

The President is a voting and speaking member of all sub-committees.

Ensure Office Bearers fulfil their duties

Good Presidents understand their own role and have a good working knowledge of the other office bearer roles too. The President will be able to see how all roles, and those individuals in them can work together as an effective team.

The public face of the P&C


Typically, the President handles all media enquiries, all external enquiries and speaking engagements (for example, assemblies). Remember, as President of the P&C, you are representing ALL of the parents at your school, not just the financial members of the P&C. At no time should you be giving a personal opinion.

Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

Manage any P&C paid employees e.g. Canteen worker, Uniform shop worker.

The President is the Principal Employer of any P&C employees. You will need to be aware of all WHS Act requirements and ensure employees are insured and paid correctly.



What exactly does the Vice-President do and what skills do I need?

WACSSO

P&C Vice-President

Role Description

The Vice-President is the principal contact between the P&C and WACSSO, while also being the understudy for the President. Ready to step in at any time, it is important that the Vice-President understands the role of the President, plus all the Constitutional obligations of the P&C. WACSSO distributes information to P&Cs regularly throughout the year, and it is up to the Vice President to ensure this information is presented at meetings or circulated to members as applicable.

Understudy to the President

The main responsibility of the P&C Vice President is to act as an understudy to the President. At various times, you may actually be required to step into that role. This is particularly true if the President is unable to Chair meetings. The President may also choose to delegate certain responsibilities to the Vice-President.

WACSSO Liaison

As the WACSSO Liaison, the Vice President acts as the link between the P&C and WACSSO. This will mean regular monitoring and sharing of WACSSO Facebook posts on the P&C Facebook page where possible and relevant. The Vice-President should also regularly check the WACSSO website and share information with their P&C on WACSSO Conference, available training sessions and updates to publications as relevant. As the primary contact, the Vice-President will automatically receive all regular WACSSO communications, which should be circulated at meetings. You will also be the main contact for your WACSSO State Councillor.

Build relationships

The Vice-President is encouraged to foster relationships with neighbouring or like-minded P&Cs and community groups.

Understand the Constitution

As the Vice-President may be required to step in for the President at any time, they need to have a full understanding of the P&C Constitution plus all the policies and procedures relevant to their P&C.

Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

Additional roles

Your P&C may have additional roles (such as Publicity Officer or Events Officer) that the Vice-President takes in in addition to their Officer Bearer role.

Volunteer and Member Coordinator

If the P&C wants to attract more members and helpers, it is a good idea to have a dedicated Volunteer and Member Coordinator whose major responsibility is to make sure volunteers and members are attracted and retained. This role typically falls to the Vice-President.



**Friday 7th March
Week 5**

Containers For Change Collection Drive

The year group with the highest amount of eligible containers collected will win an extended recess. However if together we collect **10,000** containers our whole school will have an extended break.



✓ ELIGIBLE CONTAINERS



Containers to be placed in your year group collection bin on the grass area near room 12 before school commences.

Start collecting now!

