



ROCHEDALE STATE SCHOOL

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P&C Meeting Guidelines

P&C Meeting Venue

Meetings will be held at the Rochedale State School Staff Room unless determined by the committee at the previous meeting.

Time

Executive Committee meetings will commence at 6.00 pm and conclude at 6.50pm. These are used to discuss any upcoming issues and deal with any confidential matters.

General meeting will commence at 7.00 pm. sharp and conclude at 8.30pm. An extension of time of not more than 20 minutes will be permitted on a motion duly passed by the attending members to that effect. No more than two consecutive motions for extension of time will be accepted by the chairman at any one meeting.

Minutes

The minutes of the last meeting shall be circulated to every member of the committee at least 7 days after to each general meeting. A copy of the minutes of each meeting shall be posted on the website for the perusal of all members, and a summary of business transacted, and motions adopted by each meeting shall be printed in the school newsletter.

Reports

At the end of each month Roshca, Tuckshop and Uniform Shop financials to be forwarded to the Treasurer for inclusion in the Treasurer's Report. Financials will be reviewed, and items deemed confidential in nature suppressed before inclusion in the Treasurer's Report. The Treasurer's and each Coordinator's reports to be completed 3 weeks prior to a General Meeting and sent to the Committee. 2 weeks prior to the General Meeting the Operation Meetings are held to review and plan. 1 week prior to General Meeting, consultation packs are distributed to registered P&C members. P&C members are required to lodge question packs prior to the commencement of the meeting.

General Meeting Business

Strict meeting procedure will be adopted by the chairman at all P&C meetings. Time is valuable and there is a multitude of legitimate business to be dealt with by the committee for the proper management of the association. An agenda will be drawn up for each meeting and strictly adhered to. Only business arising out of that meeting's agenda will be dealt at that meeting. Members wishing to have matters dealt with by the committee shall advise the secretary 3 days prior to the meeting, unless extenuating circumstances can be proved to the satisfaction of the chairman before the commencement of any meeting, such advice shall state the exact nature of the matters to be dealt with and the reason, therefore. Frivolous matters or matters not requiring to be dealt with at P&C level, will not be included in any meeting agenda but will be dealt with separately by a duly authorised person.

Discussion

Unless otherwise determined by the chairman, or the committee, no discussion shall take place unless a motion has been properly placed before the meeting. It should not be the aim of management to stifle discussion nor is expediency the primary objective, but action is. The meeting room should be a forum for solving problems not creating them, so, do your investigating and procrastinating in the field and bring, not problems, but solutions along to the meeting and let us discuss them.