

## Information Sheet No. 8

# Setting up a P&C Association

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The role of parents in schools is to support the school for the benefit of its students by:

- assisting teachers in the classroom
- helping out eg. in the canteen, in the library, at working bees
- making use of your talents at school eg. coaching a sporting team
- sharing in decision-making in the school, e.g. through the School Board
- recognising the importance of school board representation
- assisting home-school communications eg. producing a newsletter
- fundraising
- providing feedback about curriculum and educational issues.

In a new school:

- working closely with the principal to call a meeting of parents before the school has opened;
- Establishing an organising committee which will set priorities and form specific sub-committees such as canteen, outside school hours care, fundraising, curriculum, constitution, social, etc - whatever is considered necessary. Sub-committees are accountable for their activities to the P&C association and should present reports and financial statements regularly at P&C meetings.

Develop parent and community support by:

- keeping people informed about what is happening
- keeping parents interested by tackling the most relevant concerns
- initiating and maintaining a resource list of parent skills and knowledge and using it.

Ensure that there are good communications channels by:

- making sure that information is accessible to all parents
- establishing a parent/community contact centre (ideally with the school)
- setting up a noticeboard
- supporting parent representatives on the school board

**Contact P&C Council for help.** Documents available include:

*Information Sheets (Nos 1— 45)*

A model constitution for P&Cs

*The P&C Council Policy Document*

A sample of a meeting agenda, minutes and meeting procedures. ★