

From the P&C President

I would like to welcome our new families to Swanbourne Primary School. I trust you will find your time here a positive experience for both your children and your family generally. To our returning families I also welcome you back for another exciting year.

You will notice a lot of extra material with your newsletter. The first thing you should all be aware of is our family picnic on Friday 22nd February. This is a great opportunity to meet new people and catch up with old friends. Everyone is most welcome to attend.

That same night, at 7pm, is our AGM. The meeting will be very brief and essentially just elects people to fill all positions, which are all up for renomination. While picnic goes do not need to attend, everyone is welcome to come along and participate or just see what goes on at the P&C meetings.

Please be aware that we are still seeking volunteers to fill most positions – especially Secretary, President, and Canteen Convenor. The only nomination we have so far is for Treasurer.

You can nominate yourself, or nominate someone else – however, they must also agree to the nomination. If you would like additional information please do not hesitate to contact me.

Also enclosed is a nomination form for all positions, along with a membership form for the P&C. Membership is just \$1 and I would encourage all families to be involved. This allows you an opportunity to have input. There are many ways to be involved in the P&C and not all of them involve attending our monthly meetings. But even if you want to participate in one of our standing committees you should become a member of the P&C.

I look forward to seeing you all at our picnic. For more information please call me on 0416 199 808 or email to mad.cate@bigpond.com

Madonna Oliver - P&C President

Office Bearers & Positions – Outline

President: The President is the link between the P&C as the main parent body, and the school. They are also the public face of the P&C. The main role of the President is to prepare and chair meetings and to ensure tasks are followed up. They should become well informed of the functions and standing committees of the P&C so they understand what is happening.

It helps to understand meeting procedures, however the WA Council of State Schools Organisation provides a comprehensive guide for Presidents, and there are always experienced members on the P&C who can provide advice and guidance.

Secretary: The Secretary is responsible for ensuring the P&C is managed effectively. They keep an up to date membership list, take minutes of meetings, prepare minutes and distribute to members. They also assist the President in preparing the meeting, with an agenda and notice of meeting distributed to members. They collect all

correspondence in and out, keeping a record of all items, and distribute. They also respond to any correspondence as required.

It helps to understand meeting procedures, however WACSSO provides a comprehensive guide for Secretaries and there are always experienced members on the P&C who can provide advice and guidance.

Treasurer: The Treasurer is responsible for the financial management of the P&C's funds. They authorise payments and receipt any incoming monies and ensure they are allocated effectively. They are responsible for paying any accounts and ensuring there are adequate funds before doing so. They assist in developing a budget and prepare monthly and annual financial reports.

It helps to have experience, however WACSSO provides a comprehensive guide for Treasurers and there are always experienced members on the P&C who can provide advice and guidance.

School Council Rep: The School Council meets once a term to discuss and determine policy issues for the school. The Council consists of parent and staff representatives. The P&C representative is one of those parent representatives, and provides a direct link between the P&C and School Council. This person should be well informed of P&C activities and be able to present reports at both Council and P&C meetings as required.

Standing Committee Convenors: All Standing Committees have Terms of Reference documents to act as a guide for the roles and responsibilities of the each committee. The Convenor ensures the committees stay on task and report back to the P&C meetings. In the case of the Uniform Shop and Canteen, reports must include a financial report prepared by their Treasurer

Canteen: The Canteen Committee is responsible for the proper management of the Canteen and sets policies regarding menu, opening times, employment, stock control, financial management, health regulations, food handling, volunteer rosters, etc. This Convenor chairs committee meetings and reports to the monthly P&C meeting.

Uniform Shop: This committee is responsible for the proper management of the Uniform Shop and sets policies regarding uniform sale prices, stock control, second hand uniforms, financial management, volunteers, etc. This Convenor chairs any meetings and reports to the monthly P&C meeting.

Social & Fundraising: This committee is responsible for determining fundraising activities to meet the P&C's fundraising goals for each year. They also come up with a calendar of events, including purely social events, to promote and encourage a sense of school community. This Convenor chairs any meetings and reports to the monthly P&C meeting.

Early Childhood: This committee or representative is responsible for promoting the Early Childhood Unit, encouraging parent involvement and participation and to represent the needs of the ECU to the P&C. This Convenor chairs any meetings (if a committee is in place) and reports to the monthly P&C meeting.

Playground: This committee is responsible for playground concerns and issues within the school. They liaise with the school on playground priorities and safety issues and assist with any new developments. This Convenor chairs any meetings and reports to the monthly P&C meeting.

Environmental: This committee is responsible for environmental issues and concerns within the school. They determine priorities and goals for the year and are responsible for the vegetable garden. The Convenor chairs any meetings and reports to the monthly P&C meeting.

Road Safe: This committee provides a forum for parents regarding road safety to and from the school. They monitor ongoing residential developments around the school and meet regularly with the various stakeholders. They develop a list of concerns and priorities and an action list to tackle them. The Convenor chairs any meetings and reports to the monthly P&C meeting.

ESU: This committee or representative is responsible for promoting the Education Support Unit, encouraging parent involvement and participation and to represent the needs of the ESU to the P&C. This Convenor chairs any meetings (if a committee is in place) and reports to the monthly P&C meeting.

Class Room Rep Coordinator: This person acts as the link between the classroom representatives and the P&C. They provide information to the reps regarding P&C and other school issues or events, and feedback to the P&C of any issues or items in the classrooms. This coordinator reports to the monthly P&C meeting.

It should be noted that all office bearers, committee chairs and members of committees, must be current members of the P&C.

For further information please do not hesitate to contact the President, Madonna Oliver, on 0416 199 808 or via email: mad.cate@bigpond.com

CANTEEN SOS

Volunteers and committee members needed urgently. A roster is coming home with the newsletter that will show the shortage of helpers. The canteen will close next week if we do not get more helpers. Great fun and easy work - team up with a friend. If you can help, pop into the canteen on Monday or Friday morning to tell Diane the manager or call Gail at the office.

Eduina Cameron – Canteen Co-ordinator

UNIFORM SHOP NEWS

Welcome back to 2008 school year. The Uniform Shop is open on a **Monday morning from 8.30am to 9.30am**; you can find us in Room 4 (the end room next door to the Year 1 classrooms) in Starfish Block. Monique Innis is the Manager of the Uniform Shop and Michelle Fisher is the P&C Rep.

We are in desperate need of parents to volunteer one hour once or twice a term in the Uniform Shop. If you are interested please email Michelle Fisher on steve_fish@bigpond.com (there is an underscore between steve & fish). If you have smaller children they are welcome also, there are a few toys in the room to keep them entertained.

All pre orders that were placed last year are ready for collection; if you no longer require these items please advise Monique so they can be put back on the shelf for sale. We also stock **Waterproof Library bags/Homework Folders**; these are \$10 each and are available from the school office or shop. We are sorry to advise that we do not have any School Bags until mid year.

Thank you - Monique & Michelle

SCHOLASTIC BOOK CLUB

Welcome back to a new school year. Issue 1 order forms have been distributed to all children this week for the Scholastic Book Club. Please send orders to your class teacher in an envelope marked with your child's name, year level, room number and teacher latest by next **WEDNESDAY morning 20th February**. **Payment can be made by credit card (a credit card slip is in the booklets to pay on-line or by phone) or by money order/cheque payable to 'SCHOLASTIC AUSTRALIA'** and not to the school. You can order from several booklets and just make one payment. Late orders will be returned.

Scholastic Book Club offers great books at a very reasonable price and by participating in Scholastic Book Club, every order you or your child places earns reward points, classroom free-picks and bonus reward coupons that the school can use to choose books and resources for the library and classrooms. Last year the Library received free books to the value of \$3,398 all thanks to parents and students of the school.

Please do not hesitate to contact myself on 9384 7975, Kerrie MacKenzie on 9385 6917 or Peta Norrish on 9384 8336 should you have any queries.

Hella Hollyock – Book Club Co-ordinator

FUNDRAISING NEWS

IT'S COMING.....

The \$65 Entertainment Book with GOLD CARD

I am advising that this book will be available again this year so support Swanbourne Primary and order it from us! Yes, the price has increased by \$5 to \$65, with \$13 per book going towards our fundraising. Last year sales of this book raised \$816 for the P&C. An order form will be sent home soon and books will be available in MAY. 68 copies will be reserved so be sure to get your order in as soon as possible to avoid missing out. You can pre-order by emailing dianna.gilbert@gmail.com

Want to be on the P&C email list for general info? Email dianna.gilbert@gmail.com with your contact details. Please include your **child's name, class** and your **email address** with **SWANBOURNE P&C EMAIL LIST** in the subject line.

Labels - Just a reminder that if you need clothing or item labels, you can order direct over the web from "You Name It Labels" on <http://www.younameitlabels.com> and quote our school code of: **spsw0505**

We will receive a small commission on most orders as follows:

- \$2.50 for every set of 70 Vinyl or Fabric Labels, Address Labels, 280 Pencil Labels, Jazzy Jars, Library Labels, Subject Labels, Magnets, Funky Fridge Frames & Timetables, Complete School Packs, 100 Envelopes
- \$2.00 for every School Packs, 60 Seals
- \$1.50 for every set of 35 Fabric Labels, 35 Sew-in Care Labels, 140 Pencil Labels, Extra Strip Sets for Timetables, any Fast & Fabulous Vinyls, Lazy Letters, 50 Envelopes.
- \$1.00 for All Bagadelics, Oval Tinsys, Alpha Buddies, any item from the Sew-Cool Range, 30 Seals, Poison Labels, Nifty Notebooks, Tricky Stickies, Kosher Labels, Lippy Letters, Daisy Doodlers, Wicked & Wild Letter Lights
- \$5.00 for every Double Set
- No rebate on Gift boxes, Storage Boxes, Cool School Frames, Shimmer Shapes, Party Starters, Wall Walkers & Activity Stickitie

Dianna Gilbert – Fundraising Co-ordinator

Swanbourne Primary School P&C Association



Narla Road, Swanbourne 6010

Telephone: (08) 9385 5033 Facsimile: (08) 9284 7846

Email: Swanbourne.ps@det.wa.edu.au

Web Address: www.swanbourneprimary.wa.edu.au

Membership Form

Please return to the Secretary via the P&C Mail Box (in the school office)

I, (insert name)

of, (insert address)

Phone/ Mobile

Email

wish to become a Financial Member of the Swanbourne Primary School P&C Inc for 2008 and enclose my membership fee of \$1.

Please send minutes and notice of meetings to the email address above.

I understand that membership is current from the AGM 22nd February 2008 and that by joining the P&C I agree to abide by the Rules of the Association.

Signed.....

(to be returned to member)

Swanbourne Primary School P&C Assn Inc Membership Receipt

Received from:

The amount of \$1 for 2008 Membership for the Swanbourne Primary School P&C Assn Inc.

.....
Treasurer / Secretary

.....
Date

**Swanbourne Primary School P&C Association Inc
Office Bearer Nomination Form**

AGM - Friday 22nd February 7.00pm

*Please return to the Secretary via the P&C Mail Box (in the school office) by
Thursday 21st February 2008*

I, **(insert name)**

Email

being a 2008 financial member of the Swanbourne Primary School P&C Inc, nominate

.....

for the position of (*circle one*):

- | | | |
|-----------|--------------------|-----------|
| President | Vice President x 2 | Secretary |
| Treasurer | School Council Rep | |

Standing Committee Convenors:

- | | | |
|-----------------------|------------|---------------------------|
| Social & Fund Raising | Canteen | Uniform Shop |
| Environmental | Playground | Road Safe |
| Early Childhood | ESU | Classroom Rep Coordinator |

Qualifications/Reasons (optional)

.....
.....
.....
.....
.....

.....

Signed (Nominator)

.....

Signed (Nominee)

Date.....