



Queanbeyan & District  
Preschool Association

# P&C Committee Handbook

For QDPA Services



# Contact Us

## Harris Park Preschool

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Managing Director: Mandy Jackson

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## QDPA Head Office

Mandy Jackson - QDPA Managing Director

Harris Park Preschool

61 Lowe Street

Queanbeyan NSW 2620

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Web Site: <http://qdpa.com.au>

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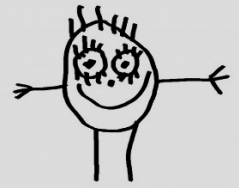
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# Welcome to QDPA.

## Who is QDPA?

The *Queanbeyan & District Preschool Association* (QDPA) is a community based not for profit organisation. Management of QDPA is overseen by a Managing Director – Mandy Jackson and a volunteer community Management Committee, who make decisions about the overall operations of the Preschool Association.

QDPA is made up of three preschools – *Harris Park Preschool*, *Karabar Preschool* and *Waratah Preschool*, all located within Queanbeyan NSW. Each preschool is managed by a Director who is Early Childhood qualified and responsible for the day to day staffing, educational practice and operation of that service.

The manager of each QDPA service is as follows;

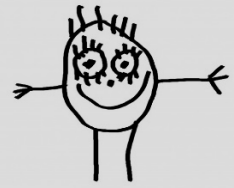
- *Harris Park Preschool* – Mandy Jackson (QDPA Managing Director)
- *Karabar Preschool* – Jenny Farnhill (Director/Teacher)
- *Waratah Preschool* – Carly Smith-Beeson (Director/Teacher)

In addition to a Management Committee, QDPA also has a P&C Committee which is made up of volunteer parent representatives elected each year for each of the association preschools. The P&C Committee is a sub-committee, created under the delegation of powers in the QDPA Constitution. The P&C Committee are responsible for fundraising for the Association, as well as providing feedback and acting as a voice for individual preschools and families on their preschool experience. The P&C Committee report to the Managing Director, of whom provides feedback to the Management Committee. The P&C Committee meets once a month, with the venue changing each month and rotating around each preschool in turn. All staff and parents are welcome at each meeting.

Further information about QDPA and individual preschools is available on our website @ [www.qdpa.com.au](http://www.qdpa.com.au)



## Objective of this Handbook as a Guideline



1. The objective of the *QDPA P&C Committee Handbook* is to convey the practices of the current QDPA P&C Committee to any new or incoming committee members who may join our Association each year. This handbook documents the undertakings of each committee position, provides useful information for incoming members and aims to ensure continuity of information, communication and practice for all our QDPA preschool operations.
2. It is important to bear in mind that as a community P&C Committee, members will come and go and therefore continuity of practice can be compromised and needs to be safeguarded. So while each new year will bring wonderful and unique family and community compositions, opportunities, and skills to our P&C Committee, change can also present us with challenges and it is therefore important that information is shared from year to year & passed on to new members to ensure an easy transition from on committee to the next.
3. Accordingly, this handbook will be continuously updated in line with changes to QDPA practice or relevant legislation, including the *National Education and Care Services Act*, government funding and new Early Childhood regulation and law which was enforced from 2012 onwards. This handbook will also reflect any amendments to the *Incorporated Associations Act (2012)* that may affect sub-committees and subsequent updates to our QDPA Constitution.

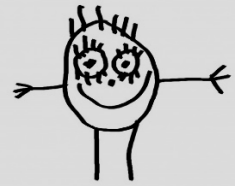
# A brief history of QDPA.

QDPA was formed in May 1950, when a public meeting was held to elect a management committee that would work towards setting up a preschool centre in Queanbeyan. For a cost of £1900 (\$3800) a weatherboard building was constructed on the grounds of an existing park in Queanbeyan named *Harris Park*. The preschool was officially opened in March 1952. The preschool was later renamed the *Margaret Donoghue Memorial Preschool*, in recognition of the late Mrs Donoghue's endeavours as president and later as patroness of the Association, however, the preschool is still known in the community as *Harris Park Preschool*.

The growing demand for preschool education in Queanbeyan was met by the opening of a second preschool – *South Queanbeyan Preschool*, in November 1973. This preschool was later renamed *Waratah Preschool*. The preschool was built with funds raised by QDPA, whilst the land remains the ownership of Queanbeyan Palarang Regional Council.

The demand for preschool places continued to grow in Queanbeyan and this led to the opening of *White Rocks Preschool*, which operated from the YMCA building during the late 1970's and Early 1980's.

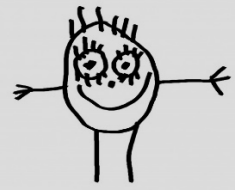
In 1980 it became apparent that the maintenance effort at *Harris Park Preschool* was becoming unsupportable and it would require a great expense to bring the building up to the standards required in the 1980's. The Association investigated the possibility of constructing a new and larger preschool centre on the original site. With an estimated cost of \$180,000.00 the association approached Queanbeyan City Council for assistance. An agreement was reached Between QDPA and council, with the Association contributing \$30,000 toward the cost of a new building and undertook an agreement to pay commercial rent to Queanbeyan City Council for the use of the building. A new two classroom *Harris Park Preschool* building was opened in November 1983.



Also in 1980 the Association became known as the *Queanbeyan & District Preschool Association (QDPA)*, with the establishment of a preschool at Captains Flat. The White Rocks Licence was transferred from Queanbeyan YMCA to a site at Captains Flat. This preschool was originally operated from the old Picture Theatre at Captains Flat, which was being used as a Community Hall. In 1990, after fundraising by QDPA and the Captains Flat community, a new purpose built preschool was established at 27 Foxlow Street, Captains Flat on Crown land and the preschool was moved. In 1990 the preschool was renamed *Jingera Preschool*. However, in 2016 after years of Jingera Preschool running at a loss (due to government underfunding and dwindling enrolment numbers in the community), the decision was made to hand Jingera Preschool at Captains Flat over to a newly formed *Captains Flat Community Preschool Association* and QDPA ceased to operate a preschool service at Captains Flat.

In 1987 QDPA commenced negotiations with Karabar Housing Co-operative to establish a preschool within the new community complex being constructed at 191 Cooma Street, Queanbeyan. As a result Karabar Preschool was opened in September 1988. The building was later bought by St. Matthew's Church and QDPA currently rents the premise from the church.

The demand for preschool places within Queanbeyan township continued to grow and after years of lobbying various state governments, QDPA was finally successful in gaining a grant of \$850,000 to expand Harris Park Preschool. In 2012 Harris Park Preschool was extended into a 4 unit preschool and the four classrooms began operation in January 2013. Due to the continued growth of the Association, in January 2016 the Association elected to employ a Managing Director to oversee operations of preschools across QDPA.



# What do we believe in?

## QDPA Philosophy

QDPA philosophy is used as a guide in the development of an individual program philosophy in each QDPA preschool service. The philosophy for each preschool is developed collaboratively with educators, children, families and the community to determine a set of values and beliefs in regard to early childhood education and the building of relationships within the preschool community. Each philosophy aims to challenge discrimination and promote social justice. Please ask the director of your service for a copy of your preschool's philosophy.

Our preschool philosophies are a living and changing document that reflects the knowledge, beliefs and values of our early childhood educators, children, families and the wider community. The QDPA Mission Statement is the overarching statement that supports and shapes each individual services philosophy. Each service has unique characteristics and cultures which provide the rich context for their individual philosophy, curriculum and programs and ways of being.

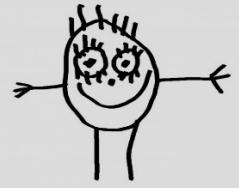
## Our QDPA Vision and Mission Statement

*Our vision- to be an engaged, respectful and participative community of preschools, supporting children's lifelong learning journey.*

The best interest of children is our primary consideration. We acknowledge that the rights of the child are to be upheld in our daily practice, routines, program development, the organisation of staff and the decisions we make as an Association.

We acknowledge that children are capable and competent within their own right, and come to us with individual knowledge, skills, culture and unique ways of being.

We acknowledge that children belong first to a family. QDPA therefore advocates for the development of respectful partnerships that rely upon trust, ethical behaviour and social justice. We are committed to building positive relationships with all members of our community. These relationships are nurtured through open communication and based on principles of engagement, mutual respect, honesty and a commitment to work together towards shared goals for children and families.





As an Association we are committed to the continued provision and support of accessible, high quality preschool services for children and families within the Queanbeyan and Districts community. Our partnership with communities strengthens our capacity to support children and families, and in turn develop thriving services. We strive to provide access to affordable quality early education and care that reflects local community culture and need. All of our services are self-sustaining with any surplus reinvested back into the QDPA preschool services.

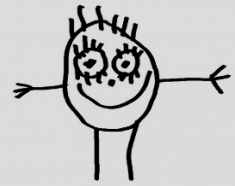
Our learning environments reflect a holistic approach to learning and provide endless opportunities and possibilities to support children's wellbeing, education and autonomy. Our space and resources are arranged in the environment to empower and support children to actively engage in co-constructing their learning journey. Our environments reflect an atmosphere of respect and appreciation for the importance of sustainability.

Current research and theory will inform our early childhood curriculum. We recognise the value and richness of children's play as a catalyst for their learning. *The Early Years Learning Framework* (EYLF) and the *National Quality Framework* (NQF) will guide the planning process in all our preschool services. Staff, children and families are provided with opportunities to discuss, reflect on, and evaluate the curriculum as it unfolds throughout the year, so that children can be provided with an educational program that empowers, inspires and encourages them to further develop their knowledge, skills and interests.

As educators we are committed to critical reflection, evaluation and we will regularly assess the appropriateness of the curriculum and our daily practice. We strive to ensure we provide true inclusion, as well as authentic and meaningful experiences that are worthwhile.

QDPA firmly believes that continuous professional development is essential for providing quality early childhood education and encourages regular training workshops and in-services for staff, administrators, families and others involved in our preschools.

QDPA strives to be a recognised leader in the provision of quality community based education and care in our community.



# Some Important Information.

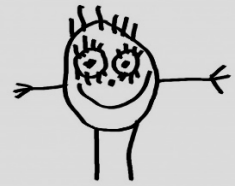
## Introduction

This handbook has been prepared to help you become familiar with *the QDPA P&C Committee* - it is a summary of policies that may affect you, key roles and responsibilities for P&C Committee members and provides information on committee roles & responsibilities, confidentiality, fundraising and outlines the supports available to you as a QDPA P&C Committee Member.

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our preschool Association recognises the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised and controlled within our organisation. We view good governance, management and relationships as essential to our provision of high quality education and care in a responsible manner. To ensure our Association has good governance we will;

- Conduct our affairs legally, ethically and with integrity,
- Identify organisational risks and understand our legal responsibilities and manage these through clearly defined policies and relevant processes; and
- Ensure that mechanisms are in place for fair and transparent governance.
- Involve & consult with all members

It is important that all Management and P&C Committee members have a clear understanding of how all QDPA preschool services are governed and managed. From 1<sup>st</sup> January 2012 a new *National Quality Framework and new Law & Regulation* came into being to 'ensure the wellbeing of children' (NQF, ACEQA, 2011:3). To support you in understanding the complex Early Childhood National Quality Framework, Laws & Regulations we have included some important Early Childhood information & terminology on the following pages;



# QDPA Important Information



Name of Association: Queanbeyan & District Preschool Association	
Preschool Constitution	Reviewed end 2017/accepted early 2018
Preschool Handbooks	<ul style="list-style-type: none"> <li>Parent Handbook updated July 2016</li> <li>Staff Handbook updated October 2016</li> <li>Management Committee Handbook updated February 2017</li> <li>P&amp;C Committee Handbook updated February 2017</li> </ul>
QDPA Policies & Procedures	Ongoing as per policy folder
Australian Business Number (ABN)	58 507 571 471
Financial Year	01 <sup>st</sup> January to 31 <sup>st</sup> December
Education & Care Directorates	
Education and Care Services National Law Act (2010)	Education and Care Services National Regulations (2012)
<i>National Quality Framework (NQF)</i> Governed by ACECQA (Australian Children's Education and Care Quality Authority) <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>	Funded through NSW Department of Education <a href="http://www.dec.nsw.com.au">www.dec.nsw.com.au</a>
QDPA Provider Approval Number	PR-00005679
Service Approval Numbers	Harris Park Preschool - SE-00007493 Karabar Preschool - SE-00007720 Waratah Preschool - SE-00009483
ACECQA Delegations (Must be invited/accepted in writing & held in preschool staff registers)	
<b>Licensee</b> - (Association - with an Approved Person with responsibility & signatory control)	Chair of Management Committee: Current Chair - Mr Tobi Edmunds
<b>Nominated Supervisors</b> - (Persons with Qualifications, Experience & approval under regulation to assume management control of services)	<b>QDPA Managing Director &amp; Harris Park Preschool</b> - Ms Mandy Jackson <b>Karabar Preschool</b> - Mrs Jenny Farnhill <b>Waratah Preschool</b> - Mrs Carly Smith-Beeson
<b>Educational Leaders</b> - (Person responsible for overseeing Educational Programs for children).	Harris Park Preschool - Holly Suitor-Fogarty Karabar Preschool - Mrs Jenny Farnhill Waratah Preschool - Mrs Carly Smith-Beeson
<b>Certified Supervisors</b>	All educators - as services are certified.
<b>Responsible person in Charge</b> - (in the absence of the Nominated Supervisor)	Harris Park Preschool - Holly Suitor-Fogarty (2 <sup>nd</sup> in charge)

# Early Childhood Terminology

## Preschool Roles & Responsibilities:

### ➤ Approved Provider

An Approved Provider is a person or an entity who holds a Provider Approval granted under the *Children (Education and Care Services) National Law (NSW)*. This approval authorises the Approved Provider to operate an approved education and care service. Approved Providers were formerly known as licensees of education and care services.

### ➤ Responsible Person

A responsible person applies only to centre based services. Under the National Law a responsible person must be physically present at a centre based service at all times that the Approved Service operates. A responsible person can be;

- The Approved Provider; or
- The Nominated Supervisor; or
- A Certified Supervisor who has consented to be placed in day- to-day charge of the service

### ➤ Nominated Supervisor

The Nominated Supervisor is the person with responsibility for the day-to-day management of an Approved Service. The National Law requires that Approved Providers must not operate a service without a Nominated Supervisor for the service. In the absence of a Nominated Supervisor a Certified Supervisor will need to consent to filling the role. In most cases the Director is the NS.

### ➤ Certified Supervisor

A Supervisor Certificate, which is a nationally recognised approval that allows a person to be appointed as the Nominated Supervisor for an Approved Services or to be temporarily placed in charge when the Approved Provider or Nominated Supervisor is absent.

A Supervisor Certificate is a personal approval and is ongoing unless suspended, cancelled or surrendered. A Supervisor Certificate is not attached to a particular preschool/centre, which means a person will not have to reapply for a Supervisor Certificate if they move to another State or Territory.

There is no maximum number of Certified Supervisors per preschool/centre. An Approved Provider or Nominated Supervisor should nominate chosen Authorised Supervisors for a service in writing and assess how many staff may need to hold a Supervisor Certificate to ensure that the responsible person requirement is met. (Certified Supervisors will also need to have completed approved child protection training when placed in charge).



## ➤ Educational Leader

The role of the Educational Leader will be to lead the development and implementation of the educational program (or curriculum) in the preschool/centre. The *National Regulations* require the Approved Provider to appoint the Educational Leader in writing, and note this designation in the staff record of service.

## Regulatory Bodies:

### ➤ National Legislative Framework

The National Legislative Framework is established through an applied law system and consists of;

- The *Education and Care Services National Law*;
- The *Education and Care Services National Regulations*.

### ➤ National Quality Standards

The *National Quality Standard* sets a new national benchmark for the quality of education and care services. The *National Quality Standard* is divided into seven quality areas;

- Educational program and practice
- Children's health and safety
- Physical environments
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management.

### ➤ National Quality Rating and Assessment Process

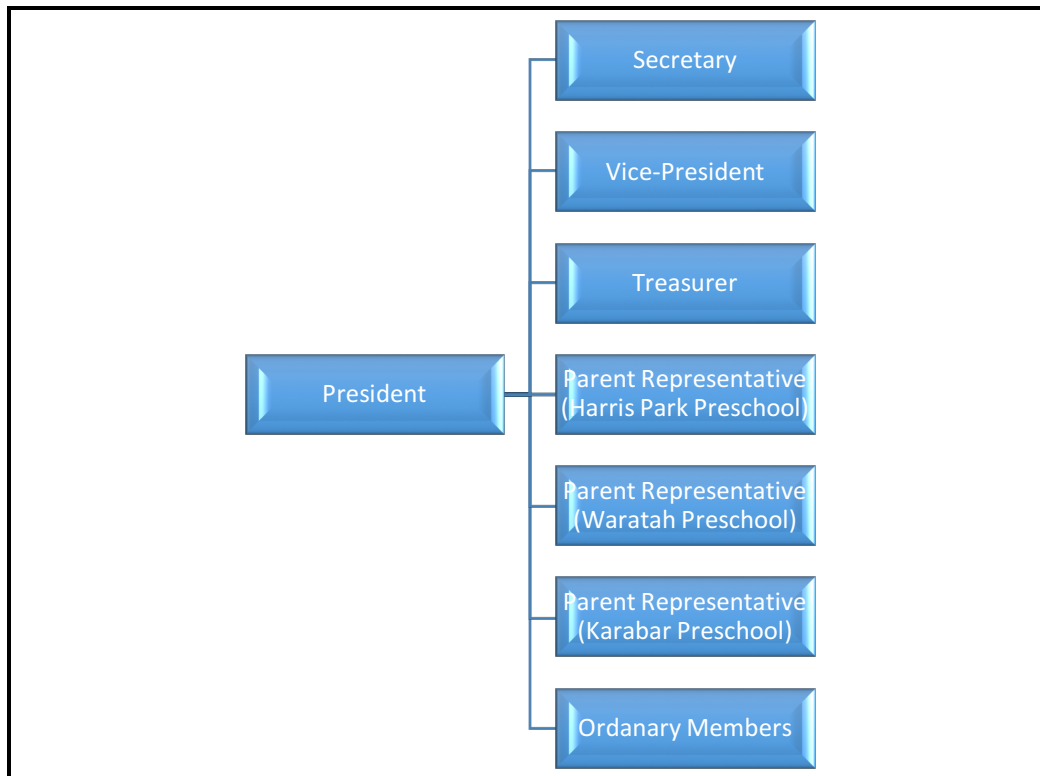
Services will be assessed and rated against each or the seven Quality Areas of the *National Quality Standard and the National Regulations*. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care.



# Positions and Duties of the P&C Committee

The QDPA P&C Committee consists of 7 to 11 elected members. These positions consist of the Executive being President, Vice-President, Secretary and Treasurer, as well as a Parent Representative from each preschool Service (Harris Park, Karabar and Waratah Preschools) together with several General P&C Committee members.

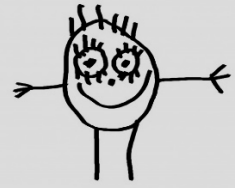
## QDPA P&C Committee Structure



The QDPA P&C Committee is attached to (3) preschools, being - Harris Park, Karabar and Waratah Preschools.

QDPA's P&C Committee will:

- Fundraise to provide additional resources for the benefit of students at all preschools.
- Encourage and develop parent and community involvement and participation in the Association and Preschools.
- Liaise, promote and support communication and co-operation within the preschool community.
- Work within the requirements of the Association Incorporation Act.



# P&C Committee Positions

## President

The role of the QDPA P&C President is to ensure that the job of the P&C Committee is undertaken effectively. The President's role includes leadership of the P&C Committee, liaison with Director/s and administration staff to carry out the required work of the P&C Committee by:

- Acting as the official spokesperson or representative for the QDPA P&C Committee (not the Association as a whole – this is limited to the Management Committee Chair and/or the QDPA Managing Director of the preschools),
- Lead the P&C in its activities and objectives (i.e. work with other P&C members, parents, QDPA Administration staff, QDPA Managing Director or Preschool Directors to organise fundraising events, P&C meetings or parent social events).
- Chair P&C Committee meetings and develop an agenda with the P&C Secretary,
- Co-ordinate P&C Committee roles and responsibilities,
- Supports active engagement from parents and community members across preschools and encourages strong partnerships (i.e. through engagement in fundraising and social events, gaining parent feedback and engaging others/promoting preschool information/events).

## Vice- President

The role of the QDPA P&C Vice- President is to support the QDPA P&C President, and step into the role of president/chairperson when required (for instance, chairing a meeting or representing the Association if the President is absent). This role tends not to be too arduous and includes the following;

- Chair meetings in the P&C President's absence.
- Assist the P&C President in all duties outlined above where necessary and support the P&C Committee in meeting its objectives.

## Treasurer

The Treasurer role is responsible for managing the finances of the P&C Committee and includes;

- Organising and receiving the collection of fundraising deposits/payments, keeping records of financial transactions and receipts and manages cash or other payments through the QDPA Administration Office.
- Prepares financial reports for each P&C meeting and corresponds with the Finance Manager &/or Administration Manager at Harris Park Preschool regarding financial matters.



## Secretary

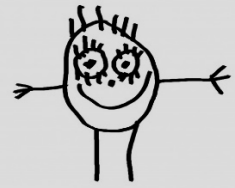
The QDPA P&C Committee Secretary is responsible for maintaining P&C Committee records and meeting the general administrative business of the P&C Committee. Secretarial responsibilities include;

- Keeping an up-to-date list of QDPA P&C Committee Members and Preschool contacts, including addresses and contact email and phone numbers.
- Consulting with the P&C President, the QDPA Managing Director (Mandy) and Preschool Directors (Jen & Carly) on the preparation of a meeting agenda.
- Distributing an agenda for meetings, keeping in mind any requirements under the QDPA rules.
- Typing Minutes of meetings and distributing to all P&C Members and Directors
- Collecting, reporting and responding to relevant P&C Committee correspondence to contribute to the smooth running of the P&C Committee, including communications with preschools and parents.
- Keeping the P&C Committee's files in order and up-to-date.

## Parent Representatives

The QDPA P&C Parent Representative is responsible for gaining & providing feedback to Directors on the parent preschool experience and developing positive relationships and links between the P&C Committee, parent community and preschools - this can be achieved by;

- Attending regular P&C meetings
- Supporting P&C events and objectives,
- Keeping up-to-date with preschool news, events and changes;
- Develop and maintain relationships and communication with preschool staff and Directors;
- Getting to know and networking with other parents and share information about preschool events, parent perspectives and feedback.





## General Committee Members (3)

In addition to the roles as outlined above (Executive), the P&C Committee will also have a number of other members who may or may not have delegated responsibilities. QDPA P&C Committee Members who do not take up an Executive role work towards the objectives of the QDPA P&C Committee as required. Tasks can include but are not limited to the following;

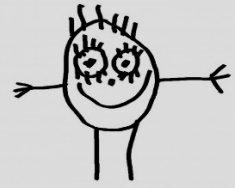
- Assisting P&C Committee Executive's roles during busy times.
- Filling P&C Committee Executive's roles (President, Vice-President, Secretary, Treasurer or Parent Representative) when they are unable to do so.
- Undertake any task as specified by the QDPA P&C Committee.

## Responsibilities of the P&C Committee

The QDPA P&C Committee are not spokespeople for the Association. They have overall responsibility to children, families and preschools for managing all community fundraising events and parent social events to raise money for the Association (which will go toward the purchase or replace teaching resources and equipment for children across all QDPA Preschools). The P&C Committee is also responsible for developing and promoting communication between parents and preschools and providing feedback to preschool Directors on parent's perspective regarding their preschool experience.

The P&C Committee will direct its activities toward achieving all preschool goals and implementing the Preschool's yearly *Quality Improvement Plan* in line with preschool objectives and QDPA philosophies. In carrying out its responsibilities the P&C Committee will undertake to maximise the value and contribution of the preschool to the community, and to serve the interests of all preschool members (i.e. children, families and staff). In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

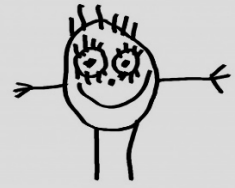
It is important that all P&C Committee members are dedicated to the work of the P&C Committee by sharing the workload, participating in committee activities and taking responsibility for the decisions it makes. The P&C Committee needs to have common goals and shared interests as well as respect for one another's ideas and opinions.



## What makes an effective QDPA P&C Committee Member?

It is important to remember that the key to being an effective P&C Committee Member is the attitude and values that you bring to the position. Here are a few suggested principles to help you be an effective committee member;

- Try to attend P&C Committee meetings regularly and take an active part in meetings.
- Support the preschool Directors, be aware of and keep up to date with what is happening at different preschools (for example read Preschool Parent Newsletters, read Directors P&C meeting reports and the QDPA Annual Report).
- Ask questions and find out how proposed events will affect specific preschools or seek further information to clarify anything you do not understand.
- Work as a team with the P&C Committee to make joint decisions and work towards shared goals, whilst making sure you act independently and not at the bidding of other members wishes.
- Always put the preschool and Associations interests above your own personal interests.
- Declare any conflicts you may have to the P&C president
- Use any information gained through the position correctly - that is, in the best interests of the Association.
- Maintain the confidentiality of children, families, staff and the committee at all times.
- Take personal responsibility for ensuring the Association is meeting its legal and ethical requirements.
- Show respect to fellow P&C Committee Members and listen to their point of view.
- Have fun, a sense of humour, maintain positive relationships and enjoy committee meetings it is a great opportunity to make friends and contribute to your child's preschool and your community.



## Ethical Management

All members of the P&C Committee should ensure that they comply with the key principles of ethical management, which include;

- Act honestly and in good faith
- Act with care and diligence
- Act loyally and avoid conflicts of interest
- Avoid abuse of opportunity and information
- Act in the best interests of the *Queanbeyan & District Preschool Association*.

## Confidentiality Policy

Early childhood settings require personal information from families to provide appropriate and responsive care. This information needs to be maintained and will be managed by each preschool in a private and confidential manner.

QDPA will maintain private and confidential files for staff, children and families. These records are securely stored and maintained according to the National Privacy Principles.

Staff need to maintain children's information and store documentation according to QDPA confidentiality policies at all times.

All staff receive a copy of the QDPA Confidentiality Policy and need to sign their agreement to abide by this policy when signing their employment contract.

QDPA P&C Committee members are also required to sign and abide by our confidentiality agreement (Attachment 1.)

## Accountability and Transparency

Open, transparent communication and decision making will help build confidence across the Association and ensure that everyone is working towards the same outcomes and provide for the best interests of the children, families and staff who are members of the Association. The QDPA P&C Committee should therefore regularly distribute information to members and staff via newsletters, notices, meetings, bulletins, display boards etc. It is also important that members are given opportunities to provide feedback to the P&C Committee. Therefore as a minimum, an AGM must be held each year to provide a report to all members about the activities of the P&C Committee.

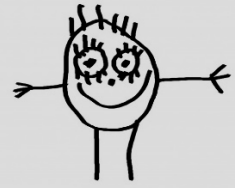
The P&C Committee needs to meet at least every 4 weeks. Prior to each meeting a notice of the meeting, an agenda and any major motion to be voted on will be sent out to each committee member. To conduct any business at the meeting there must be a quorum of at least 10% of the members entitled to vote (either physically or by proxy). During the meeting the minutes of the previous meeting are tabled, reports from office bearers are tabled, motions are voted on and any further business is discussed.



## QDPA Constitution

In regard to the QDPA Constitution the QDPA P&C Committee will;

- Ensure that the QDPA Constitution is followed at all times,
- Ensure that each new member of the QDPA P&C Committee is provided with a copy of the QDPA Constitution on their appointment to the P&C Committee.



# Committee Meetings & AGM

## Meeting Procedures

Sound meeting procedures ensure effective use of time and encourage committee members to attend. The following is designed to assist us in the preparation and smooth running of our P&C Committee meetings. The QDPA Constitution does not indicate the minimum number of general and committee meetings that should be held each year - however as a rule QDPA P&C Committee Meetings are held every 4 weeks on the 3<sup>rd</sup> week of each month. When holding a meeting it is important to be aware of;

- The quorum (the minimum number of members required to hold the meeting) + 3
- The procedures for dealing with confidential issues.

## The Meeting Agenda

The agenda provides a framework for meetings by identifying a list of items to be discussed. It gives direction to the meeting and enables time to be kept. Ideally, agendas should be circulated prior to the meeting, so committee members and other interested people know what will be discussed. Preparation of the agenda is usually the responsibility of the secretary (or president if the secretary is absent) in consultation with Preschool Directors and other committee members. If the agenda is lengthy, then items should be prioritised at the start of the meeting, to ensure important issues are adequately addressed, and given sufficient time. An agenda can be altered at a meeting if a motion of amendment is agreed on and approved by the meeting.

## The role of the Chairperson

The Chairperson is generally the President of the QDPA P&C Committee; and they need to ensure they;

- Understand the role of the QDPA P&C Committee, particularly in relation to the conduct of meetings and types of activities that are suitable for the Association to be involved with,
- Identify the purpose of the meeting
- Have a pre-planned agenda, but are prepared to make adjustments (with the approval of the meeting)
- Have all the relevant information at hand (minutes of previous meetings, copies of reports, research etc.).

During a meeting the Chairperson needs to;

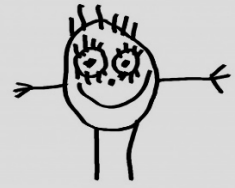
- Provide direction for the meeting, keep the meeting relevant and in accordance with agreed time, remain impartial, and avoid leading the meeting from the chair. If the chairperson holds a strong viewpoint on an item and wishes to participate in the discussion, they should allow another member to chair that particular part of the meeting.
- Provide opportunities for participation from all who are in attendance.
- Be aware of individual needs within the group (i.e. people who have English as a second language or are nervous speakers)
- Where a conflict occurs, it should be acknowledged but not allowed to dominate, be prepared to mediate by allowing each person to present his or her point of view.
- Move the meeting forward by calling for motions after a reasonable discussion period.
- Ensure that all members understand all motions that are put forward at the meeting.
- Ensure that motions are recorded accurately and reflect the intentions of the mover and seconder, if the motion prescribes an action; the chair should call for or nominate a delegate to carry out the task.

It is important to remember that while the chairperson (P&C President) provides leadership and direction within the meeting, there is an onus on all those present at the meeting to take responsibility to ensure the success of the meeting and progress through the agenda.

## Meeting Minutes

Meeting minutes are a concise and accurate record of decisions resolved at the meeting and are extremely important. They comprise the recorded history of the Association. Minutes should include;

- A copy of the agenda
- Date and commencement time of the meeting
- The name of the person chairing the meeting
- The venue (if the place varies)
- Attendees
- Apologies
- A motion confirming/accepting the previous minutes as a true and accurate record, or notes as to where previous minutes should be amended
- Business arising from the minutes
- A record of correspondence (incoming and outgoing) Summary of reports presented during the meeting
- Items of general business (including a brief summary of discussions and any decision made).
- The time the meeting closed.

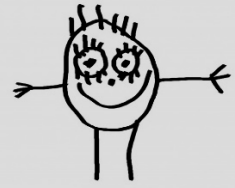


Meeting minutes should be written up as soon as possible after the meeting. Every meeting should start with a motion to confirm and accept the previous minutes or note changes. Once the minutes have been confirmed, the chairperson needs to sign each page of the previous minutes. It is good practice to keep the minutes in a book that does not allow pages to be easily removed (for instance, paste them into a book with numerically numbered pages). Minutes must be kept for the life of the preschool/Association. Distribution of the minutes varies, however, all members must have access to them. Therefore, it is important to be aware of how sensitive and confidential issues are recorded in the minutes. It may be necessary to record more confidential decisions in another place and refer only to the decision in very broad terms.

(Source: CCSA Community Governance, Roles and responsibilities of the Committee/Board - Fact Sheet).

## The AGM

The AGM is held in accordance with the QDPA Constitution. Positions for the P&C Committee are generally filled during the AGM at the commencement of each year however, as the P&C is a sub-committee of the Management Committee and not specifically provided for in the Constitution, members of the P&C Committee may fluctuate throughout the year. It is intended that P&C Committee members commit to at least one year which is generally during their child's time within the preschools. This is to enable families to contribute and improve their (and future families') experiences in our Association.



# Further Information

## Keeping You Safe

### Our Work Health and Safety Policy

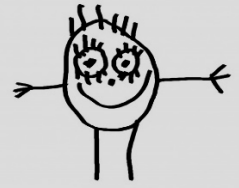
QDPA has a responsibility to protect the health and safety of each employee, student or volunteer at all times. Our health and safety practices affect your physical and psychological health and safety. We have a duty of care to provide all employees and our Committee members with a safe and healthy environment.

Each state and territory government has its own Workplace Health and Safety (WHS) legislation and regulations, which govern the standards of health and safety in the workplace. All QDPA preschools comply with the relevant WHS legislation.

QDPA *Work Health and Safety Policy* can be found in the Policy Manual along with all other policies. This is a significant policy because it enables all staff and others within our work environments to safeguard themselves, their co-workers and their workplace.

QDPA is committed to;

- Providing a duty of care that protects staff, students & volunteers from harm, injury, illness or abuse;
- Developing and administering WHS risk management systems;
- Auditing WHS procedures and practices;
- Consulting with all stakeholders when reviewing WHS policies;
- Maintaining and storing WHS documentation and records in accordance with WHS legislation requirements;
- Providing staff with WHS training;
- Developing policies as WHS legislation changes;
- Developing a program for employees returning to the workplace (i.e. after workers compensation)
- Ensuring that all WHS policies are transparent and available for any person to access.



## Public Liability Insurance

All Management Committee members are covered under our insurance for accident or injury while on QDPA premises. Therefore, to ensure the safety and cover of all P&C Committee members meetings need to be held on QDPA premises at all times.

## Manual Handling

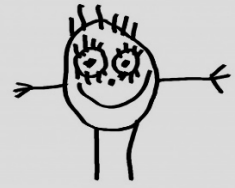
Manual handling means lifting, lowering, pushing, carrying, moving, holding or restraining any object, animal or person. Education and care service workers are prone to manual handling injuries.

Research has shown that a systematic approach which aims to assess the whole range of possible causes of injury during manual handling is the most successful way of reducing hazards in the workplace.

- Staff are encouraged to use their common sense and not to take unnecessary risks when handling large/heavy objects.
- Staff are discouraged from lifting children.
- Manual handling and correct lifting/back training will be provided to all employees.
- It is the responsibility of all staff to follow the associations WHS procedures and assist by identifying manual handling hazards and risks.
- Staff must lift without twisting
- When staff lift a heavy object they should not stretch over and lift, but lean close to the object and raise the load as close as possible to their body.

Staff should;

- ✓ Kneel where ever possible;
- ✓ Avoid sitting on child-sized chairs where possible;
- ✓ Refrain from carrying children;





## Privacy and social media

It is a breach of confidentiality and privacy for staff members or committee members to make posts or comments about children, families, staff or any QDPA management, P&C Committee or internal operational information on social media sites. It is also inappropriate to post pictures of children, families, staff or management information from QDPA on social media sites.

## Our QDPA policies and procedures

QDPA has policies and procedures for almost everything that happens in our preschools. This is required as a condition of our licencing approval by the state government and is designed to ensure that children receive consistent, quality early childhood education and care.

All staff members must be aware of QDPA policies and procedures and are provided with a copy of QDPA Policies and Procedures folder at the time of induction. Staff members are also required to sign that you have read and understand all QDPA policies.

A copy of all policies and procedures is readily available to staff, parents and committee members at each preschool and they are located in the office area, in each classroom, the staff room and in the foyer for families.

All staff members employed through QDPA are responsible for implementing our policies and procedures at all times. We also invite you as a member of the P&C Committee to be aware of and provide feedback on changes or amendments to these policies and procedures. To support this process our WH&S Officer (Sharon Alles) will therefore attend one (1) P&C Committee Meeting per term, to share preschool information and gain feedback on changes to/or suggestions for our QDPA WH&S policies - which relate to children and families.

