

VOLUNTEER CONFIDENTIALITY DEED

BETWEEN

“The Gap State High School P&C Association”

of Waterworks Road, The Gap QLD 4061

Guidelines

Teacher, staff and adults working in the School Community will at times be privy to confidential information about students and their families.

It will be often necessary to share some of this information with volunteers for them to work with children. It is necessary therefore to fully understand that this information is protected and maintained under strict confidentiality policy.

By understanding and agreeing to the following principles. The dignity and respect of all School Community members will be protected.

- I must never discuss a child or share my knowledge of a child with anyone who is not authorised to receive such information I will defer to the class teacher or school administration on request for information which may come from a parent or carer of a child.
- I will ensure that any discussions I need to have with a class teacher are conducted in a safe, secure environment to avoid any information being overheard or shared with other people.
- I understand that I may also be privy to information about staff or students' parents or carers and this information is strictly confidential.
- I understand that any information about students, parents or staff remains confidential even after I leave my position.
- I understand that any such breach of confidentiality is a serious breach of trust and this breach may result in my services as a volunteer being discontinued.

Name: _____

Signature of Volunteer: _____

Signature of Principal: _____

Date: ____ / ____ / ____

Version Control

Version	Date of review	Author	Approved by	Summary of changes
1	20 July 2020	David Nichols	P and C Executive	
2	3 August 2020	David Nichols	P and C Executive	Updated comments
3	20 August 2020	David Nichols	P and C Executive	Updated comments

General Meetings (other than Annual General Meetings) Operating Guidelines/ Expectations

1. Presiding at Meetings

- The President of the Association shall preside at all meetings of the Association at which the President is present.
- If the President is absent from an Association meeting, but a Vice-President is present, a Vice-President nominated and confirmed by majority vote at the meeting shall preside at that meeting.
- If neither the President nor a Vice-President is present, or those offices are vacant, a member elected by those present at the meeting shall preside.

2. Minutes of Meetings

The Secretary, or nominee, shall record proceedings of any meeting of the Association by way of concise and accurate minutes. The person presiding at that meeting, or the person presiding at the next meeting, shall sign the minutes of the meeting verifying the accuracy of the minutes as accepted by the Association.

3. General Meetings

General meetings of the Association are held as the Association decides (usually once each month), however a meeting of the Association shall be held at least three times per semester.

- Meetings will be no longer than 90 minutes. A motion to continue the meeting must be made to extend the finish time. (Ie moved, seconded and much of the meeting agree)
- During the year in which the Association is formed, it shall hold enough general meetings in which to undertake the functions and business of the Association.
- The scheduling of general meetings of the Association shall be determined by a resolution of the Association.
- The quorum for a general meeting of the Association shall be 7. A general meeting shall be conducted unless a quorum of members is present.
- If a quorum is not present at a general meeting then the meeting shall be adjourned and the Officers shall determine another date for the meeting and the Secretary shall, at least seven days before the day of the meeting, give notice of a general meeting to each member of the Association. All resolutions are valid meetings when quorate and appropriate notice given (via accepted usual means of website/minutes).
- If a quorum lapses during a general meeting, then the meeting shall end. All unfinished business shall be placed on the agenda for the next general meeting. Any matters of urgency may be considered by the Executive Committee.
- A current member may place an item of business of the Association on the agenda for a general meeting by notifying the Secretary in five (5) business days prior to the meeting. An allocated time slot shall be nominated by the secretary and the member given enough time to present the agenda item. Members shall submit additional information (as applicable) to the Secretary for distribution prior to the meeting.
- The Secretary shall nominate additional agenda items to the Order of Business -Item 4 and distribute updated agenda/ collated information as required.

The order of business at a general meeting of the Association is as follows:

Item	Description	minutes	comment
1	apologies	1	
2	confirmation of the minutes of the previous general meeting	2	
3	business arising from the minutes of the previous general meeting	3	
4	correspondence received since the previous general meeting- inward and outward	2	
5	business arising from the correspondence	2	
6	President's report	5	
7	table Executive Committee's decisions (if any)	5	
8	Principal's report	15	
9	Treasurer's report and financial statement, and any business arising from Treasurer's report and financial statement	5	
10	subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements*	5	
11	Business unit reports and other reports*	5	
12	Motions on notice	10	
13	general business	30	
14	applications for membership and recording of new members.	1	90 min total

Note* "reports" shall be submitted to the secretary five (5) business days minimum prior to the "General Meeting" for distribution. Reports shall be read prior to the meeting and discussed ie "Management by exception".

4. Disputes

During a general meeting, should a dispute arise or additional topics of discussion arise, the Secretary, or nominated chair shall motion for the dispute to be resolved through appropriate means such as a "special meeting" outside of the general meeting to which the findings shall be distributed and minutes taken at the next general meeting. Or such that the dispute raised shall be debated as an agenda item at the next general meeting.

5. Meeting Time & Duration

General meeting "date claimer" shall be nominated where reasonably practical at the previous general meeting. The start and finish time shall be nominated with sufficient time allocated to meet the standard agenda items listed in Item 3. Where additional agenda items are nominated to the Secretary, a time duration shall be allocated to that member to enable them to discuss the agenda item as listed in section 3. The meeting duration should not exceed the nominated time duration of the meeting.

6. Code of Conduct

During General Meeting, members shall conduct themselves in accordance with the of The Gap State High School P&C Association Constitution January 2018, Schedule, 2/ and The Gap State High School P&C Association Document P&C03. Copies are distributed to new members or can be downloaded from <https://education.qld.gov.au/parents-and-carers/parent-participation/p-and-c>

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4	24 August 2020	David Nichols	P and C Executive	Updated comments

CODE OF CONDUCT

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with The Gap State High school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should always adhere to the Code of Conduct .

This Code applies to each member of a P&C Association.

P&C Association members are to:

- Code of conduct applies to all members and requires agreement to confidentiality deed.
- Act in the best interest of the total school community always.
- Always conduct and present themselves in a professional manner and act ethically and with integrity.
- Act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members.
- Always remain objective and avoid personal bias.
- Represent all members of the school community.
- Engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful, and fair.
- Not misuse their office to advance individual views or for personal gain.
- Members and staff must be particularly vigilant in identifying and declaring financial interests and possible associated conflicts.
- Declare all conflicts of interest whether actual, perceived, potential, financial or non-financial.
- Make fair, transparent, and consistent decisions.
- Provide objective and independent advice.
- Listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own.
- Treat official information with care and use it only for the purpose for which it was collected or authorised.
- Respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information.
- Not use confidential or privileged information to further personal interests.
- Be responsive to the requirements of the school community.
- Seek to achieve excellence in educational outcomes for all students at the school.
- Listen and respond to issues and concerns regarding strategy and policy.
- Work within the boundaries of the Education (General Provisions) Act 2006, the Education (General Provisions) Regulation 2017 and the Department of Education's policies and procedures relevant to P&C Association operations.

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1	20 July 2020	David Nichols	P and C Executive	
2	3 August 2020	David Nichols	P and C Executive	Updated comments
3	20 August 2020	David Nichols	P and C Executive	Updated comments

The Gap State High School P and C Membership Policy

1. Eligibility

The following persons are eligible to be members of the Association:

- a. a parent of a child/student attending the School
- b. staff member of the School, or
- c. an adult who is interested in the school's welfare giving justification in writing as to where their interests lay.

The Principal of the School is automatically a member of the Association.

An employee of the Association is eligible to be a member of the Association.

2. Membership of the Association

A person must apply for membership of the Association by completing and applying online for membership to the Association. <https://tgshspandc.org.au/pc-membership/>. A receipt of the application's lodgement will be sent, and it will state: "this receipt of application is not an automatic acceptance of membership."

The website does not accept new membership applications between November and January without exemption. Any submission during this time will automatically receive a refusal of membership as the P and C are not meeting.

Prospective members who must attend a general meetings to be accepted, must follow the policy, and may be accepted after verification of eligibility, at the next general meeting. In order to attend the meeting, the attendee is invited to message the P&C President and ask for admittance to the meeting. If the application is not received 2 weeks prior to this meeting, the application will be assessed between meetings and the result given as a part of business arising from the last meeting, at the following meeting.

A person who applies for membership of the Association is taken to be a member if membership is not refused by the Association within two months after the person applies for membership.

The Association shall vote (as per the process established within the P&C Constitution clause 19) to decide whether an applicant will be refused membership based on one of the Grounds for Refusal (section 3).

A person is refused membership of the Association if the Association gives the person notice of the refusal and the reasons for the refusal within two months after the person applies for membership. An Example of a formal refusal letter is attached at Annexure 1 (available to P and C Executive only).

However, membership is not refused if the person receives notice of the Association's refusal of the application but does not receive notice of the reasons for the refusal within two months after the application is made.

Membership of the Association is renewable each year (except honorary life membership) at the annual general meeting of the Association. A member who has had their Membership application refused and wishes to reapply for membership must complete and submit a new application for membership to the Association in the form of the example at Schedule 3 at the next Annual General Meeting.

3. Grounds for refusal

The Association may refuse an application for membership if it passes a resolution in favour of refusing the membership application at a duly constituted meeting. Grounds for refusal include:

- a. the applicant is convicted of an indictable offence
- c. the Applicant, has engaged in conduct that is injurious or prejudicial to:
 - i. the promotion of the interests of, or the facilitating of the development and further improvement of the School, or
 - ii. the good order and management of the School.
- d. The applicant has within the past 12 months been previously removed or denied membership from this P&C Association.
- e. The [applicant is required under Queensland Education procedure](#) to hold a valid Blue Card and is unable to provide confirmation that a valid Blue Card is held
- f. It may be a ground for refusal of membership of a person if the person has, at the time of application for membership, committed any act or done anything which, if the person was already a member of the Association, would be grounds for removal.

A person who is refused membership is not eligible to reapply for Membership 12 months after the date of the refusal letter or for the Annual General Meeting (AGM). A person who is refused membership **MUST NOT** attend any P and C Meeting. Appropriate record keeping will be maintained including any breaches of the above mentioned, where necessary legal action may be taken.

A person who is refused membership of an association may make a submission to the Minister about the refusal, and apply, as provided under the Queensland Civil and Administrative Tribunal (QCAT) Act, to QCAT for a review of the decision to refuse membership, as if the person had been a member of the association and been removed from the association.

Persons applying for membership, at an annual general meeting (AGM) of the Association need not be present at the annual general meeting, to have their application considered.

Persons applying for membership at a general meeting must be present at the meeting of the Association at which their application is considered except where an applicant member can demonstrate exceptional circumstances in writing as to why they cannot be present at the meeting at which their application is considered.

4. Register of Members.

A register of members of the Association (Schedule 1) must be maintained and must contain the following information:

- a. each member's name and postal address or email address
- b. the date each member became a member

- c. for a person who ceases to be a member, the date the person ceased to be a member, and
- d. for honorary life members, the date life membership was awarded, and

In addition, the register of members of the Association must contain one of the following for each member who is not a parent of a student attending the School:

- i. the member's date of birth
 - ii. a record that the member has stated the member is 18 years or more, or
 - iii. a record by the secretary or other person responsible for making entries in the register that the member appears to be 18 years or more.
- All non-parental applicants must have a valid reason for wanting to be involved and must live in the local area.
 - Prospective members who attend general meetings to be accepted, must follow the policy, and may be accepted after verification of eligibility, at the next general meeting. In order to attend the meeting, the attendee is invited to message the P&C President and ask for admittance to the meeting. If the application is not received 2 weeks prior to this meeting, the application will be assessed between meetings and the result given as a part of business arising from the last meeting, at the following meeting.

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1	17 July 2020	Penni Davidson	P and C Executive	
2	3 August 2020	David Nichols	P and C Executive	Updated Comments
3	20 August 2020	David Nichols	P and C Executive	Updated Comments

Annexure 1 for P and C Executive Use Only not for public distribution

Refusal letter example:

Dear

Re: notice and reason for membership removal from TGSHS P&C Association.

Your application for membership of The Gap State High School P&C has been considered and rejected for the following reason/s:

- You do not have a valid blue card
- You do not reside in Queensland
- The reason for interest is not deemed acceptable.
- The Gap State High School has rejected your application on grounds TGSHS P&C are not privy to.
- You have been previously removed or denied membership from this or other P&C Associations.
- The behaviour exhibited in the last 12 months has resulted in conduct that is injurious or prejudicial to:
 - the promotion of the interests of, or the facilitating of the development and further improvement of the School, or
 - the good order and management of the School

And therefore, there have been breeches against The Gap State High School P and C Association Constitution, January 2018.

You will become eligible to reapply no sooner than 12 months from the date of this letter or at the next Annual General Meeting.

You are not permitted to attend any P and C meeting.

No further correspondence will be entered into by The Gap State High School Parents and Citizens Association.

President

The Gap State High School P&C.

Motion number:

(Delete all reasons that are not applicable)

Bullying & Harassment Policy

Introduction

This policy is to eliminate discrimination, harassment and bullying working within The Gap State High School P&C Association.

The aim of this policy is to:

- Provide guidance to staff and members.
- Increase staff awareness.
- Ensure staff and association members are aware of their rights.
- Allow executive team a tool to enable them to manage an incident of inappropriate conduct.
- Support a framework for P&C association culture and acceptable conduct.

Unacceptable behaviours.

The Gap State High School P&C Association will not accept violence, racial, religious, sexual or verbal discrimination, harassment against any member of the Association.

Members and Staff are entitled to be treated politely and with respect.

Unacceptable behaviour includes:

- Violence of any kind.
- Physical intimidation.
- Threatening or abusive language which would be considered offensive by an objective by-stander
- Conduct designed and intended (as viewed by a reasonable by-stander) to humiliate or ridicule another person.
- Derogatory racial, religious remarks or gestures which would be considered offence by an objective by-stander.
- Defamatory allegations against other Members or Staff which are not justified on the basis they are reasonable objective opinions, or factually true and disclosed only for the purpose of a public benefit or workplace safety.
- Repeated, un-wanted and inappropriate personal attention, sexual references or gestures.

Discrimination

Member application shall be in accordance with document PNC04 Membership Policy.

Reporting and remedial action

If an Association Member or staff member suffers unacceptable behaviour or discrimination within the P&C, they should notify a member of the executive team as soon as possible.

The staff member or association member is entitled to make a complaint and if required, complete a written statement. All notifications and complaints will be investigated within a reasonable time.

Should the complaint prove to be true, the association shall deliberate the removal of the offender in accordance with section 17 of the Parents & Citizens' Association Constitution January 2018, and if a staff member disciplinary action may be taken.

Should the complaint be found to be vexatious it will be assessed against the code of conduct and may result in recommendation for removal of the reporter by section 17 of The Gap State High School P&C Association Constitution January 2018, or if a staff member, be subject to disciplinary action.

Procedures

- As soon as possible after the occasion of the bullying and/or harassment the matter needs to be brought to the attention of an executive member of The Gap State High School P&C Association, (preferably the President unless the complaint is about them).
- The initial contact may be verbal, however, if the complaints committee is to investigate, then the complaint must be in writing with who, date, time, witnesses (if any) and the substance of the complaint.
- A complaint committee (3 members appointed at the P&C AGM) will be convened within 14 days of the complaints receipt.
- Within 30 days the committee will have investigated and made recommendations to resolve the complaint.
- The matter will not necessarily be brought to the P&C, as confidentiality may not allow the matter to be made public unless removal of a member is warranted.

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2	3 August 2020	David Nichols	P and C Executive	Updated comments
3	5 August 2020	David Nichols	P and C Executive	Updated comments
4	20 August 2020	David Nichols	P and C Executive	Updated comments

TGSHS P&C Member Responsibilities

All P&C members should know that there are rules and laws to which they must comply.
All members should have a read a copy of the Constitution.
Members should be aware that the P&C Guide outlines the “best practice” guidelines for P&Cs.

	Pres./VP	Secretary	Treasurer	Members	Supervisors	Employees / Volunteers
Legal Documents						
Education (GP) Act 2006	Aware	Aware	Aware	Aware		
Education (GP) Regulations 2017	Aware	Aware	Aware	Aware		
Constitution	Know	Know	Know	Read	Aware	Aware
Accounting Manual for P&Cs	Know	Read	Know	Aware	Know/Aware	Aware
Purchasing Policy for P&Cs	Read	Read	Know	Aware	Know/Aware	Aware
Other DoE Policies for P&Cs	Aware	Aware	Aware			
Working With Children Act (2000)	Aware	Aware	Aware			
Student Risk Management Strategy	Read	Read	Read	Read	Know	Aware
Guides						
P&C Guide	Read	Read	Read	Read/Aware	Aware	
Congratulations ... Elected ...	Read	Read	Read	Aware	Aware	
P&Cs Own Policies and Procedures	Know	Know	Know/Read	Read	Know/Read	Read/Aware
Sub-Committee Guidelines	Know	Know	Know	Know/Aware		

To find these documents go to Info Place: www.pandcsqld.com.au/members

A log in is required, and is available to anyone who is interested, to create it all lowercase letters are required, in both email and password.

Meeting Etiquette:

If you are attending the meeting you are assumed to have read any documentation sent out for the meeting.

Arrive on time, expect the meeting to start on time. If you are late for whatever reason, please find your seat quietly.

Ensure you sign the attendance book, prior to leaving the meeting.

If you need to leave early please explain to the Secretary/President (so your departure can be recorded in the minutes) and sit in an appropriate space so as to disturb as few people as possible with your departure.

No snacking or eating during the meeting.

Mobile phones should be on silent, and if you need to take a call, please quickly, and as quietly as possible leave the room.

Contribute- Ask questions if you do not understand something. Do not assume everything is running all right, ensure it is.

NO MOTION = NO MONEY! Ensure any expenditure has a monetary limit, and purpose for it, rather than the motion reading “purchase a white elephant for the animal department” the motion should read “purchase of a white elephant for the animal department not to exceed \$1.”

Ensure that all motions are moved, seconded and a vote made, sometimes the executive get carried away with the next thing on the agenda, and forget, we are all human.

1. Fundraising responsibilities:

- When counting fundraising revenue, always 2 people to count, always a 3rd person to bank
NEVER couples, family members, Best Friends

The P&C should ensure:

- the Association, its employees, its volunteers, and its subcommittees follow appropriate financial management procedures
- the Treasurer brings all necessary financial documentation (including original bank statements) to each meeting
- That risks to the P&C, its volunteers and its employees are minimised wherever and whenever possible.

2. Gifts

- Money raised by the P&C Association is to enhance the educational opportunities and/or amenities of students.
- P&C funds should not be used to purchase gifts or provide entertainment for retirements, farewells, funerals, Christmas, etc. Personal collections may be run for such events and individuals approached for contributions.
- Low-value mementos such as key rings, coasters, spoons, and mugs may be appropriate gifts to acknowledge official guests and speakers at school functions (but not to P&C members or employees).
- P&C Associations may seek support from local business by way of donations.

Do not accept:

- gifts or benefits from the P&C's suppliers to avoid any real or perceived conflicts of interest
- gifts of money or hospitality to individuals. Details of gifts valued at more than \$150 (including multiple gifts from the same donor with a cumulative value of more than \$150 during a calendar year) must be provided to the school for reporting purposes.

3. Conflicts of Interest

- P&C members and employees involved in a purchasing process should declare any conflict of interest to the P&C as early as possible.
- Conflict of interest is where a direct or indirect financial, family, or personal interest gain is made by you, your family or friend.
- Conflicts of interest through favouritism or bias can also jeopardise the purchasing process. There is a risk that any perception of prejudice will result in complaints or appeals which can result in delays and financial costs not anticipated.

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