



P&C Invitation for Sub-Committee Participation

Assalamu Alaykum wa Rahmatullahi wa Barakatuhu,

Dear Parents/Caregivers,

The College Executive team has been working in collaboration with the Parents and Citizens Committee to explore ways of enriching our P&C Committee and parent engagement overall at our College. The P&C has decided to form a **sub-committee** for parents who want to take on additional responsibilities and actively contribute to the school community.

Sub-committee members will be required to adhere to the following responsibilities:

- Attend bi-annual meetings facilitated by the P&C
- Actively contribute to school events such as incursions, fundraisers, and excursions
- Actively contribute to school calendar events such as:
 - o Harmony Day
 - o Book week
 - o Science Week
 - o Month of Ramadan
 - o Eid Festival
 - o Sports Carnival
 - o School Support
 - o Assemblies

Structure and Process of Appointment of the P&C Committee

Please find below information regarding the structure and process for the appointment of the P&C Committee:

- The College P&C Committee is appointed by the College Principal in consultation with the College Executive team.
- The P&C Committee consists of 10 members in total with four members assuming Executive roles which include the President, Vice-President, Secretary and Treasurer.



- Parents who assume an Executive role can only serve for a maximum period of two years. However, if there are no Executive nominations from the sub-committee, the Principal withholds the right to re-appoint a current Executive member.
- The College Executive team in collaboration with the P&C will facilitate a nominations process six month prior to the appointment of a new P&C Committee.
- Nominations will be taken from parents who have served for a minimum period of one year on the P&C Sub-committee and current P&C Committee members.
- There are no term restrictions for non-Executive P&C Committee members, hence they can continue to nominate themselves for another two-year term

P&C Code of Confidentiality

The P&C committee and Sub – Committee abides by the school’s confidentiality policy by being respectful of the privacy of others. All committee members recognise and respect an individual’s privacy and is committed to protecting the privacy of all families. No family information will be distributed unless permission is given by the family.

P&C Terms of Engagement

The P&C committee and Sub – Committee comply with the following Terms of Engagement:

- I read and understand the school’s policy on child/vulnerable persons protection and code of conduct including investigations and disciplinary procedures.
- I have never been in breach of another organisation’s child/vulnerable persons protection and code of conduct.
- I have never had concerns raised about my behaviour towards children or vulnerable persons.
- I have never been subject to an investigation or convicted of a criminal offence relating to abuse or inappropriate behaviour.

If you agree with the P&C Code of Confidentiality and Terms of Engagement and would like to join our sub – committee, we look forward to hearing from you.

Please fill out the following details:



Name: Contact Details:

I am most available on the following days (circle): MON / TUES / WED / THUR / FRI

I am interested in the following events/comments;

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.....

Signature:..... Date:.....

If you have any further enquiries, please contact Head of P&C Committee Ms Rukiye Cetinay on **0422 453 631**.

Yours truly,

Mr Ali Arabaci
Principal

