

# YPIS P&C Governance Committee

## Report on the review of P&C Code of Conduct, Grievance Procedure Social Media Policy, and AGM timing

7 Jun 2016

### **Code of Conduct**

YPIS has an existing code of conduct that is published on our website

Our existing Code of Conduct varies slightly to the current sample Code of Conduct provided by the P&C Federation. These differences were summarised in the Report of the P&C Governance Committee at the May16 meeting.

The Governance Committee has developed a YPIS Draft Code of Conduct (tabled) based on the Sample Code.

#### *Further Considerations:*

A further key difference not highlighted at the last meeting.

- The P&C Fed sample Code of Conduct includes the following statement “**Violations may result in removal from the Yeo Park Infants School P&C Association.**”
- The Governance Committee notes there is no clear mechanism in the By-laws or Constitution of the YPIS P&C which clearly spells out how a member would be removed from the P&C
- Advice has been provided by the P&C Federation to the YPIS P&C that
  - In the absence of a specific rule, the normal P&C decision-making process would apply to the question of revoking membership ie a majority vote with proper notice given at a properly convened meeting
  - It is open to the P&C to amend the By-laws to include a specific mechanism to deal with membership revocation. The Federation indicated it would consider this question further and provide written advice.

The Draft/ Sample Code states: *“The Yeo Park Infants School P&C Association adheres to the government’s Working with Children Check legislation and relevant procedures .”*

- Information provided by the Children’s Guardian and the Department of Education is that parents and guardians or those closely related to a child at the school working voluntarily at schools on a casual basis are exempt. Parents taking part in a regular program eg weekly tuition etc would need a Working With Children Check. Those not closely related to the child or the legal guardian who are volunteering with children would require a working with children check.

**Updated recommendation:**

- That the DRAFT P&C Code of Conduct based on the P&C Federation Code of Conduct be adopted by YPIS P&C and replace the existing Code of Conduct.
- That the P&C consider further written advice from the Federation when it is received

**Grievance Procedure**

YPIS P&C does not currently have a Grievance procedure. P&C Federation provides a sample procedure for use as a template for School P&C Associations.

The P&C Fed sample Grievance, Complaints & Disputes Procedures is straight forward and provides a process suitable to YPIS P&C needs.

*Considerations:*

As above – the Grievance procedure refers to ‘restriction on membership’ as a potential outcome of a grievance process.

**Recommendation:**

- That the P&C Federation sample Grievance, Complaints & Disputes Procedures be adopted by YPIS P&C
- As above, that the P&C consider further written advice from the Federation when it is received.

**Social Media Policy**

YPIS P&C does not currently have a Social Media Policy. P&C Federation provides a sample procedure for use as a template for School P&C Associations.

Furthermore the P&C Federation provides a Member Info guide on Social Media which provides further information in the form of FAQs.

On further consideration of the Sample Social Media Policy, the Governance Committee has developed a Draft Social Media Policy based on the Sample (tabled), with some amendments (in red text).

*Considerations:*

The sample social media policy does not have a statement relating to the scope of the policy. The Governance Committee considered that the Policy should cover all social media posts etc relating to the YPIS P&C. The statement ‘**This policy applies to all social media that relates to the Yeo Park Infants School P&C Association.**’ has been added to the draft policy for consideration.

**Recommendation:**

- That the P&C Draft Social Media Policy be adopted by YPIS P&C

## **AGM**

### *Considerations:*

Last year the P&C changed the rules to move the AGM from February (the month the AGM had been held for a number of years) to March.

This move was to attempt to maximise the involvement and participation of kindy parents and other new parents in the AGM, to remove ambiguity or uncertainty about the right of new parents to participate at their first meeting, and to alleviate any concern about “branch stacking”.

However, given some member concern about delaying the AGM by a month, at the same time the rule was changed a motion, was passed that the effectiveness of this change to the AGM date be reviewed during 2016,

Feedback received by the Governance Committee including from one of the Vice Presidents (Fundraising) is that this date change has not worked well, and is not practical at a school with only a 3 year attendance cycle, as it has unnecessarily delayed the P&C’s fundraising and other work until after the AGM was held and the new P&C executive was appointed.

To clarify options for moving the AGM back to February while maintaining new parent involvement, the Governance Committee has obtained further advice from the Federation confirming that:

- The membership role is updated immediately after each general meeting. Therefore in order to formally nominate and vote at the AGM, a person must have paid their fee and signed their membership form prior to the general meeting held before the AGM.
- Attendance at a P&C meeting is not a pre-requisite of membership

### **Recommendation:**

Based on member feedback and the above considerations, the Governance Committee recommends that the rule change made last year be revoked, and that the AGM be moved back to February.

And that the following option be considered further:

- In order to maximise new parent involvement at the AGM, the P&C may consider holding a brief (eg 1 min) general meeting prior to the AGM for the sole purpose of receiving memberships from new parents