**Purpose of this Document:**

The Croydon Public School (PS) Parents and Citizens Association (P&C) Constitution lists the objectives of the P&C as the following:

1. to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
2. to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

The Croydon PS P&C raises funds by providing a healthy canteen and comprehensive uniform shop service staffed by volunteers, and arranging social and fundraising activities for students and their families through various functions and events.

In line with Constitutional objectives the P&C provides funding for various activities associated with the school. Activities funded are in line with the School’s vision and with the support of the teaching staff. This document outlines how the funding is to be allocated to ensure consistency and fairness.

This version of the *Croydon Public School Parents and Citizens Association Spending and Funding Policy* covers the period June 2018 – May 2021. This is expected to be a period of significant capital works within the school grounds, consequently, funding expenditure is expected to be focused on in-classroom activities, rather than to external features on the campus.

During the 2018 – 2021 funding period, it has been agreed that funding will be for one-off events. Applications for longer term/recurrent funding will be considered on their merits, but will be limited to twelve month periods. Any future applications to support an existing funding proposal will be considered with regard to the financial capacity of the P&C, competing priorities and the benefit realised by any previous funding period.

**Background:**

The Croydon PS P&C considers requests for funding for school related issues in line with both the Constitutional objectives and the School Vision, with the support of the teaching staff. Financial support is provided in the following areas:

1. Supporting P&C Sub-Committees’ running costs
2. Learning program support
3. Enhancing the school environment
4. Student Grants
5. Recognising our students, including the Honourable Endeavour Award
6. Recognising our Volunteers
7. Recognising our Teachers

Individual sums are presented to the P&C General Meeting for voting on by the membership.

**The Areas Funded:**

1. P&C Sub-Committees’ running costs

The Croydon PS P&C has sub-committees which undertake specific planning and/or task management on behalf of the association. The sub-committees are:

1. Canteen
2. Uniform shop
3. Social and Fundraising
4. Executive sub-committee and;
5. other sub-committees that may be established as required from time to time.

Sub-committees have delegated authority and are fully accountable to the Croydon PS P&C. Each sub-committee must operate within the rules set for it by the P&C Association.

Operational costs or a working budget are allowed to be met and retained by the sub-committee for it to continue its activity. These limits, where applicable, are outlined in the sub-committee rules and are set at Croydon PS P&C at $500 per term. Additional payments of under $500 may occur within a term, with the approval of two members of the P&C Executive. A sub-committee has no discretion to commit funds, beyond meeting operational costs, for purchases. Subsequently, requirements exceeding $500 such as for capital equipment or consumables need to be presented for voting to the P&C General Meeting (see P&C Federation Quick Member Info: Sub Committees).

1. Learning program support

Funding is provided for classroom resources to assist learning at the school (e.g. readers) as well as complementary programs offered at the school such as the MultiLit program, the Music program and the Community Garden program.

1. Enhancing the school environment

Funding can be provided as required to enhance the school environment. In recent years this has included returfing the oval, resurfacing of netball / basketball courts, provision of equipment such as bench seats, bubblers, whiteboards and blinds and to support safety issues such as Kiss and Ride Signage, etc.

1. Student Grants

Students who have been chosen from within the school community to participate in events at regional, state or a national level in sport, music, creative arts, public speaking or any other school activity may apply for a P&C Grant, in conjunction with applications from other funding bodies (eg Rotary, etc). Funding in full or in part will be considered for registration fees, purchased travel tickets and accommodation. Accommodation is only included for events in regional NSW or interstate.

The P&C will consider allocation of funds to contribute to registration fees, accommodation and purchased travel tickets for the student

1. up to $500 for regional / state representation, and
2. up to $1,000 for interstate representation.

Accommodation and subsistence costs may be sought for one accompanying adult for regional NSW and interstate competitions. Costs for other adult/s and any other children are not able to be covered.

1. Recognising our students, including the George Totidis Honourable Endeavour Awards

The Croydon PS P&C funds the cost of the end of year awards and trophies in recognition of excellent student performance.

This includes the George Totidis Honourable Endeavour Awards, which is awarded to two students per stage, and pays tribute to children who may not be the best or first in things, but have continuously tried to do well and be kind. The award reminds them that their efforts have been noticed, and aims to encourage them to keep trying.

Nominations for the awards will be made by Croydon PS teachers, with final decision made by the Assistant Principal for each Stage and/or the Principal.

1. Recognising our Volunteers

Volunteers play an important role in the running of the school including fundraising and provision of services including canteen and uniform shop, as well as volunteering to support classroom activities, etc. The contribution of volunteers is valued by the school community and can be recognised through activities such as Volunteer Week celebrations, provision of BBQ at Working Bees and end of year celebration.

1. Recognising our Teachers

Recognition of the contribution of staff who leave the school, on a sliding scale and at the discretion of the P&C considering length of service and other contributions (such as coordinating extra-curricular activities) to the school community. This may apply to temporary teachers as well as permanent. As a guide this may be:

1. Up to ten years service – up to $100
2. 10+ years service or a significant contribution to the school - up to $200
3. Executive positions - up to $250

**Historical Information**

The P&C has in the past approved the following expenditure on an annual basis which may be used as a guide in deciding future funding:

* Classroom Technology including Smart boards (up to $20,000), electrical cabling (up to $20,000), laptops (up to $20,000) and a Wi Fi hub (up to $12,000).
* Readers, up to $7,500
* The MultiLit program, up to $3,000
* Gardening program, up to $5,000
* Creative arts including music, up to $10,000
* Sporting equipment, up to $5,000
* End of year student prizes and trophies, including George Totidis Honourable Endeavour Awards, up to $2,500
* Easter Eggs for Stage 1 students, up to $1,000
* Recognising volunteers, up to $500
* Social events for students and parents, up to $3,000

**How to Apply for Funding – P&C Sub-committees:**

Requests should be made in writing by a member of the sub-committee using the P&C Funding Application Form (Attachment A) and forwarded to the President, P&C for consideration and tabling at the next scheduled P&C General Meeting. P&C President to raise with School Executive if required prior to the meeting.

**How to Apply for Funding - Learning Program Support, Student Grants etc:**

Applications for funding must be made in writing as follows:

1. The applicant (e.g. teacher, parent/guardian) completes an application form (Attachment A) including the amount requested, and forwards this to a Croydon PS Executive representative e.g., Principal.
2. Croydon PS Executive representative considers the request together with supporting information. If acceptable, they endorse the application and forward it on to the P&C President.
3. The President, P&C tables the application at the next scheduled General P&C meeting where it is voted on by the P&C members.
4. The outcome of the vote is documented in the minutes of the meeting.
5. The applicant is advised as soon as practical after the meeting of the outcome of their application by a member of the P&C Executive.
6. If applicable, invoices / receipts are to be forwarded to the P&C Treasurer for processing.
7. The Treasurer holds the application with financial records for verification.

P&C ASSOCIATION TREASURER
Print Name: Catherine O’Sullivan

Signature:

P&C ASSOCIATION PRESIDENT
Print Name: James Scott

Signature:

P&C ASSOCIATION SECRETARY
Print Name: Megan Byrne

Signature:

**Application Form for Funding Request (including Student Grant):**

Please complete this form if you would like to apply for funding from the P&C. Refer to the policy for additional information.

Indicate the related area of your funding request (tick relevant box):

|  |  |  |  |
| --- | --- | --- | --- |
| 1. P&C Subcommittee
 |  | 5. Recognising our students, including the George Totidis Honourable Endeavour Award |  |
| 1. Learning Program Support, including Music
 |  | 6. Recognising our volunteers |  |
| 1. Enhancing the school environment
 |  | 7. Recognising our teachers |  |
| 1. Student Grant
 |  |  |  |

|  |  |
| --- | --- |
| Name of Applicant *(include student name and class if appropriate)* |  |
| Details for request *(attach separate sheet if required)* |  |
| Has this request been raised previously with P&C? If yes, please provide details |  |
| **FUNDING DETAILS****Please attach proof of costs** |
| Breakdown of costs *(include Registration / Fees / Travel Costs if for Grant)* |  |
| Has application to any other funding body been sought? If so, please give details. |  |
| Applicant signature |  | Date |
| **PLEASE DISCUSS WITH SCHOOL EXECUTIVE FOR APPROVAL** |
| As School Executive representative, I support / do not support (Circle whichever is relevant) this application for funding. If relevant, I verify that the above named student has been selected for this activity on behalf of the school. If not supported, please indicate why. | Name:Signature:Date: |
| **PLEASE FORWARD TO CROYDON PS P&C ASSOCIATION PRESIDENT** |
| Date of P&C General Meeting when considered |  |
| Funding approved (circle): Yes NoIf not please explain why:  | Comments: |
| Name:  | Signature of P&C President  | Date |
| **PLEASE FORWARD TO CROYDON PS P&C ASSOCIATION TREASURER** |