



Croydon Public School Parents and Citizens Association

Spending and Funding Policy

Purpose of this Document:

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

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

The CPS P&C raises funds through a P&C run canteen and uniform shop, and various social and fundraising activities.

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

Background:

Financial support is provided in the following areas:

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

Monies of the P&C Association shall be expended by resolution of a general meeting.

The Areas Funded:

1. Learning program support

This includes funding for classroom resources to assist learning, as well as complementary programs offered at the school.

2. Enhancing the school environment

This includes funding to enhance the school environment, both within the classrooms / building structures and the outside environment.

3. 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, for example Rotary.

Funding in full or part will be considered for registration fees, travel and accommodation as follows:

- a) up to \$500 for regional NSW representation, and
- b) 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 will not be covered. Please note, claiming for accommodation costs only applies to regional or interstate events.

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

The CPS P&C funds the George Totidis Honourable Endeavour Awards, which are awarded to two students per stage. These awards pay tribute to children who may not be the highest achievers, but continuously strive to do well and are good citizens. 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 CPS teachers, with the final decision made by the Assistant Principal for each stage and/or the Principal.

The P&C may also assist with funding for other end of year awards, at the request of the CPS leadership team.

5. Recognising our Volunteers

Volunteers play an important role in running the P&C and its subcommittees, supporting social and fundraising activities and staffing the canteen and uniform shops. The contribution of volunteers is valued by the school community and is recognised through an end of year celebration or equivalent event throughout the year such as celebrating as part of Volunteer's Week. Up to \$500 can be contributed towards the event – noting that this event needs to incorporate the broader P&C, inclusive of all subcommittees.

Recognition of P&C volunteers:

- a. Leaving the school - up to \$30
- b. Completed less than 3 years in office or as a committee chair - up to \$30
- c. Completed 3 years or more in office or as a committee chair - up to \$50

In exceptional circumstances gifts may be purchased for volunteers up to the value of \$100, with approval by the P&C executive.

6. Recognising our Staff

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 as well as permanent staff. As a guide:

- a) Up to five years of service – up to \$50
- b) Up to ten years' service – up to \$100
- c) 10+ years' service or a significant contribution to the school - up to \$200

- d) Executive positions - up to \$250

Recognition of CPS staff through celebrating 'World Teachers Day' – up to \$1500 can be contributed towards this event.

Contribution towards CPS staff end of year function – up to \$500 can be contributed towards this event.

7. 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:

- a) Canteen
- b) Uniform shop
- c) Social and Fundraising
- d) Diversity and Inclusion
- e) Executive sub-committee and;
- f) Other sub-committees that may be established as required from time to time.

Sub-committees have delegated authority and are fully accountable to the CPS 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 CPS 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).

Historical Information

Some examples of expenditure during the period 29 July 2019 – 31 July 2022:

- Contribution to funding of Speech Pathologist - \$12,800
- Supply and install of 8 air conditioners throughout the school - \$18,150
- Supply and install of PA system - \$18,150
- K-2 Playground upgrade (funds committed and works to be completed in 2022) - \$250,000

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.

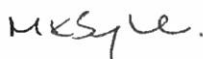
How to Apply for Funding - Learning Program Support, Student Grants etc:

Applications for funding must be made in writing as follows:

- a) The applicant (e.g. teacher, parent/guardian) completes an application form (Attachment A) including the amount requested, and forwards this to a CPS Executive representative e.g., Principal.
- b) CPS Executive representative considers the request together with supporting information. If acceptable, they endorse the application and forward it on to the P&C President.
- c) 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.
- d) The outcome of the vote is documented in the minutes of the meeting.
- e) 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.
- f) If applicable, invoices / receipts are to be forwarded to the P&C Treasurer for processing.
- g) The Treasurer holds the application with financial records for verification.

P&C ASSOCIATION PRESIDENT

Print Name: Megan Byrne

Signature:  4/1/23.

P&C ASSOCIATION SECRETARY

Print Name: Jodie Edmiston

Signature:  17/1/23

Croydon Public School Parents and Citizens Association Spending and Funding Policy - Attachment A

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
2. Learning Program Support, including Music	6. Recognising our volunteers
3. Enhancing the school environment	7. Recognising our teachers
4. Student Grant	

Name of Applicant (<i>include student name and class if appropriate</i>)		
Details for request (<i>attach separate sheet if required</i>)		
Has this request been raised previously with P&C? If yes, please provide details		
FUNDING DETAILS Please attach proof of costs		
Breakdown of costs (<i>include Registration / Fees / Travel Costs if for Grant</i>)		
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 No	Comments:	
If not please explain why:		
Name:	Signature of P&C President	Date
PLEASE FORWARD TO CROYDON PSP&C ASSOCIATION TREASURER		