


**Success Primary School
Parents & Citizens (P&C) Association
Welcome and
Information Pack**

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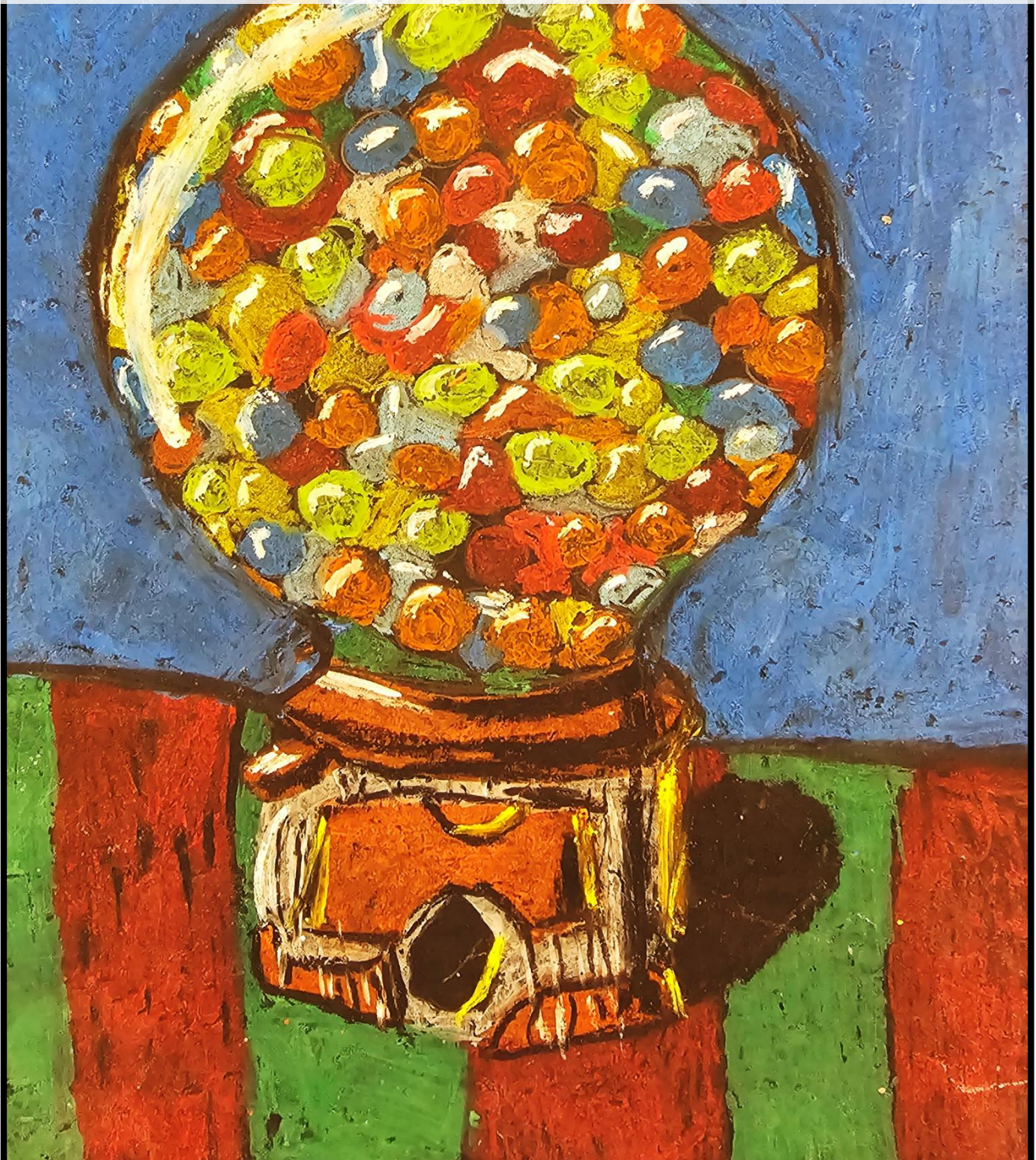
 *Our 2025 Welcome & Information Pack features some amazing artwork from our talented and creative Success Primary School students*

1 WELCOME TO THE SUCCESS PRIMARY SCHOOL P&C

On behalf of the parents of Success Primary School, we would like to welcome you and your child(ren) to our school community.

Our school has a Parents and Citizens Association (P&C) who are always needing someone willing and enthusiastic to help or be involved with their child's education. Please come along to a P&C meeting for a fun and informal chat about what's going on in the school.

Thank you for taking the time to learn about the P&C and we look forward to working with you to continue to build a stronger community here at Success.



2 WHAT IS A P&C?

A P&C Association is a forum for parents, guardians and citizens in government schools who have an interest in their children's education.

A P&C comprises of parents and carers of children attending a school or group of schools and other interested persons over the age of 18 years who have paid an annual subscription. The Principal of the school is an *ex officio* member by right of their position and under the P&C Constitution.

The P&C body has many functions:

- Encourage parents to participate in the school's development.
- Develop parent participation and involvement in the school.
- Act as a forum for the discussion of issues pertaining to the school and its community, and for gathering opinions.
- Promote and support cooperation and communication within the school community.
- Bring educational matters to the attention of the wider community; and
- Assist the school with extra resources for the benefit of all students.

Through the interest of parents like you, the Success Primary P&C has contributed significantly to the school since it opened in 2009.

Contributions range from assistance with classroom air-conditioning, shade structures over the playgrounds, playground equipment and surfaces, school camps and excursions, school resources and programs, and much more.

We currently have a 3-year plan (reviewed yearly) for our fundraising targets, which includes but is not limited to infrastructure items and digital technologies.

Volunteer parents undertake duties in several areas such as:

- Canteen organisation and operation.
- Fundraising activities, such as operation of stalls.
- Secondhand uniform management and sales.



3 P&C STRUCTURE

The Success Primary School P&C consists of the following:

3.1 EXECUTIVE MEMBERS

3.1.1 PRESIDENT

The P&C President is the vital link between the parent body and the school, developing and nurturing a good working relationship with the school administration. The main role of the President is to chair the P&C meetings and be the public face of the P&C.

3.1.2 VICE PRESIDENT

If the President is absent at meetings, the Vice-President chairs. In addition, the Vice-President is ideally placed to act as a liaison person between the P&C and WACSSO, District Council and/or other P&C Associations.

3.1.3 SECRETARY

- Takes minutes of meetings.
- Maintains a register of financial and ex-officio members.
- Circulates incoming and outgoing correspondence as appropriate to committees and members.
- Prepares the agenda and circulates committee reports to all members prior to each meeting.
- Provides notable P&C items to Connect and the school newsletter.
- Retains custody of all documents relevant to the administrative activities of the P&C.

3.1.4 TREASURER

The Treasurer is responsible for all monies received and expended on behalf of the P&C, including any Sub-committees and maintain employee files. The Treasurer should be familiar with any bank or trust accounts maintained by the P&C and Sub-committees.

3.2 PRINCIPAL

The Principal is an *ex officio* member of the Executive Committee and Association and, as such, has the same rights and responsibilities as any other Executive member.

They can propose motions, vote, and be elected to a Sub-committee. They can't be an Office Bearer or signatory to financial accounts, but teachers and other school staff who are financial P&C members may take on those roles.

The Principal plays an important role as the site manager of the school, providing the final approval for activities held on school property.



3.3 SUB-COMMITTEES/REPRESENTATIVES

3.3.1 CANTEEN

The canteen is open 3 days per week during the school term:

- Wednesday
- Thursday
- Friday

We offer everyday options, drinks, and ice-creams as well as specials based on the day of the week.



Orders for recess and lunch items can be placed online through [Flexischools](#) or over the counter. A copy of the menu is located on the school website and is also posted up at the canteen - menu options and prices may be subject to change or availability.

Help from parents to donate time for canteen duty is greatly appreciated. Canteen duty is a great way for parents to meet other parents within the school community and the children always love having you there.

3.3.2 FUNDRAISING:

The P&C has Fundraising Coordinators who manage an array of fundraising opportunities throughout the year including but not limited to the following (which may change from year to year):

- Mother's Day, Father's Day and Christmas Stalls
- Free Dress Days
- Funky Hair and Sock Day
- Book & Cake Stalls
- Discos
- Quiz Events and Raffles
- Sausage Sizzles
- Colour Run4Fun
- Membership & subscription opportunities



These activities are only possible through the generous donation of time from the parent volunteers within our school, and the invaluable support from the school staff and teachers.

Funds from these events and others are invested back into the school either through direct contribution to the school or via projects such as our current focus on playground equipment upgrades in conjunction with the school.

We encourage parents to come along to P&C meetings to see if they can help in any small way and help generate ideas and initiatives to support our current and future programs.

3.3.3 SECONDHAND UNIFORMS

The P&C has a second-hand uniform service which is run by our volunteers. Please contact the P&C via our Facebook page or see our Connect notices if you are looking for secondhand uniforms to purchase or have items to donate.

Items of clothing can be purchased for a small fee or exchanged for another similar item of clothing. For example, drop off a size 6 polo and take home a size 8 polo.



This service is a cash only service. Cash can be deposited into the P&C mailbox in the front of the office at your convenience (Please ensure it is in an envelope or bag and contains your name/contact details).

All donations of uniforms that are no longer required are also greatly appreciated and can be dropped into the front office.

Please ensure all items are washed, dried and in good condition prior to donating.

Unfortunately, we cannot accept donated items that are not school uniforms, but we encourage you to consider donating these items to local charities or through your local Community Gifting social media pages to families who would welcome your generous donations.

4 P&C EVENT AND CANTEEN ORDERS

We encourage all parents to register for an account with [Flexischools](#).



This account is used to order food from the Canteen, purchase items from our event stalls, make donations and order tickets for events such as discos.

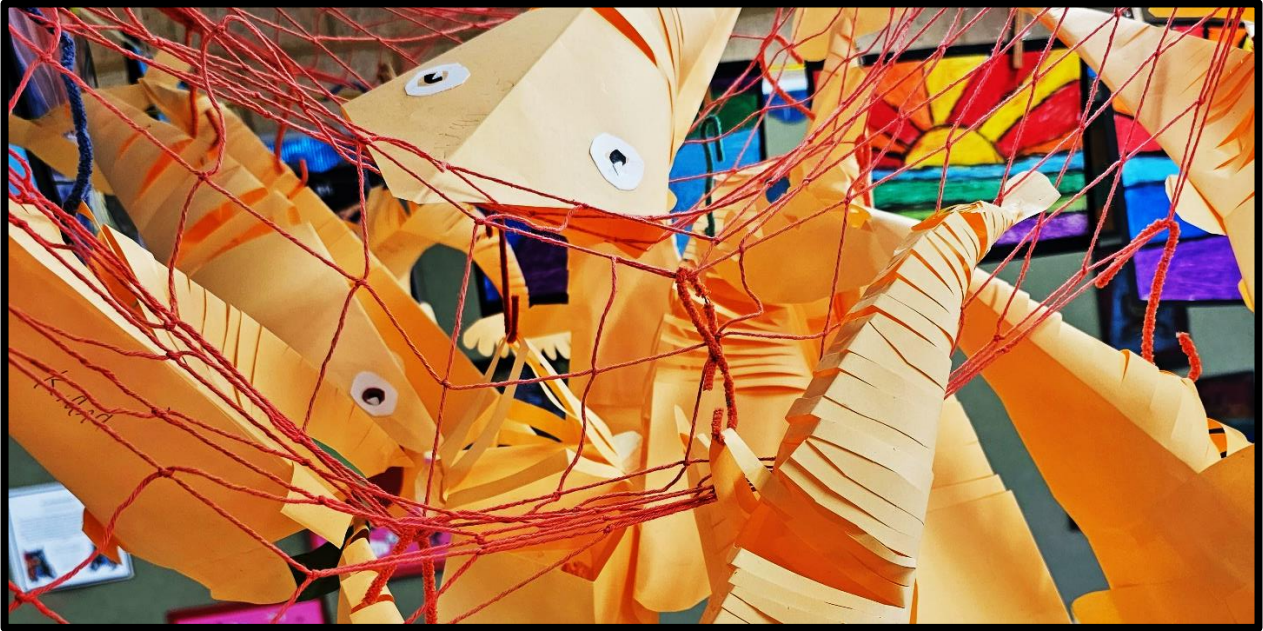


Cash is accepted for selected events - please ensure you check on any event notices for specific details on what types of payments are available for that event.

5 HOW TO GET INVOLVED

There are many avenues from which to choose from to get involved in your child's education; whether it is through donation of your time, to assist in one or more of the above P&C services or through monetary donation.

We urge you to discover what your area of support is and join us, your P&C, in building a stronger community for both our children and future generations who are fortunate to be able to say they are members of the Success Primary School Community.



5.1 ANNUAL GENERAL MEETINGS

Our Annual General Meeting is generally held in week 4 of Term 1. Notices will be sent out via Connect and our Facebook page. We welcome you to attend either in person or online.

5.2 ELECTION OF OFFICE BEARERS

Nominations for office bearer roles are welcomed annually. The P&C will open nominations prior to the AGM, with voting completed as part of the AGM process and in line with the Constitution and WACSSO requirements. Existing office bearers are welcome to nominate again as returning officers.

5.3 P&C MEETINGS

The P&C meets Mondays twice a Term, usually in Week 4 and Week 8 at 6:00pm. We are currently offering a hybrid meeting option where attendees can either meet at the school in person or join online (subject to change).

Details of the meetings and online access (where provided) are sent out via Connect in advance of the meeting. Children are very welcome at meetings.

5.4 ANNUAL MEMBERSHIP SUBSCRIPTION

Our P&C comprises of parents and guardians of children attending our school, staff and other community members over the age of 18 years, who have paid an annual subscription of \$1.



This membership fee entitles you to the right of voting on all motions throughout the year when attending meetings.

We aim to have at least two parents from each Year group as P&C members to ensure our meetings run with the interests of the entire school community.

6 P&C COMMUNICATION

We encourage all parents, guardians and caregivers to stay in contact with the P&C through:

6.1 SOCIAL MEDIA

Follow our [Families of Success Primary School Facebook](#) page.

We use this platform for communicating updates and information to our school community. This can include organising and promoting P&C-run or school community events; research or discussions in the school community; and P&C related advertising or promotions.

6.2 CONNECT

Connect is a secure online environment developed by the Department of Education for staff, students and parents in public schools. We use Connect to keep you up to date with important information – these are sent to you via email or via push notification to your phone.

6.3 EMAIL

successpandc@gmail.com

6.4 P&C MAILBOX

Success Primary School P&C Association
390 Wentworth Parade
Success WA 6164

