



# CRANBROOK STATE SCHOOL P&C ASSOCIATION

20 - 38 Alice Street Cranbrook TOWNSVILLE QLD 4814

Telephone: (07) 4726 1222

E-Mail: [pandc@cranbrookss.eq.edu.au](mailto:pandc@cranbrookss.eq.edu.au)

## Application for P&C Membership

Please complete and return to the P&C Secretary (in person or by email to [pandc@cranbrookss.eq.edu.au](mailto:pandc@cranbrookss.eq.edu.au))

Name: .....

Address: .....

Phone: .....

Email Address: .....

### I am:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare

*P&C Members who are **not** the parent of a student **currently enrolled** at the school must hold a valid Volunteer Blue Card (not a pending application).*

If you are an adult interested in the school's welfare, please provide:

- Current Blue Card number: .....
- Expiry date: .....
- Date of birth\*: .....

If applicable, please provide details of your children who are students at Cranbrook State School:

Name: ..... Class: .....

### I am:

- applying for new membership
- renewing my membership

### I apply for membership in the Cranbrook State School Parents and Citizens Association and I undertake to:

- a) promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the Constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the Constitution (please see over page), and any valid resolutions passed by the Association.

Signature: .....

Date: .....

**P&C Secretary Use Only** Date Received: ..... BlueCard Check: Valid: Y / N Exp Date: .....

Copy of BlueCard Attached: Y / N BlueCard Linked: Y / N Membership: **APPROVED / DECLINED**

REASON FOR DECLINE: .....

Secretary's signature: .....

Date: .....

P&C Register

\* Date of birth details are required to link with Blue Card portal



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## SCHEDULE 2 – CODE OF CONDUCT FOR P&C ASSOCIATION

- 1.1 This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.
- 1.2 The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.
- 1.3 P&C Association members are to:
- act in the best interest of the whole school community at all times
  - act in compliance with the Constitution
  - act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
  - conduct and present themselves in a professional manner and act ethically and with integrity at all times
  - act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
  - remain objective and avoid personal bias at all times
  - represent all members of the school community
  - engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
  - declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
  - make fair, transparent and consistent decisions
  - provide objective and independent advice
  - listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
  - treat official information with care and use it only for the purpose for which it was collected or authorised
  - respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
  - not use confidential or privileged information to further personal interests
  - be responsive to the requirements of the school community
  - seek to achieve excellence in educational outcomes for all students at the school
  - listen and respond to issues and concerns regarding strategy and policy.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.