

# Application for P&C Membership for 2024

## Cooktown P-12 P&C Association

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

*Membership applications received prior to the AGM will be automatically endorsed at the meeting, those received after the AGM require the applicants to attend a meeting for endorsement.*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_

**Mobile phone:** \_\_\_\_\_

**I am:**

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

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

- Current Blue Card number: \_\_\_\_\_

If applicable, please provide details of your children who are students at Cooktown P-12 SS:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**I am:**

- applying for new membership
- a returning member.

**I apply for membership of the Cooktown P-12 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, and any valid resolutions passed by the Association.

**Signature:**.....

**Date:**.....

P&C Secretary Use

Date received: ...../...../..... Date accepted: ...../...../.....

Secretary's signature: ..... Entered in P&C Register.

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## CODE OF CONDUCT FOR P&C ASSOCIATIONS

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.

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.

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.

**NOTE:** It is a good idea to have the Code of Conduct on the back of the **P&C Membership Application Form**. This way both can be signed at the same time and kept in the Members Register. This ensures that all members are aware of the Code of Conduct.

Signed by P&C Member: \_\_\_\_\_

Date: \_\_\_\_\_