



HEATLEY SECONDARY COLLEGE

Parents & Citizens Association

PO Box 64, Aitkenvale Q 4814

Application for P&C Membership

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

Name: _____

Address: _____

Email address: _____

Home phone: _____

Mobile phone: _____

I am:

- a parent of a student attending the school. Please provide details of your children who are students at Heatley Secondary College:

Name: _____ Class: _____

Name: _____ Class: _____

Name: _____ Class: _____

- a staff member of the school
- an adult interested in the school's welfare, please provide:
- Current Blue Card number: _____

I am:

- applying for new membership
- renewing my membership

I apply for membership in the Heatley Secondary College Parents and Citizens Association and I undertake to:

- promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- 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.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature: **Date:**

P&C Secretary Use:

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

Secretary's signature: Entered in P&C Register

CODE OF CONDUCT FOR P&C ASSOCIATION

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.

Signature: **Date:**