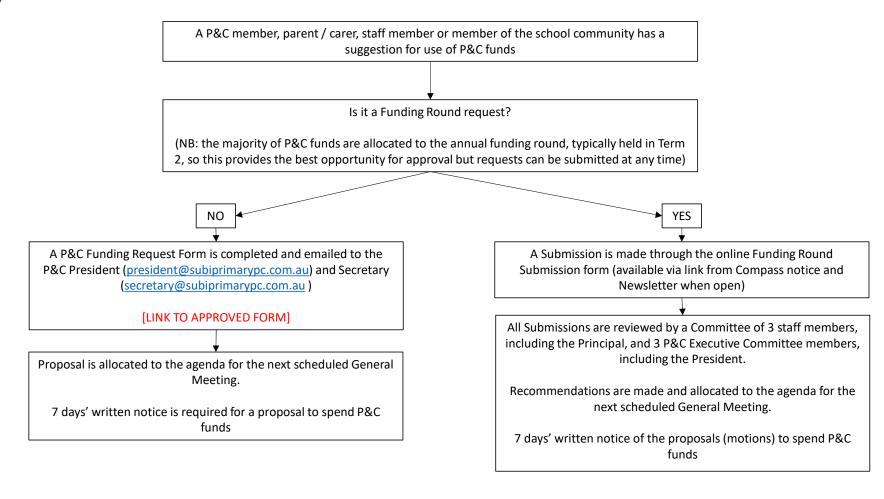
Subiaco Primary P&C - Process to spend P&C funds (P&C version) DRAFT - 5 May 2023 A P&C Funding Request Form is completed and A Submission is made through emailed to the P&C President the online Funding Round Is it a Funding Round request? (president@subiprimarypc.com.au) and Submission form Secretary (secretary@subiprimarypc.com.au) (NB: the majority of P&C funds A P&C member, member of the YES are allocated to the annual school community or staff has a All Submissions are reviewed funding round so this provides President ascertains if proposed expenditure suggestion for use of P&C funds by a Committee of 3 staff the best opportunity for complies with the Objects of the P&C 1 NO members, including the approval but requests can be Principal, and 3 P&C Executive submitted at any time) Committee members, including Is it urgent? the President. ³ The Motion is listed on the agenda for the meeting e.g. "that the P&C spend \$1500 on Recommendations are made YES a new lounge for the library" NO and allocated to the agenda for the next scheduled General Meeting. Consideration to be Is it an amount of funds given to the source of Allocate to the agenda At the meeting, the Motion is read by the chair. The chair asks for a member to second that greatly exceeds contributions e.g. Kindy, PPfor the next scheduled normal P&C General Meeting. Give Yr6. Infrastructure & Grounds. expenditure on items? 7 days' written notice 7 days' written notice of the of the proposal If the motion is seconded, the Chair asks for the mover of the motion to speak to it proposals (motions) to spend (motion) to spend P&C YES NO P&C funds funds Call an Executive Members can speak for or against the motion in debate. Speakers have only one Committee Meeting. opportunity to speak Give 48 hours' written notice of both the meeting and the When debate has been closed by the Chair, the mover of the motion has the right of proposal (motion) to reply (only person to speak twice) spend P&C funds ¹ P&C Constitution Rule 2.0 and School Education Act 1999 s143(3) The Motion is read out and put to a vote. The outcome of the vote is minuted ² An Executive Committee should be wary of approving the spending of large amounts of P&C funds ³ Both General and Executive Committee Meetings should use the same process for the passage of a motion. Please see the Effective Meeting Guidelines for a more detailed explanation of this process

Subiaco Primary P&C - Process to spend P&C funds (external version for publication)

DRAFT - 3 May 2023



Subiaco Primary P&C – 2023 Funding Round dates

DRAFT – 3 May 2023

Funding round submissions open Monday 1 May - Friday 26 May

Funding recommendations reviewed by Committee Monday 29 May - Friday 2nd June

Circulate recommendations 7 days ahead of GM Monday 5 June

Approve funding at P&C GM Monday 12 June

Successful funding round announced

Week ending Friday 16 June