

## Policy and Procedure Register updates – Summary of changes to the Parents and Citizens' Association (P&C) procedure

<p><b>1. Reason for new/updated policy or procedure</b> (select all that apply)</p> <p><input type="checkbox"/> Change to legislation/delegations   <input type="checkbox"/> Audit/review recommendation   <input checked="" type="checkbox"/> Due for review</p> <p><input type="checkbox"/> Change of policy/procedure requirements   <input type="checkbox"/> Other</p> <p>The procedure has been updated to: reflect the new procedure template; include human rights legislation; and provide information to support P&amp;C Executive Committee members with conflict resolution and delivering an Outside School Hours Care (OSHC) service.</p>		
<p><b>2. Summary of changes</b></p> <ul style="list-style-type: none"> <li>• Updated formatting and hyperlinks.</li> <li>• Revised wording in the Purpose section.</li> <li>• Moved content from the Overview to other applicable sections (e.g. Responsibilities or Process).</li> <li>• Added references to human rights legislation and decision-making.</li> <li>• Added a list of responsibilities for the Executive Committee.</li> <li>• Undated reporting requirements for Independent Public Schools in line with current delegations.</li> <li>• Added definitions for Amenity and Executive Committee.</li> <li>• Added two new information sheets regarding conflict resolution and about the responsibilities as an Approved Provider of an OSHC service.</li> </ul>		
<p><b>3. Impacts to roles and responsibilities</b></p> <p>3.1 Does the new/updated content change staff roles/responsibilities <i>in any way</i>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3.2 If yes, select the type of change (select all that apply):</p> <p><input checked="" type="checkbox"/> Revised responsibilities   <input checked="" type="checkbox"/> New/additional responsibilities   <input checked="" type="checkbox"/> Removed responsibilities</p>		
Position title	Summary of change	Page #
Principal	Reflected the (existing) responsibility to authorise the hire of the premises and facilities at the state school for use by the Association in the Responsibility section (previously listed as part of the process for P&Cs, without acknowledging the principals role).	2
Principal	Removed requirement to confirm that an auditor meets P&C Accounting Manual criteria.	4
P&C	New responsibility to contribute to a positive school culture by working with the school community to manage conflicts (linking to new information sheet).	2 & 5
P&C	New responsibility to act and make decisions in ways that are compatible with human rights.	2
P&C	Reflected the (existing) responsibility to not exercise any authority over teaching staff, or over the control or management of the school in the Responsibility section (previously in the Overview).	2
P&C	New responsibility to operate compliant school-based amenities to benefit the school community where applicable (reflecting current expectations for P&C operations).	3

P&C Executive Committees	Clearly articulated responsibilities for P&C Executive Committee members, including their role as outlined in the model constitution, contributing to a positive school culture and a requirement to give four weeks' notice if resigning from a position if the P&C operates an OSHC service.	3
P&C	Amended the source document for auditor eligibility requirements from the Education (General Provisions) Regulation 2017 to the P&C Accounting Manual.	5
P&C	Where the Association operates an OSHC service at the state school, added new process to comply with applicable legislation and the <a href="#">Hosting outside school hours care services on state school sites</a> procedure (linking to new information sheet).	6
<b>4 Communication and support for implementation</b>		
<ul style="list-style-type: none"> <li>Schools will be advised of updates to the procedure via a State Schools update message, the Bulletin Board and regional communication channels.</li> <li>P&amp;Cs Qld may also help to share information about the release of the new resources to their members.</li> </ul>		
<b>For further assistance, please contact:</b>		
<ul style="list-style-type: none"> <li>Your closest <a href="#">regional office</a>.</li> </ul>		