



## Corporate Governance

‘Corporate governance’ is a term used to describe the way in which associations conduct their business, understanding all their legal, financial and ethical obligations. As an executive officer of a P&C Association it is important that you understand your role and responsibilities in the governance of the P&C Association. This includes:

- Being aware of the legislative framework that sets out and defines the powers of the Association
- Understanding the processes and accountabilities that must be followed when exercising powers of the Association
- Having supporting documentation and a paper trail to support any decisions made by the Association.

### What practical methods can the P&C adopt to ensure governance conditions are met?

- Ensure financial reporting is accurate and correct processes are adopted
- Read legal documents - do not just sign them
- Do not provide your security token to other members
- Ensure payments have a supporting invoice, account and meeting resolution
- Ensure you have good communication with other executive members
- Do not engage in discussions where you may have a financial or personal interest
- Do not promote secret meetings; be open, transparent and accountable
- Always have two or more persons oversee the collection of cash
- Ensure accurate recording of minutes with motions noted in full
- Ensure P&C actions are in line with the Constitution’s objectives and functions
- Ensure your P&C abides by your governing legislative requirements, i.e. your Constitution, *Accounting Manual*, Education Act/regulations, etc.
- Ensure thorough and effective handover practices
- Ask questions, seek information and understanding to increase your knowledge base
- Use the reference material as a base on which to establish the financial processes of your P&C.

### Build relationships

The P&C Association should be seen as a partner in the school. It is there to support the school. Working together as one cohesive unit will enable the best possible outcomes to be achieved for the students of the school. Developing strong working relationships will enable the principal to address any issues as they arise. The P&C-school partnership should be built on trust, respect and shared values. It should be an open, two-way relationship with the parents, school staff and Principal all working together to achieve the best outcomes for students. However, boundaries within the roles should be clear at all times. There will be times when identified issues should not be dealt with in a P&C forum. These issues should be tactfully redirected to the school to be dealt with.



- Develop relationships. What you put in, you will get back.
- Value and support all volunteers.
- Work with your school community.
- Communicate effectively.
- Encourage feedback.
- Provide active leadership.