

P&C Employee Management and Development Guide

This guide has been prepared in recognition of the need to provide consistency and support to the employees of the P&C Association of Cairns State High School. As the Executive of the P&C may change annually, these guidelines provide guidance to incoming members of the Executive in the management of and relationship with employees. It also sets out expectations around the confidential and professional behaviours which support a positive image of the P&C and the school.

P&C Executive

- Strong and fair leadership by all members of the Executive, particularly the President, is the best support for employees.
- Executive members should present a positive and united image to the community where support and progress are the focus.

Communication norms

- Communication must be respectful of the person
- Members and executive speak respectfully to and about employees in their presence.
- Demeaning comments which undermine the integrity of a person and how a job is done cannot be tolerated.
- Chair for the meeting needs to call the meeting to order if this does occur. In other instances, the P&C president shall manage behaviour complaints or concerns.
- Members of the P&C should be courteous in their behaviour, e.g. provide advance notice of no-show for previously made commitment
- Queries or contributions to P&C business are directed to the relevant member of the executive, e.g. Agenda items are sent to the secretary, finance to the treasurer etc.
- Members of the Executive should check processes or state of play with the relevant employee before responding to emails or making public statements.
- Executive should make sure information they provide to the community is accurate and this can be achieved by consulting with book-keeping in matters financial and the liaison officer etc. who is most involved in that activity.
- In cases where inappropriate statements concerning P&C matters are made, the employee should be confident in providing the correct information and this should be respectfully considered.
- P&C president should relay decisions made by the P&C concerning third parties in writing. Employees are not to be the one to relay 'bad news' to third parties.
- Employees must present proposed changes to the business operations for approval to the P&C, e.g. changes to uniform pricing, materials used in uniform or design. Only P&C can approve new uniform items and this should be done in consultation with the uniform committee which has student, parent, administration and teacher representatives.
- The canteen price list should be presented each term for endorsement.

Role in meetings

- P&C executive meetings are for Executive matters.
- The President will relay executive decisions to employees where necessary.
- Meetings are run by the executive.
- Employees are in attendance to clarify questions through the chair.

Work role

- Position description statements are developed in consultation with employee and President.
- Budget, role statements and levels of authorisation need to support the employees to the achieve objectives of the role.
- Scope needs to be provided for the employee to make day-to-day decisions.
- The Principal supports the P&C and employees in day to day management and emergent issues pending unavailability of members of the executive.
- Employees are accountable/answerable to P&C President.
- Performance management/Complaints come through the P&C President (or Principal and then on to the President)
- Concerns from any employee noted by the Principal need to be discussed P&C President formally.
- Performance review be carried out by the P&C President using a reflection and discussion mode.
- Regular site meetings with all employees, the P&C President and Principal should occur each term.