



FOREST LAKE STATE SCHOOL  
*Parents & Citizens Association*

ABN: 40 811 865 154

**Application for P&C Membership 2023**

Please complete and return to the P&C Secretary (In person or by email: [secretary@flsspandc.onmicrosoft.com](mailto:secretary@flsspandc.onmicrosoft.com))

**Name:**

**Address:**

**Email address:**

**Phone Number:**

**I am:**

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare.

If you are an adult interested in the school's welfare, please provide:

Current Blue Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Date of Birth\* \_\_\_\_\_ (\* Date of birth details are required to link with Blue Card portal)

If applicable, please provide details of your children who are students at Forest Lake State Primary School.

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**I am:**

- applying for new membership
- a returning member.

**I apply for membership of the Forest Lake State Primary School Parents and Citizens' Association, and I undertake to:**

- a) promote the interests of and facilitate the development and further improvement of the school and the good order and management of the school; and
- b) 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.

**Signature:** .....

**Date:**.....

P&C Secretary Use

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

Secretary's signature: ..... Entered in P&C Register.



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**Code of Conduct 2023**

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:.....