|  |  |  |
| --- | --- | --- |
| tasmania_colour-logoPunchbowl-Logo | Punchbowl Primary School  146 Punchbowl Road, Punchbowl TAS 7249 PO Box 95, Newstead TAS 7250 Ph (03) 6344 1382  Email punchbowl.primary@education.tas.gov.au Web <http://punchbowlprimary.education.tas.edu.au> |  |
|  |  |  |

19th February, 2020

**Punchbowl Primary School Association**

Dear Parents, Carers & Guardians

The School Association offers the opportunity for parent involvement in activities such as fundraising for our school along with the opportunity to give input into the operations of the school***. Parents and friends are most welcome to attend School Association meetings which are held monthly on a Wednesday between 7:00pm and 8:30pm in the school staffroom with dates and times also advertised in our school newsletter.***

The Punchbowl Primary School Association has recently amended their Constitution in alignment with the Education Act. In accordance with this new Constitution, I am required to call for nominations prior to the end of the School Association financial year for the 2020 / 2021 period

1st April, 2020 to 31st March, 2021.

As some of our committee members will be retiring I am looking for new nominations for our next Punchbowl Primary School Association committee. Should you wish to nominate please find attached a nomination form for you to complete and return to the school office by Friday, 6th March, 2020. Should I receive less than the required number of nominations by this date, I will request further nominations from our school community which will close on Friday, 20th March, 2020.

If more nominations are received than required, a Formal Ballot will be conducted prior to 31st March, 2020 in an area set up outside the school office.

The Annual General Meeting will be held on Wednesday, 6th May, 2020 and at this meeting all seats will be vacated and the new committee will be elected to take up positions such as Treasurer, Chairperson, Secretary and Committee Members.

All members of our school are welcome to attend any of our open meetings, however, Committee Members are the only people who are permitted vote when required at meetings.

**Proposed School Association Meeting dates for 2020**

4th March

6th May AGM followed by General Meeting

22nd July

9th September

28th October

2nd December

Regards

Liz O’Donahue

Punchbowl Primary School Association Committee Nomination Form

|  |
| --- |
| * Completed forms can be posted, scanned and emailed to: [punchbowl.primary@education.tas.gov.au](mailto:punchbowl.primary@education.tas.gov.au) or passed in at the School Office. Please check all details carefully as incomplete forms will not be able to be accepted. * A copy School Association Constitution is available from the office or by visiting the Online School Association Constitution Register at <https://documentcentre.education.tas.gov.au/Pages/schoolassociations/a-z.aspx>. |

The School Association Committee has vacancies commencing 1st April 2020 to 31st March 2021. There are a minimum of 5 and a maximum of 11 parent/staff/community member vacancies on the Committee. Positions are for a period of 2 years.

Nominations for these vacancies close on 20th March 2020. If there are more nominations than vacancies, elections will be held prior to 31st March 2020.

Further information on the School Association can be found at:

* The School Office
* <https://www.education.tas.gov.au/community-and-providers/school-associations-tasmania/>

Punchbowl Primary School Association invites you to consider nomination for one of these positions. To nominate please complete the information below.

**Nominated Person’s Details**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_confirm that I am a member of the Punchbowl Primary School Association and I wish to nominate for the position of [parent/staff/community member] on the School Association Committee

Signed by nominator: …………………… Date: ……/………/.……

Proposer Name: …….…………………….. Signed: ………..…………………

Seconder Name: …….…………………….. Signed: …………….……………

Please note the proposer and seconder should be from the same category of membership, i.e. parents nominate parents, staff nominate staff, community members are nominated by any member.

Please return this form to the Returning Officer Elizabeth O’Donahue by 6th March 2020.