



## **P&C Association Incorporated P&C Merit Selection Panel P&C Representative Engagement Process**

This document provides guidance as to the selection of a P&C representative to partake in any merit selection panel process that the school may require assistance with from time to time.

Due to the confidential nature of merit selection panel processes and often relatively short time between request and commencement of a panel, this topic is typically not raised in P&C General Meetings. The volunteer representing the P&C on a merit selection panel must adhere to all processes and confidentiality requirements of the panel process. However, the name of the parent representative nominated to join a panel is not itself confidential and may be communicated in a P&C meeting if queries are made by any members.

Nothing in this document overrides or replaces DEC merit selection panel processes. DEC process shall remain the authoritative governing document. The process documented below is limited to the initial engagement between the Principal or panel convenor and the P&C.

As per DEC policy, no parent is permitted to partake in a merit selection process unless they have undertaken panel training delivered by the DEC staffing services or the Principal.

### **Process:**

Principal identifies a need to form a merit selection panel for a staff role within Hurstville Public School:

1. Principal shall discuss the need for a P&C representative for a merit selection panel with the P&C President.
  - a. Typically, the P&C shall be allowed up to 10 days to advise the principal of the parent nominee to join the panel. The P&C shall do their best to accommodate shorter timeframes if required.
  - b. The principal (or panel convenor) will need to provide the following information to the P&C President to allow the President to seek a parent available to join the panel. This information will allow the P&C to gauge the likely time required, complexity and schedule so volunteers can advise of availability to join a panel:
    - i. Anticipated schedule for panel process to conduct criteria discussion, interviews, reference checks etc.
    - ii. Role being advertised



2. P&C President shall approach other P&C Executive to seek volunteers and agree on a nominee to offer the panel convenor
3. Once agreed, the P&C President shall advise the panel convenor of the P&C nominee
4. Communication between the convenor should then be directly with the nominated P&C representative for the panel

### **Community Representative**

Hurstville Public School also exceeds the DEC's 60% NESB population threshold, which thus requires the inclusion of a Community representative on a merit selection panel. As per DEC staffing services advice, this representative should neither duplicate the role of a P&C representative nor a staff representative.

To avoid subsequent issues and challenges to the procedural integrity of a merit selection panel, and based on historical practices at Hurstville Public School, the appointment of the community representative on a merit selection panel should be discussed and agreed between the panel convenor and the P&C President.