



Annual General Meeting 2017 Information



INVITATION

On behalf of the Parents & Citizens Association, I would like to extend a warm welcome to all families of Figtree Heights Public School community to attend the 2017 AGM to be held on Wednesday 15th March 2017.

At Figtree Heights Public School there is a drive to ensure the best outcomes for all of our students as we all strive for heights of excellence. This can only be achieved where you have a working partnership of passionate, enthusiastic teaching and administration staff, direct involvement by parents in assisting teachers and staff which is complemented by a proactive and supportive parent body.

The Parents & Citizens Association is a group of parents and local members who come together to represent the community and initiate various social events and fundraising activities as well as operating and managing the school's OOSH, Canteen and Uniform Shop.

The objects of a P&C Association are to; promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close co-operation; assist in providing equipment required by the school; advocate for the requirements of the school; assist the teaching staff in establishment of school policy and management in all facets of school activity.

If you are not currently a member I would like to encourage you to consider becoming involved with the P & C in 2017 and invite you to attend the AGM on the 15th March 2017 at 6.30pm in The Hive. This provides a rewarding opportunity for you to become involved in your child's education and development, actively participate as a member of the school community and meet other parents.

Included with this letter is important information for members relating to the 2017 AGM including a nomination form for all P&C Office Bearers and Subcommittee positions which will become vacant at the AGM. If you require further information please email yourpandc@gmail.com

On behalf of the P & C, I look forward to your support at the 2017 Figtree Heights Public School AGM.



Stuart Wilkinson
P&C President



A SHORT GUIDE to the FHPS P+C Annual General Meeting

General Background

Under the FHPS P&C Association Constitution, an Annual General Meeting (AGM) must be held once in every Calendar year. The AGM is generally held during Term 1. The AGM has been advertised to the whole school community and all P&C Association Members at least 21 days prior to the meeting.

AGM Agenda

The AGM comprises a set of Business Items:

- Minutes of previous AGM
- President's Annual Report
- Treasurer's Annual Report
- Audited Statement of Income & Expenditure
- Appointment of Auditor for 2018

This is then followed by the election of Office Bearer and other P&C positions

Elections

At the AGM **all P&C Office Bearers and Subcommittee positions become vacant** and can be filled by nomination. The positions to be made vacant are as follows:

Office Bearers

The President
The Vice President (x2)
The Treasurer
Secretary

Subcommittees

OOSH
Canteen
Merit Selection Panel
Enrolment
School Welfare
Uniform
Building
Fundraising

All nominees for vacant positions must be Members of the FHPS P&C Association.

Membership

Parents and guardians of pupils attending FHPS and any local citizen can become a P&C Member. The School Principal and individual teachers are also permitted to be Members.

Members are those who have previously attended a meeting and paid the annual Membership Fee (currently 1 dollar). Members names are recorded in the Register by the Secretary.



Election Process

At the end of business items of the AGM, the Returning Officer is invited to host the elections. The Returning Officer is the School Principal or their delegate and declares all positions vacant.

All nominations must be made known to the Returning Officer. If a nominee is unable to attend the AGM in person, then a nomination for election can be made in writing, via the President, prior to the AGM.

The Office Bearer positions are elected first. The other representative positions are elected immediately afterwards. On completion of the elections, the Office Bearers and other elected positions commence their duties.

Quorum

As with any standard FHPS P&C Meeting, a quorum for the AGM is achieved when there are eleven (11) or more Members available.

The Voting Process

The voting process for P&C positions can be undertaken by a show of hands, or via a (secret) ballot.

The voting process is determined by the Returning Officer, taking into account the number of nominees for any one position (e.g. a show of hands if there is only one nomination for a position and a secret ballot if there are two or more nominations for a position).

Nominees may be asked by the Returning Officer to outline to Members why they believe they are a suitable candidate for the position being determined.

All positions are voted for by P&C Members. No Member can vote more than once for any one position. For Members unable to attend the AGM, proxy votes are permitted, but only if confirmed in writing and provided to the President prior to the AGM.



OFFICE BEARERS

Roles & Responsibilities

P&C President

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.
- Automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions, this would occur through written report.

P&C Vice President

- Assists the P&C President as required.
- Chairs the P&C monthly meeting if the P&C President is unavailable.
- Supports the P&C President in moving P&C projects forward [e.g. community building, revenue raising and revenue spending in line with P&C priorities].
- Helps to keep parents and teachers informed of P&C issues and other related activities.
- Helps ensure P&C information is placed on the P&C web page on the FHPS website/social media..

P&C Treasurer

- Is in charge of the FHPS P&C funds.
- Keeps an up-to-date financial record of the P&C funds throughout the school year.
- Presents a status update of the P&C finances to each P&C meeting.
- Prepares budgets for P&C approved projects which are allocated through the general P&C meetings. Collects all monies raised [OOSH, Canteen, social/fundraising event etc.] from the school and deposits them in the appropriate P&C bank account.
- Organises the addition/removal of cheque signatories with the bank.
- Is the final go/no-go gate on financial decisions to ensure the P&C remains solvent.
- Writes the Treasurer's Report at the end of each calendar year [to also be presented at the AGM]

P&C Secretary

- Records the minutes of meetings and any extra-ordinary meetings.
- Liaises with the P&C President regarding any amendments to minutes.
- Meeting minutes presented to the P&C President within one week of the P&C meeting.
- Collects and disseminates any P&C related mail and correspondence that arrives at the school office [such as the P&C Association letters, bank statements, invoices which may need to be actioned, etc.] to the relevant P&C Committee member.



SUB-COMMITTEES

Sub-committees are formed by a P&C Association to undertake specific planning and/ or management tasks on behalf of the P&C Association.

There are two types; ad-hoc and standing. Ad-hoc sub-committees are formed to acquit specific tasks, such as a fete. These sub-committees cease to exist after the task is finished.

Standing sub-committees have an ongoing role, such as an OOSH sub-committee. The rules of the sub-committee, including elections for positions are confirmed and elected annually at the Annual General Meeting of the P&C Association.

Sub-committee have delegated authority and are fully accountable to the P&C Association. Each sub-committee must operate within the terms of reference or rules set by the P&C Association. The sub-committee should table a written report to P&C Association meetings.

All monies raised by sub-committees belong to the P&C Association.

A sub-committee does not have their own President. The head of the sub-committee is known as the convenor or chairperson. The sub-committee is governed by the P&C Association's Constitution and the rules set by the P&C Association.

You can be a member of more than one sub-committee provided the rules allow for you to be a member. All members of subcommittees should be elected at the AGM.

A paid employee can be a member of a subcommittee but must not hold an officer bearer position with the P&C Association.

OOSH Committee (See OOSH Sub-Committee Rules Attached)

- Convenor
- Minute Taker
- Representative of the Treasure
- At least 2 other members

Canteen Committee (See Canteen Sub-Committee Rules Attached)

- Convenor
- Minute Taker
- Representative of the Treasure
- At least 2 other members

Merit Selection Panel

Enrolment Committee

School Welfare Committee

Uniform Committee

Fundraising Committee

Building Committee



NOMINATION FORM FOR P&C EXECUTIVE/COMMITTEE POSITION

Instructions: This form must be submitted at least 3 days prior to the Annual General Meeting on Wednesday 13th March 2017. Applications must be received before the cut off date to qualify as an official nomination.

PERSONAL INFORMATION

First Name: _____

Last Name: _____

Address: _____

Suburb: _____ Phone Number: _____

Email: _____

Are you a current financial member? ☐ YES ☐ NO

If you are not a financial member unfortunately you cannot apply.

POSITION OF OFFICE

Please note that it is proposed that all Executive & Sub-Committee Positions are for a 1 year term. You may nominate for more than one position at an election, for all of the below positions. If you are successfully elected into an Executive position and accept that position, any further outstanding nominations will be automatically withdrawn.

WHICH EXECUTIVE POSITIONS DO YOU NOMINATE FOR?

- ☐ President
- ☐ Vice President 1
- ☐ Vice President 2
- ☐ Treasurer
- ☐ Secretary

WHICH SUB-COMMITTEE POSITIONS DO YOU NOMINATE FOR?

- | | |
|--|---|
| <input type="checkbox"/> OOSH Sub-committee Convenor | <input type="checkbox"/> Canteen Sub-committee Treasurer Representative |
| <input type="checkbox"/> OOSH Sub-committee Minute Taker | <input type="checkbox"/> Canteen Sub-committee General Member |
| <input type="checkbox"/> OOSH Sub-committee Treasurer Representative | <input type="checkbox"/> Enrolment Committee |
| <input type="checkbox"/> OOSH Sub-committee General Member | <input type="checkbox"/> School Welfare Committee |
| <input type="checkbox"/> Canteen Sub-committee Convenor | <input type="checkbox"/> Uniform Committee |
| <input type="checkbox"/> Canteen Sub-committee Minute Taker | <input type="checkbox"/> Fundraising Committee |
| <input type="checkbox"/> Merit Selection Panel | <input type="checkbox"/> Building Committee |



NOMINATION FORM FOR P&C EXECUTIVE/COMMITTEE POSITION

I AM ELIGIBLE TO HOLD OFFICE

☐ Yes, I agree. I understand the full expectation of the role I have nominated for.

You must have a child or children attending Figtree Heights Public School or must reside in the boundary of Figtree Heights Public school to be eligible.

PROHIBITED PERSON WORKING WITH CHILDREN DECLARATION

☐ Yes, I declare I am not a Prohibited person under the Commission for Children and Young Persons Act 1998(NSW)

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, including a volunteer role. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- * murder of a child
- * serious sex offence, including carnal knowledge
- * child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- * indecency offences punishable by imprisonment of 12 months or more
- * kidnapping (unless the offender is or has been the child's parent or carer)
- * offences connected with child prostitution
- * possession, distribution or publication of child pornography; or
- * attempt, conspiracy or incitement to commit the above offences.

I certify I understand the rules and guidelines governing our Association are set out according to the Constitution, By-Laws, Code of Conduct, and Harassment and Discrimination Policies.

☐ I agree with these terms and conditions

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

P&C President's Signature: _____ DATE: _____

Principal's Signature: _____ DATE: _____

**PLEASE RETURN FORM TO FIGTREE HEIGHTS PUBLIC SCHOOL OFFICE
PRIOR TO 3.30PM ON MONDAY 13TH MARCH 2017.**





MEMBERSHIP FORM

Figtree Heights Public School P&C Association Incorporated is a not-for-profit organisation which is established to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation and to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Membership of *Figtree Heights Public School P&C Association Incorporated* is open to all parents and guardians of pupils attending the school and to all citizens within the school community.

Figtree Heights Public School P&C Association Incorporated always welcomes new members.

Meetings are held on Wednesday evenings, Week 4 and 8, of each term at 6:30pm. *Figtree Heights Public School P&C Association Incorporated* operates sub-committees including OOSH, canteen, wellbeing, merit, enrolment and fundraising. Your contribution would be greatly appreciated to these committees, however is not a requirement of your membership. Annual membership is \$1-00 (one dollar) and entitles you to be involved in the decision making of the *Figtree Heights Public School P&C Association Incorporated*. When you become a financial member you agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by *Figtree Heights Public School P&C Association Incorporated*. Copies of these materials are available from *Figtree Heights Public School P&C Association Incorporated* Secretary at each meeting of the association. You are recognised as a financial member of *Figtree Heights Public School P&C Association Incorporated* after the meeting closes at which you submit your payment. Payments can also be made at school office which will make you a financial member at the next meeting held. The Treasurer shall issue you a receipt for this payment, you should retain the receipt for the current *Figtree Heights Public School P&C Association Incorporated* year as proof of your membership.

If you are interested in becoming a member please complete the form below and bring it with you to the next meeting of the *Figtree Heights Public School P&C Association Incorporated* or attention to the Treasurer via the school front office.

Figtree Heights Public School P&C Association Incorporated thanks you for your interest.

NAME: _____ (PLEASE PRINT CLEARLY)

SCHOOL COMMUNITY MEMBER TYPE: PARENT / CITIZEN (CIRCLE AS APPROPRIATE)

CONTACT PHONE NUMBER: _____

EMAIL ADDRESS FOR MEETING NOTICES & UPDATES: _____

I include a payment of \$1.00 (one dollar) to become a financial member of *Figtree Heights Public School P&C Association Incorporated*. I acknowledge that I am aware that I agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by *Figtree Heights Public School P&C Association Incorporated*.

SIGNED: _____

DATE: _____



Constitution

1. Name

This body shall be known as the Figtree Heights Publics School Parents and Citizens' Association.

2. Objects and Functions

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990 which include

- (i) The objects:
 - (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
 - (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.
- (ii) The functions:
 - (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
 - (b) to assist and co-operate with the teaching staff in public functions associated with the school;
 - (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;
 - (d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act, 1990). The assets and income of the association shall be applied solely to further these objects and functions. No part of the assets and income shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

3. School Staff

The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.



Constitution

4. Membership

Membership will be open to all parents of pupils attending the school and to all citizens within the school community. The association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

5. Office Bearers

- (a) The Executive Committee, which shall be constituted of the officers of the association and up to six other members shall carry out the decisions of the association. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- (b) The officers shall consist of President, two Vice Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- (c) The President shall preside at all meetings except that, in the absence of the President, one of the Vice-Presidents shall preside and, in the absence of the President and Vice Presidents, the Committee shall elect a Chairperson.
- (d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- (e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting, present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc, in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.



Constitution

6. Casual Vacancies

Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting. A casual vacancy shall have arisen where a member of the executive committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfill the functions of the position.

7. Annual General Meeting

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all officer and other positions will become vacant and then be filled by nomination and, where necessary, by ballot of members. All nominees shall be members of the association. The audited balance sheet and annual report will be presented. An auditor for the ensuing year who is not an officer of the association shall be appointed.

8. General Meetings

A general meeting shall be held at least once during each school term.

9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Quorum

Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 11 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of the association but shall not be less than five.

11. Subscriptions

The annual subscription shall be set by the rules but shall not be less than 50 cents.



Constitution

12. Subcommittees

The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

13. Dissolution

- (a) The association may be dissolved in terms of a resolution carried at a General Meeting or a Special Meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
- (b) The association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed.
- (c) Where the association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation or the Department of Education as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under Clause 15.
- (d) Where the association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

14. Rule-Making Power

The association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution or the Education Act, 1990. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.



Constitution

15. Accounts

The funds of the association shall be banked in the name of the association with any institution holding trustee status within the meaning of the Trustee Act, 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the association delegated in that behalf by the association. No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the association. The association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Training.



Code of Conduct

Figtree Heights Public School P&C Association Code of Conduct

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Figtree Heights Public School P&C Association ('P&C Association') while undertaking any role or activity related to the (insert school name here) P&C Association.

The Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

Figtree Heights Public School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

Figtree Heights Public School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

Figtree Heights Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment



Code of Conduct

Diligence

Figtree Heights Public School P&C Association members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

Working with Children

- The Figtree Heights Public School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures

Conflict of Interest

- P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.
- A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests

Confidentiality

- Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure
- Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, complaints and procedures policy. Violations may result in removal from the Figtree Heights Public School P&C Association.

Figtree Heights Public School P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

As adopted by the Figtree Heights Public School P&C Association Annual General Meeting, Wednesday 11th March 2015.

SIGNED PRESIDENT: _____

MR STUART WILKINSON

WITNESSED PRINCIPAL: _____

MRS SKYE HAYWARD

FIGTREE HEIGHTS PUBLIC SCHOOL P&C ASSOCIATION OOSH SUB-COMMITTEE RULES

1. Name

The committee shall be known as the Figtree Heights Public School P&C Association OOSH(Outside of School Hours Care Service) sub-committee trading as 'Figtree Heights OOSH'.

2. Aims

- (a) To provide an OOSH service with a program based on "My Time Our Place" - the Framework for School Age Care.
- (b) To maintain standards of care in relation to the service equal to that of the National Education and Care Services Regulation. To comply with all relevant laws and regulations including National Education and Care Services Regulation
- (c) To provide an OOSH service to children and school community at a reasonable cost that supports the needs of the Figtree Heights Public School community and surround schools that require the service.

3. Membership of the sub-committee

The sub-committee shall consist of no less than five (5) members elected annually at the Annual General Meeting (AGM) of the Figtree Heights Public School P&C Association. Membership will consist of: an OOSH Convenor, an OOSH Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer and where there is a bookkeeper employed it shall be this person) and at least two (2) other financial members of the Figtree Heights Public School P&C Association. The Principal and Figtree Heights Public School P&C Association President shall be ex-officio members of the sub-committee.

4. Duties of the sub-committee

- (a) The sub-committee shall organise and control the full administration of Figtree Heights OOSH. However, the sub-committee shall be responsible in all its actions to the Figtree Heights Public School P&C Association. The Figtree Heights Public School P&C Association shall have the right to reorganise, disband or close the sub-committee, such decisions are to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five (5) financial members of the Figtree Heights Public School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the Convenor shall present a written report to each general meeting of the Figtree Heights Public School P&C Association.
- (c) The Treasurer's representative must lodge with the Figtree Heights Public School P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet at least once a school term.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the OOSH Convenor on a written request signed by at least three (3) members of the sub-committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the sub-committee including ex officio members.

6. Funds

All money received by the sub-committee shall be deposited in an account/s in the name of the Figtree Heights Public School P&C Association OOSH(Outside of School Hours Care Service) sub-committee trading as 'Figtree Heights OOSH'.

All financial transactions are to be undertaken by any two (2) of the following Figtree Heights Public School P&C Association OOSH sub committee members or employees; OOSH Convenor, a representative of the P&C Treasurer or Management/Coordinator Employee of OOSH.

Transactions exceeding \$2,000 (two thousand dollars), not including fortnightly payroll, must secure prior approval from the Figtree Heights Public School P&C Association.

All income received by the OOSH shall be given to the general funds of the Figtree Heights Public School P&C Association at the end of the school year. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as required.
- (b) OOSH maintenance and replacement of stock or equipment and the purchase of additional equipment for the efficient running of the OOSH.
- (c) Reserve funds of 12 weeks of standard operational costs.
- (d) Approved capital purchases. Purchases exceeding \$2,000 (two thousand dollars) must secure prior approval from the Figtree Heights Public School P&C Association.

7. OOSH operation rules

- (a) An audit of the number of enrolments to the OOSH shall be tabled once a term to the Figtree Heights Public School P&C Association.
- (b) A current asset register shall be tabled once a term to the Figtree Heights Public School P&C Association.
- (c) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the OOSH shall remain the sole property of the OOSH and be properly recorded and later accounted for.
- (d) In accordance with the mandatory guidelines developed under the National Education and Care Services Regulation all P&C Association operated OOSH's must adhere to these guidelines.

8. Employees

- (a) No employee of the Figtree Heights Public School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the Figtree Heights Public School P&C Association's Constitution 5(a).
- (b) The sub-committee may employ staff as necessary and as agreed by the Figtree Heights Public School P&C Association Executive. The Convenor shall act on behalf of the Figtree Heights Public School P&C Association in relation to employees of the OOSH and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of Figtree Heights OOSH and the adherence of the Figtree Heights Public School P&C Association's policies and policies of the OOSH service.
- (d) The sub-committee Convenor shall ensure that the Figtree Heights Public School P&C Association or OOSH(Outside of School Hours Care Service) sub-committee trading as 'Figtree Heights OOSH' has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of Figtree Heights OOSH and report to the Figtree Heights Public School P&C President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Figtree Heights Public School P&C Association.

9. Audit

The accounts of the OOSH(Outside of School Hours Care Service) sub-committee trading as 'Figtree Heights OOSH' shall be audited annually as part of the audit of the Figtree Heights Public School P&C Association accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Figtree Heights Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

10. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Figtree Heights Public School P&C Association.

FIGTREE HEIGHTS PUBLIC SCHOOL P&C ASSOCIATION CANTEEN SUB-COMMITTEE RULES

1. Name

The committee shall be known as the Figtree Heights Public School P&C Association Canteen sub-committee.

2. Aims

- (a) To provide balanced and nutritious food in line with the Nutrition in School Policy as implemented by the Department of Education and Communities.
- (b) To provide a service to children and school community at a reasonable cost.
- (c) To maintain legislative standards of health care in relation to the preparation, supply and service of food at the canteen.

3. Membership of the sub-committee

The sub-committee shall consist of no less than five (5) members elected annually at the Annual General Meeting (AGM) of the Figtree Heights Public School P&C Association. Membership will consist of: an Canteen Convenor, an Canteen Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer and where there is a bookkeeper employed it shall be this person) and at least two (2) other financial members of the Figtree Heights Public School P&C Association. The Principal and Figtree Heights Public School P&C Association President shall be ex-officio members of the sub-committee.

4. Duties of the sub-committee

- (a) The sub-committee shall organise and control the full administration of Figtree Heights Public School Canteen. However, the sub-committee shall be responsible in all its actions to the Figtree Heights Public School P&C Association. The Figtree Heights Public School P&C Association shall have the right to reorganise, disband or close the sub-committee, such decisions are to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five (5) financial members of the Figtree Heights Public School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the President shall present a written report to each general meeting of the Figtree Heights Public School P&C Association.
- (c) The Treasurer's representative must lodge with the Figtree Heights Public School P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet at least once a school term.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the Canteen Convenor on a written request signed by at least three (3) members of the sub-committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the sub-committee including ex officio members.

6. Funds

All money received by the sub-committee shall be deposited in an account/s in the name of the Figtree Heights Public School P&C Association Canteen sub-committee.

All financial transactions are to be undertaken by any two (2) of the following Figtree Heights Public School P&C Association Canteen sub committee members or employees; Canteen Convenor, a representative of the P&C Treasurer, Figtree Heights Public School Employee, Canteen Purchaser or Management/Coordinator employee of Canteen.

Transactions exceeding \$1,000 (one thousand dollars) must secure prior approval from the Figtree Heights Public School P&C Association.

All income received by the Canteen shall be given to the general funds of the Figtree Heights Public School P&C Association at the end of the school year. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as required.
- (b) Canteen maintenance and replacement of stock or equipment and the purchase of additional equipment for the efficient running of the Canteen.
- (c) Reserve funds for the purchase of new stock Term 1.
- (d) Approved capital purchases. Purchases exceeding \$1,000 (one thousand dollars) must secure prior approval from the Figtree Heights Public School P&C Association.

7. Canteen operation rules

- (a) A stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the Figtree P&C Association.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with the mandatory guidelines developed under the Nutrition in School Policy. All P&C Association operated canteens must adhere to these guidelines.

8. Employees

- (a) No employee of the Figtree Heights Public School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the Figtree Heights Public School P&C Association's Constitution 5(a).
- (b) The sub-committee may employ staff as necessary and as agreed by the Figtree Heights Public School P&C Association Executive. The Convenor shall act on behalf of the Figtree Heights Public School P&C Association in relation to employees of the Figtree Heights Public School Canteen and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of Figtree Heights Public School Canteen and the adherence of the Figtree Heights Public School P&C Association's policies and policies of the Canteen service.
- (d) The sub-committee Convenor shall ensure that the Figtree Heights Public School P&C Association or Canteen sub-committee has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of Figtree Heights Canteen and report to the Figtree Heights Public School P&C President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Figtree Heights Public School P&C Association.

9. Audit

The accounts of the Canteen sub-committee shall be audited annually as part of the audit of the Figtree Heights Public School P&C Association accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Figtree Heights Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

10. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Figtree Heights Public School P&C Association.