

**PITTWATER HIGH SCHOOL P&C ASSOCIATION
CANTEEN AND UNIFORM SHOP SUB-COMMITTEE RULES
AS ADOPTED BY THE P&C ON OCTOBER 24, 2014**

1. Name

The committee shall be known as the Pittwater High School P&C Association Canteen and Uniform Shop 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.
- (d) To provide stock that complies with the community adopted school uniform policy.
- (e) To provide a source of revenue for the school, whilst encouraging parental involvement in the school community

3. Membership of the sub-committee

The sub-committee shall consist of at least six (6) members appointed at General Meeting(s) of the P&C association. The following roles are part of the subcommittee:

- Canteen Conveyor (financial member of the P&C)
- Canteen supervisor(s)
- Uniform shop supervisor
- P&C Bookkeeper (optional)
- Volunteers in charge of key roles such as the roster and ordering
- Interested financial members of the P&C
- A School representative, appointed by the Principal

4. The P&C Association can reorganise or disband or close

The P&C Association shall have the right to reorganise, disband or close the sub-committee. Such decisions to be supported by a 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 three (3) financial members of the Pittwater High 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.

5. 4. Duties of the sub-committee

- (a) The sub-committee shall organise and control the full administration of the Canteen and Uniform Shop. However, the sub-committee shall be responsible in all its actions to the Pittwater High School P&C Association.
- (b) The sub-committee, via the Convenor shall present a written report to each general meeting of the Pittwater High School P&C Association.

- (c) The Bookkeeper must lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

6. 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 and Uniform Shop Convenor on a written request. 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.

7. Funds

All money received by the sub-committee shall be deposited in an account in the name of the sub-committee or the P&C Association Account.

All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer.

All income received by the Canteen and Uniform Shop shall be given to the general funds of the P&C Association at the end of each term. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) Canteen and Uniform Shop maintenance and replacement of stock or equipment and the purchase of additional equipment for the efficient running of the Canteen and Uniform Shop.
- (c) Capital purchases exceeding \$200 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

8. Canteen and Uniform Shop 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 Pittwater High School 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 and Uniform Shop shall remain the sole property of the Canteen and Uniform Shop 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.
- (d) In accordance with legislations and Department of Education and Communities guidelines relevant to school uniforms.

9. Employees

- (a) No employee of the Pittwater High School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the P&C Association's Constitution 5(a).
- (b) The sub-committee may employ staff as necessary and as agreed by the P&C Association Executive. In consultation with the Convenor, the P&C Association Executive 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 the Canteen and Uniform Shop and the adherence of the Pittwater High School P&C Association's policies.
- (d) The sub-committee Convenor shall ensure that the Pittwater High School P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of the P&C Association Canteen and Uniform Shop and report to the P&C Association President any issues.

10. Audit

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

11. Alterations

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