



*John Purchase Public School
Parents' & Citizens' Association*

"Participate and Communicate"

CANTEEN/UNIFORM SHOP SUB-COMMITTEE RULES

1. INTRODUCTION

The John Purchase Public School Canteen and Uniform Shop are operated by a sub committee of the John Purchase Public School Parents and Citizens' Association.

The Sub-Committee shall be known formally as the John Purchase Public School P&C Canteen/Uniform Shop Sub-Committee, herein referred to as the "Canteen/Uniform Sub-Committee".

The Canteen and Uniform Shops are services run to benefit the children and parents of John Purchase Public School and they are intended to be a non-profit, non-loss operations.

2. PHILOSOPHY

2.1 The Canteen's primary aims are to:

- (i) To provide a balanced and nutritious food service to the children of the school at a reasonable cost.
- (ii) To maintain standards of health care in relation to the preparation, supply and service of food at the canteen.
- (iii) Provide a service to the community
- (iv) To support the school in its health education program
- (v) To provide assistance to the John Purchase Public School in the preparation of food and beverages where possible.

2.2 The Uniform Shops primary aims are to:

- (i) To provide good quality uniforms to the children of the school at a reasonable cost.
- (ii) Provide a service to the community.
- (iii) To support the school in its implementation of its uniform policy.

3. CANTEEN/UNIFORM SUB-COMMITTEE

The John Purchase Public School Canteen and Uniform Shop are managed by an elected sub-committee of the John Purchase Public School Parents & Citizens Association and is therefore bound by the rules and constitution of the Association.

The Canteen/Uniform Sub-Committee shall consist of the following members:

- (i) Convenor
- (ii) Minute Taker
- (iii) Association Treasurer (or their delegate)
- (iv) Up to three additional ordinary members of the Association

The following are also members of the Canteen/Uniform Sub-Committee

- (v) The Canteen Manager (ex officio) without voting rights
- (vi) The Uniform Shop Manager (ex officio) without voting rights
- (vii) School Principal (ex officio) with voting rights
- (viii) Association President or their delegate, with voting rights

The role of Convenor, Minute Taker or Treasurer cannot be held by either the Canteen Manager or the Uniform Shop Manager.

3.1 Election of Sub-Committee Members

- (i) Members of the Canteen/Uniform Sub-Committee are elected from the financial members of the Association.
- (ii) Elections are conducted at the Association Annual General Meeting held each year, where the nominee must be in attendance and at which time the roles of Convenor and Minute Taker must be filled, otherwise the Executive Committee shall appoint a member of the Executive Committee to serve in any of these two unfilled roles until such time as a Association Member is elected to such role

3.2 Sub-Committee Meetings

- (i) Canteen/Uniform Sub-Committee meetings are closed meetings for members of the Canteen/Uniform Sub-Committee, and may include in speakers invited by the Canteen/Uniform Sub-Committee for the period of the meeting relevant to that speaker only.
- (ii) Canteen/Uniform Sub-Committee meetings are to be held monthly during school term. The date and venue of each meeting is to be advised to members of the Canteen/Uniform Sub-Committee with at least seven (7) days notice.
- (iii) Canteen/Uniform Sub-Committee meetings should be held in the week prior to any scheduled Association General Meeting so that issues can be raised can provided as part of the Canteen/Uniform Sub-Committees report in time for such meetings, and minutes.
- (iv) Voting rights extend only to elected Canteen/Uniform Sub-Committee members who are also financial members of the Association.
- (v) The quorum for all meetings shall be five (5) elected Canteen/Uniform Sub-Committee members including at least one member of the Convenor, Minute Taker, and Treasurer (or Treasurer's delegate).
- (vi) A special meeting may be called by at least two members of the Canteen/Uniform Sub-Committee. seven (7) days notice of any such meeting, stating the business of the meeting, will be given to all members of the Canteen/Uniform Sub-Committee.
- (vii) All meetings of the Canteen/Uniform Sub-Committee must be minuted and those minutes stored in a secure location. A copy of the minutes of all Canteen Sub-Committee meetings is to be provided to Association Secretary (either in hard copy or by e-mail) within one week of a meeting being held.

3.3 Sub-Committee Meeting Order of Business

At all Canteen/Uniform Sub-Committee meetings the order of business shall be:

- (a) Introductory remarks
- (b) New members
- (c) Attendance and Appologies
- (d) Acceptance of minutes of the previous meeting
- (e) Business arising from the minutes of the previous meeting
- (f) Correspondence
- (g) Convenyors report
- (h) Treasurer's report
- (i) Canteen Managers report
- (j) Uniform Shop Manager Report
- (k) General business
- (l) Close

3.4 Confidentiality

- (i) Members of the Canteen/Uniform Sub-Committee must maintain confidentiality of information that relates to other members of the school community.
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- (ii) The Canteen/Uniform Sub-Committee members are not permitted access to the personal details of enrolled children unless there is a specific minuted or procedural reason for doing so.
- (iii) Information relating to the appointment or employment of staff is to be maintained as confidential and not for dissemination to any other person other than Canteen/Uniform Sub-Committee or the Executive Committee.
- (iv) The Canteen/Uniform Sub-Committee shall comply with the Privacy Law and in particular the National Privacy Principles.

4. FINANCIAL POLICY

4.1 Funds

- (i) Any funds raised or handled by the Canteen or Uniform Shop shall be for all purposes, funds of the Association (clause 13, Prescribed Constitution for Incorporated Associations)
- (ii) On an annual basis funds surplus to the proper operation of the Canteen and Uniform Shop shall be deposited into the Association's general account.

4.2 Bank Accounts

- (i) All money received by the Canteen/Uniform Sub-Committee shall be deposited into accounts in the name of the each entity.
- (ii) Account signatories will consist of five (5) delegated signatories one of which must be the Treasurer (or Treasurer's delegate) all of which must be members of either the Executive Committee or the Canteen/Uniform Sub-Committee. In addition to the five signatories the Association may also authorise a senior member of the schools administrative staff or the Principal to act as a signatory to ensure a signatory is available during operating hours. In this case these signatories would act as the Treasurers delegate.
- (iii) All accounts are to be paid by cheque. Cheques must be signed by two of these signatories one of which must be the Treasurer (or Treasurer's delegate)
- (iv) No electronic payments from either the Canteen or Uniform Shop accounts can be made electronically unless the electronic banking system being used supports a dual signatory approval method and prior approval for such a system has been given by the Association.

4.3 Expenditure

Expenditure by or on behalf of the Canteen/Uniform Sub-Committee shall only be for the following purposes:

- (a) the purchase of stock and necessary equipment
- (b) The maintenance or replacement of equipment or stock
- (c) The payment of wages for employees
- (d) Establishing a contingency for Long Services Leave accruals, and redundancy if required
- (e) Payments to the Association General fund.

4.4 Approval of the Association

- (i) The Canteen/Uniform Sub-Committee (usually the Convenor) shall provide by the first General Meeting of the Association after the AGM a draft annual budget for both enterprises (this may include expenditures proposed to occur over a period which is greater than one year) and shall provide a draft update to the budget in August of each year, and these draft budgets shall become the Canteen/Uniform Sub-Committee's operating budget upon written confirmation by the Executive Committee.
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- (ii) Prior approval from the Association or Executive Committee must be secured for capital purchases not budgeted for and exceeding \$500.
- (iii) The Canteen Sub-Committee shall not enter into any contract for the purchase of goods or services (excluding contracts of employment) for a period greater than 1 year without Executive Committee prior written approval.
- (iv) Any expenditure on goods or services in excess of \$500 must be accompanied by 3 quotations (unless the Executive Committee shall agree to an alternative procurement process) which support the value for money represented by the proposed expenditure.
- (v) Approval from the Association must be sought before setting up any new bank account or electronic banking system

4.5 Audit

The accounts of the Canteen/Uniform Sub-Committee will be audited annually as part of the audit of Association accounts.

The Association reserves the right to perform an audit of the Canteen/Uniform Sub-Committee's accounts at any time provided sufficient notice is given for such an audit.

4.6 Stock take

Sub-Committee shall ensure that a stock take of the Uniform Shop is completed at the end of each term to verify the accuracy of the records of stock held.

5. RECORD STORAGE AND HANDLING

5.1 Record Keeping

All financial and personal records of the Canteen/Uniform Sub-Committee shall be kept and filed in a secure location.

The Canteen/Uniform Sub-Committee shall ensure that the following minimum records are kept:

- (a) Receipts for all purchases
- (b) Invoices for all services provided
- (c) Health and safety documentation as required
- (d) Financial records including MYOB files

5.2 Archiving of Records

Financial records are required to be kept for a period of seven (7) years and to this end efforts must be taken to ensure that all records are kept for this minimum period of time.

5.3 Security and Backup of Computer Based Records

- (i) The security of any personal or financial data kept on computer by the Canteen and Uniform Shop must be assured. A policy and practice of password protection of all data should be a minimum level of security.
 - (ii) Any computer or computers used for financial and personal record processing and storage must be kept secure as best as possible from attack by electronic means by the use of appropriate security software and hardware.
 - (iii) Physical access to a computer or computers used for financial and personal record keeping should be limited to authorized personnel only. No child, parent or unauthorized committee member should be able to gain access.
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- (iv) At a minimum all access to personal or financial data shall be protected by password. All User names and passwords used by the Canteen/Uniform Sub-Committee shall be given to the Secretary of the Association for safe keeping.
- (v) The Association Treasurer must also be given access to a primary password in order to gain access to any financial data of the Canteen/Uniform Sub-Committee.
- (vi) A suitable strategy for backup of computer based records shall be adopted. Such a strategy must consider both an onsite and offsite process that can cater for: data loss from hard drive or computer failure (onsite backup procedure) and data loss from theft or fire (offsite backup procedure). This procedure may be a part of a group strategy shared with other sub committees and the Association itself.
- (vii) Any backup device used should at a minimum provide password protection of the data contained on it.

6. REPORTING

6.1 At General Meetings

The Canteen/Uniform Sub-Committee will present a report to each general meeting of the Association. This report shall consist of:

- (a) a financial summary, stating the financial position of the Canteen and Uniform Shops up to the last full calendar month, including any recent stock take.
- (b) Maintenance, instrument or equipment issues
- (c) Operational issues or changes
- (d) Changes to staffing.
- (e) Provide a review of recent events or upcoming events

6.2 The Canteen/Uniform Committee Treasurer will provide a written quarterly statement of finances at the first Association meeting of each school term.

6.3 The Executive Committee may request a statement of finances at any other time.

6.4 The Canteen/Uniform Committee Convenor will provide a written annual report of the operation of the Canteen at the Annual General Meeting of the Association. This report will include a full financial report for the previous year.

7. RESPONSIBILITIES OF THE SUB-COMMITTEE

7.1 The Canteen/Uniform Sub-Committee is directly responsible to the Association.

7.2 The Canteen/Uniform Sub-Committee will have the power to:

- (i) Oversee the administration of the Canteen and Uniform Shop;
 - (ii) Appoint and employ Canteen or Uniform Shop Managers or terminate such arrangements as it sees fit, provided that relevant State and Federal employment requirements are met;
 - (iii) Issue cheques in the name of the Association;
 - (iv) Purchase stock or equipment required for the successful operation of the Canteen or Uniform Shop;
 - (v) Write off stock where approved by two signatories, provided any write off of stock in excess of \$100 in any given term shall have the prior approval of the Treasurer;
 - (vi) Maintenance and replacement of stock and equipment;
 - (vii) The setting of prices in both the Canteen and Uniform Shop;
 - (viii) Set and modify the Canteen menu;
 - (ix) Ensuring cooperation and open and timely communications with the Principal, having regard to the urgent nature of any circumstances, including prompt
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notification of all accident details and any other aspects which may have bearing upon the safety of any child or the School's duty of care.

7.3 The Uniform Shop Manager is responsible for:

- (i) Day to day operation of the Uniform Shop;
- (ii) Ordering and management of stock;
- (iii) Ensuring that the quality of purchased uniform stock meets or exceeds the quality and requirements of the school uniform specifications;
- (iv) Seek suppliers in order to ensure supply, quality and pricing requirements are met;
- (v) Provide advice to the Canteen/Uniform Sub-Committee on school uniform matters;
- (vi) Organise samples of new uniform items as required;
- (vii) Organise staffing rosters;
- (viii) Handling and banking of money taken through the Uniform Shop;
- (ix) Training of staff in operating procedures;
- (x) Ensuring cooperation and open and timely communications with the Principal, having regard to the urgent nature of any circumstances, including prompt notification of all accident details and any other aspects which may have bearing upon the safety of any child or the School's duty of care.

7.4 The Canteen manager is responsible for the following:

- (i) Day to day operation of the Canteen including counter sales and lunch orders
- (ii) Ordering and management of stock.
- (iii) Ensuring food safety is observed at all times
- (iv) Training of staff in both food safety and OH&S
- (v) Handling and banking of money taken through the Canteen
- (vi) Organising staffing rosters
- (vii) Help organize food and beverage provision for school events when appropriate
- (viii) Providing advice to the Canteen/Uniform Sub-Committee on issues relating to current trends in canteen nutrition and foods.
- (ix) Maintaining the Canteen Price List
- (x) Ensure that the Canteen menu adheres to the requirements of the "Fresh Tastes @ Canteens" strategy, or any subsequently named strategy.
- (xi) Ensuring cooperation and open and timely communications with the Principal, having regard to the urgent nature of any circumstances, including prompt notification of all accident details and any other aspects which may have bearing upon the safety of any child or the School's duty of care.

7.5 In the event of a Bookkeeper being employed by the Association they are responsible for the following:

- (i) Meet quarterly with the Canteen/Uniform Sub-Committee or the Treasurer to review centre finances.
 - (ii) Assist with the preparation of annual budgets for the centre.
 - (iii) Ensure that service complies with all relevant government guidelines and funding requirements regarding grants and financial reporting.
 - (iv) Check receipting and handling of fees is conducted accurately.
 - (vi) Calculate and process quarterly superannuation payments within required timeframes.
 - (vii) Calculate and process quarterly BAS statements for Australian Taxation Office within required timeframes.
 - (viii) Prepare Income tax certificates for all staff at end of financial year within required time frames.
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- (ix) Prepare quarterly financial reconciliations for presentation to management within legislated time frames.
- (x) Alert Canteen/Uniform Sub-Committee promptly to any financial discrepancies that cannot be resolved or are cause for concern.
- (xi) Maintain the strict confidentiality of the centre, staff and management in regards to all financial aspects of the service as well as general centre operations.
- (xii) Prepare books for completion of annual audit
- (xiii) Calculation and preparation of pay including the preparation of pay or tax cheques to be signed by a Canteen/Uniform Sub-Committee signatory.

7.6 The Canteen/Uniform Sub-Committee shall undertake a stock-take of the Canteen, and Uniform Shop at the end of each term

7.7 The Canteen/Uniform Sub-Committee shall review the price lists of both the Canteen and Uniform shops at the end of each term and determine if any change in price is required to cover costs. The Canteen/Uniform Sub-Committee must establish if a loss will be incurred as a result of not increasing the price and act to ensure that no overall loss in revenue will occur.

7.8 The Canteen/Uniform Sub-Committee may review and change the pricing of any item at any time as the need arises, provided that the change in price does not represent a net loss on that item.

7.9 The Canteen/Uniform Sub-Committee shall ensure that the Association has obtained worker’s compensation insurance to cover all employees and that public liability insurance has also been obtained. The premium payable on any such policy shall be charged to the Canteen/Uniform Committee funds.

8. RIGHTS OF THE ASSOCIATION

8.1 The Association shall have the right to reorganise, disband or close the Canteen/Uniform Sub-Committee, such decisions to be supported by a majority vote at a general or special meeting of the Association called for that purpose.

8.2 Notice of Motion for action to reorganise, disband or close must be given to the Secretary of the Association and must be signed by six (6) financial members of the Association. Further, such notice shall be circularised to all members at least seven (7) days in advance of the general or special meeting.

9. ALTERATIONS

No alterations shall be made to these rules except at a General or Special Meeting of the Association.

SIGNED BY

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SUB-COMMITTEE CONVENOR

AUTHORISED BY

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ASSOCIATION PRESIDENT

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ASSOCIATION SECRETARY