

FLORAVILLE PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION CANTEEN SUB-COMMITTEE RULES

1. Name

The committee shall be known as the *Floraville Public School Parents and Citizens' 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 at least five (5) members elected annually at the Annual General Meeting of the *Floraville Public School Parents and Citizens' Association*. Membership will consist of: a Canteen Convenor (being the 2nd Vice President / Canteen Coordinator of the *Floraville Public School Parents and Citizens' Association*), a Canteen Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer) and at least two (2) other financial members of the *Floraville Public School Parents and Citizens' Association*. The Principal and 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 the Canteen. However, the sub-committee shall be responsible in all its actions to the *Floraville Public School Parents and Citizens' Association* which 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 five (5) financial members of *Floraville Public School Parents and Citizens' 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 Co-ordinator, using template Appendix 1, shall prepare and email a report to the P&C Secretary at least one week prior to each general meeting of the *Floraville Public School Parents & Citizens' P&C Association*. The Co-ordinator shall attend at least one P&C meeting per term.
- (c) The Treasurer's representative must lodge with the 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 50percent of sub committee members and no less than 3 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. Written 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 with the date, time and location of the meeting.

6. 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:

1. P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer, or
2. the Canteen sub-committee treasurer

Capital purchases exceeding \$1000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

7. Canteen operation rules

- ~~(b)~~(a) The Canteen sub-committee shall ensure controls are put in place to manage appropriate stock levels.
- ~~(e)~~(b) The Canteen sub-committee shall ensure stock take is undertaken at least twice per calendar year
- ~~(d)~~(c) Four weeks prior to the due date for lodgment of the P&C Association's insurance renewal the Canteen sub-committee shall provide a report indicating the replacement value of stock on hand.
- ~~(e)~~(d) The Canteen sub-committee shall maintain an asset register and provide this to the P&C Treasurer prior to the AGM.
- ~~(f)~~(e) 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.
- ~~(e)~~(f) 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 *Floraville Public School Parents and Citizens' 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 not employ staff. Employment of Staff is a responsibility of the P&C Association Executive.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of the Canteen and the adherence of the *Floraville Public School Parents and Citizens' Associations' Associations' policies*.

- (d) The P&C Treasurer shall ensure that the *Floraville Public School Parents and Citizens' Association* has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The sub-committee Convenor shall ensure that the Canteen Manager employee of the *Floraville Public School Parents and Citizens' Association* maintains current food handling qualifications
- (f) The Convenor will liaise between all staff of the P&C Association Canteen and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is presented to each general meeting of the *Floraville Public School Parents and Citizens' Association*.

9. Audit

The accounts of the Canteen committee shall be audited annually as part of the audit of the *Floraville Public School Parents and Citizens' Association's* accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the *Floraville Public School Parents and Citizens' Association* Treasurer no later than fourteen Twenty Eight (28) 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 *Floraville Public School Parents and Citizens' Association*.

CANTEEN CONVENOR

Print Name:

Signature:

P&C ASSOCIATION PRESIDENT

Print Name:

Signature:

P&C ASSOCIATION SECRETARY

Print Name:

Signature:

Appendix A
UNIFORM SHOP SUB-COMMITTEE REPORT
TO THE P&C GENERAL MEETING

Sub-Committee Members:

SUB-COMMITTEE MEETING/S HELD:

STOCKTAKE:

DONATIONS (To School):

OTHER BUSINESS:

DONATIONS FROM SUPPLIERS:

STOCK ISSUES:

PRICE REVIEW:

VOLUNTEERS:

SALES:

ORIENTATION:

