



General Meeting Agenda

6.30pm-8.00pm Tuesday, 23 August 2022

Yerra Building, Ainslie School, Donaldson Street Braddon ACT
& via Google Meet

Video call link: <https://meet.google.com/kyv-fvwe-pzw>

Or dial: (AU) +61 3 8594 7694 PIN: 959 613 514#

Item No.	Item	Lead	Action	Timing (mins)
1	Welcome and apologies	Chair	For noting	5
2	Previous minutes	Chair	For approval	
	a. General Meeting – 28 June 2022	Chair	For approval	
3	Action items from previous meetings	Chair	For noting	5
4	President's welcome	Chair	For noting	5
5	Principal's report	Principal	For noting	5
6	Treasurer's report	Treasurer	For noting	10
7	Update from the Ainslie School Board	Candice Cappe	For noting	5
8	Subcommittee reports			
	a. Oishii Canteen	Oishii Canteen Convener	For noting	5
	b. Ainslie Out of School Hours Care	Ainslie OSHC Convener	For noting	5
	c. Uniform Shop	Uniform Shop Coordinator	For noting	5
9	Constitution of the Ainslie School Parents & Citizens Association Incorporated	Secretary	For approval	20
10	Fundraising and events in 2022	Chair	For discussion	15
11	Other business	Chair		5
12	Meeting close			-



**Ainslie School P&C Association Inc
General Meeting Minutes
28 June 2022**

Present	Niki van den Heuvel Abigail Boettcher Christina Pilkington Anna Chu Catherine Hunt Alessandra Whiting	President Vice President Treasurer and Convener, Ainslie Out of School Hours Care Committee Secretary and Uniform Shop Coordinator Member Community member
Apologies	Kerryn Wagg	Convener, Oishii Canteen Committee
Observer	Wendy Cave Stavroula Lourandos	Principal, Ainslie School Business Manager, Ainslie School

The meeting opened at 6.40pm.

1 Welcome and apologies

The President welcomed attendees to the meeting and noted that the Convener, Oishii Canteen Committee, Kerryn Wagg, was an apology.

2 Update from the President

The President extended thanks to Ainslie School teachers for conducting parent-teacher conferences at the end of term 2, and noted that they provided valuable opportunities to engage and give and receive feedback.

3 Principal's report

Stavroula Lourandos provided an update on behalf of the Principal, Wendy Cave, focussed on recent activity in the Goodwin Library. The meeting noted that the tender process conducted by ACT Property Group for the refurbishment of the library and surrounds had closed on 27 June 2022, and that work was scheduled to commence during the winter break and would potentially continue for the duration of term 3. The refurbishment included the creation of a more functional staff room, improved lift access, and repairs to the library floor.

The meeting also noted that the Librarian Stephen James had procured \$2,100 worth of new publications for the library with the \$1,000 donated to the Ainslie School Library Fund by the Ainslie School P&C in May 2022.

4 Treasurer's report

The Treasurer provided a summary of the year-to-date financial position and noted that income was down compared to the same period in 2021, but that fundraising revenue was up.

5 Subcommittee reports

a. Oishii Canteen

The Treasurer, Oishii Canteen Committee, noted that the canteen continued to operate at a loss due to increased staffing but that recent fundraising activities and receipt of Australian Government subsidies under the Boosting Apprenticeships program had alleviated the budget pressure for the time being. The meeting noted that the volume of orders had continued to increase necessitating additional staff to manage demand and that further measures to mitigate budget pressures may be required.

b. Ainslie Out of School Hours Care

The Convener, Ainslie School Out of School Hours Care (OSHC), noted that there had been one reportable incident since the last meeting and that a review had been initiated to identify whether there were any opportunities for process improvement. The Convener advised that OSHC would continue to recruit more casual educators with the departure of several staff.

During discussion about OSHC, the Principal provided an update on proposed fencing around the Ainslie School perimeter. The meeting noted that Capital Works had provided revised plans for perimeter fencing that terminated at the end of the playground on the senior oval and did not include the perimeter of the Ainslie Arts Centre. This did not align with Ainslie School's vision and the Principal signalled intent to pursue this with Capital Works and relevant ACT Government stakeholders.

c. Uniform Shop

The Uniform Shop Coordinator noted the business continued to operate at a modest profit. The meeting noted that the Uniform Shop had purchased \$4,000 worth of uniform items from a supplier seeking to liquidate stock for \$90 in May representing a substantial saving and potential profit.

The Uniform Shop Coordinator agreed to explore stocking gym gloves for students to protect their hands while using playground equipment following a request from the Principal.

5.c.i *Explore stocking gym gloves in the Uniform Shop.*

Action:
Uniform Shop Coordinator

6 Draft 2022-23 Budget

The meeting discussed the draft 2022-23 budget and endorsed it unamended, noting a forecast operating loss of circa \$6,000.

The Treasurer noted that the budget included funds to purchase gifts to celebrate World Teachers' Day and the Principal undertook to come back to the Ainslie P&C with suitable gift ideas.

6.i *Provide advice on suitable gift ideas for World Teachers' Day 2022.*

Action:
Principal

7 Fundraising and events in 2022

The meeting discussed fundraising and events and agreed to work towards hosting the following in 2022:

- School disco (Term 3)

- Trivia night (Term 3)
- Family Fun Day (Term 4)
- Mango Fundraiser (Term 4)
- Colour Fun Run (Term 4)

7.i *Explore logistics for a school disco in term 3.*

Action:
Vice-President
Treasurer
Catherine Hunt

7.ii *Explore logistics for a trivia night in term 3 and provide an update at the next Ainslie School P&C Administration Committee meeting.*

Action:
Vice President
Secretary
Catherine Hunt

7.iii *Explore logistics for a Family Fun Day in term 4 noting that this may include the Colour Fun Run.*

Action:
President
Vice President

7.iv *Facilitate mango fundraiser in term 4.*

Action:
Treasurer

8 Other business

The Principal referred to previous discussions about re-establishing a playgroup for pre-school aged children in the community and the Treasurer noted that she had entered discussions with local community groups to organise a playgroup using the facilities at the Inner North Playschool that would be open to the Canberra community.

9 Meeting close

The meeting closed at 8.00pm.



Ainslie School P&C Association Inc

Action items from previous meetings

Item	Responsible person	Description/Comments	Due	Status
Meeting of 28 June 2022				
Item 5.c.i	Uniform Shop Coordinator	Explore stocking gym gloves in the Uniform Shop	ASAP	Complete
Item 6.c.i	Principal	Provide advice on suitable gift ideas for World Teachers' Day	ASAP	Complete
Item 7.i	Vice President Treasurer Catherine Hunt	Explore logistics for a school disco in term 3	ASAP	In progress
Item 7.ii	Vice President Secretary Catherine Hunt	Explore logistics for a trivia night in term 3 and provide an update at the next Ainslie School P&C Administration Committee meeting	ASAP	Complete
Item 7.iii	President Vice President	Explore logistics for a Family Fun Day in term 4 noting that this may include the Colour Fun Run	ASAP	In progress
Item 7.iv	Treasurer	Facilitate mango fundraiser in term 4	Term 4 2022	In progress

Profit & Loss

Ainslie School P&C Association Inc. 1 January 2022 to 31 August 2022

	31 Aug 22	31 Aug 21
Income		
Canteen sales	42,690	60,618
Fundraising - Merchandise	315	559
Fundraising - P&C Other	4,309	-
Fundraising-Canteen	4,142	765
Interest	13	2
Merchandise (4-4900)	10	-
Training Subsidy	5,104	-
Uniforms (Sales)	14,757	18,624
Total Income	71,340	80,568
Less Cost of Sales		
Cost of sales	11,934	14,233
Supplies - Kidzbar	13,129	19,685
Uniform Purchases	431	970
Uniforms	(314)	-
Total Cost of Sales	25,180	34,888
Gross Profit	46,160	45,681
Less Operating Expenses		
Accounting/audit	(300)	261
Affiliation Fees	488	436
Audit fees	(416)	-
Bank Fees	1,084	930
Canteen Equipment	1,061	5,176
Equipment	-	1,624
Fees	2	-
FlexiSchools Fees	952	760
General Expenses	131	215
Insurance	1,878	-
Insurance - Kidzbar	-	280
Repairs & Maintenance	1,165	1,078
Superannuation	3,557	3,529
Training	500	-
Uniforms (stock purchase)	178	-
Wages	35,577	36,588
Fundraising expenses		
Fundraising - other	1,426	-
Total Fundraising expenses	1,426	-
School funding		
General School Funding	800	-
Total School funding	800	-
Total Operating Expenses	48,084	50,876

Profit & Loss

	31 Aug 22	31 Aug 21
Operating Profit	(1,924)	(5,195)
Non-operating Income		
Debt forgiven	-	359
Total Non-operating Income	-	359
Net Profit	(1,924)	(4,836)

Balance Sheet

Ainslie School P&C Association Inc. As at 31 August 2022

	31 Aug 2022	31 Aug 2021
Assets		
Bank		
Business Online Saver (3343)	33,406	31,891
Business Trans Acct (2438)	2,321	74,713
Oishii Canteen	33,311	23,840
Square Balance(new)	(55)	-
Uniform shop clearing account	422	123
Total Bank	69,404	130,567
Current Assets		
Accounts Receivable	18,195	3,076
Less provision for bad debts	(502)	-
Stock on hand adjustment	1,126	2,270
Stock on Hand Uniforms	39,013	40,534
Sundry Debtors	6,071	14,126
Total Current Assets	63,904	60,006
Fixed Assets		
Plant & Equipment	61,136	65,707
Total Fixed Assets	61,136	65,707
Total Assets	194,445	256,280
Liabilities		
Current Liabilities		
Accounts Payable	601	2,965
Accrued Expenses	210	297
Ainslie Pre-school funds	3,250	3,250
General Suspense	-	50,000
PAYG payable	376	566
Rounding	18	18
Sundry Creditors	131	-
Superannuation Payable	786	1,057
Total Current Liabilities	5,372	58,153
Total Liabilities	5,372	58,153
Net Assets	189,073	198,127
Equity		
Current Year Earnings	(1,924)	(4,836)
Historical Adjustment	18	18
Retained Earnings	156,348	168,315
Retained Earnings - Oishii	34,631	34,631
Total Equity	189,073	198,127

Profit & Loss [Multi-Period]

January 2022 To June 2022

	January	February	March	April	May	June	Adjustment Only	Total
Income								
After School Care Fees Received	\$0	\$21,405	\$28,676	\$13,798	\$28,710	\$27,237	\$0	\$119,826
Before School Care Fees Received	\$0	\$3,462	\$4,498	\$2,156	\$4,094	\$4,462	\$0	\$18,671
Vacation Care Fees Received	\$25,658	\$0	\$0	\$18,162	\$0	\$0	\$0	\$43,820
CCS Income	\$15,778	\$18,360	\$24,355	\$25,681	\$24,154	\$22,854	\$0	\$131,183
Total Income	\$41,436	\$43,227	\$57,529	\$59,796	\$56,958	\$54,552	\$0	\$313,499
Cost of Sales								
Food Purchases	\$2,054	\$1,756	\$2,429	\$2,208	\$2,771	\$2,216	\$0	\$13,435
Craft & Programme Expenses	\$113	\$899	\$397	\$528	\$1,331	\$1,337	\$0	\$4,604
External Programme Expenses	-\$1,220	\$1,563	\$0	\$2,126	\$274	\$284	\$0	\$3,027
Wages & Super - Director	\$1,124	\$6,733	\$7,704	\$7,692	\$5,711	\$7,581	\$0	\$36,545
Wages & Super - Administrative Director	\$0	\$3,595	\$7,346	\$7,302	\$9,262	\$7,190	\$0	\$34,694
Wages & Super - Assistant Director	\$6,394	\$6,344	\$6,287	\$6,691	\$7,937	\$5,551	\$0	\$39,205
Wages & Super - EL	\$5,954	\$6,220	\$6,240	\$6,234	\$7,871	\$6,198	\$0	\$38,717
Wages & Super - Permanent Educators	\$4,620	\$2,518	\$1,575	\$3,771	\$3,063	\$1,750	\$0	\$17,296
Wages & Super - Admin	\$0	\$2,810	\$3,451	\$1,976	\$3,120	\$3,679	\$0	\$15,036
Wages - Casual Staff	\$16,674	\$11,026	\$14,376	\$17,666	\$20,467	\$15,193	\$0	\$95,401
Superannuation - Casual Staff	\$2,812	\$855	\$1,157	\$1,447	\$1,917	\$1,221	\$0	\$9,408
Wages Subsidy	\$0	-\$1,173	-\$207	-\$414	-\$69	\$0	\$0	-\$1,863
Long Service Leave	\$642	\$587	\$704	\$773	\$865	\$708	\$0	\$4,280
Total Cost of Sales	\$39,166	\$43,732	\$51,461	\$58,000	\$64,520	\$52,908	\$0	\$309,786
Gross Profit	\$2,271	-\$505	\$6,068	\$1,797	-\$7,562	\$1,644	\$0	\$3,713
Expenses								
Accountancy	\$2,350	\$0	\$0	\$0	\$0	\$0	\$0	\$2,350
Bank Charges	\$28	\$28	\$34	\$33	\$32	\$38	\$0	\$192
Bank Charges - DebitSuccess	\$254	\$233	\$238	\$418	\$297	\$288	\$0	\$1,729
Bookkeeping	\$4,150	\$0	\$0	\$0	\$5,150	\$0	\$0	\$9,300
Cleaning	\$13	\$418	\$112	\$112	\$112	\$162	\$0	\$928
Computer Expenses	\$30	\$17	\$183	\$179	\$105	\$121	\$0	\$634

This report includes Year-End Adjustments.

Profit & Loss [Multi-Period]

January 2022 To June 2022

	January	February	March	April	May	June	Adjustment Only	Total
Depreciation	\$221	\$221	\$221	\$221	\$221	\$221	\$0	\$1,326
Insurance	\$1,173	\$1,173	\$1,173	\$1,173	\$1,173	\$1,173	\$0	\$7,039
Internet	\$73	\$73	\$145	\$73	\$73	\$73	\$0	\$509
Kitchen Supplies	\$6	\$0	\$0	\$0	\$203	\$0	\$0	\$209
Minor Equipment	\$0	\$0	\$47	\$60	\$0	\$164	\$0	\$271
Parking	\$0	\$0	\$3	\$0	\$9	\$0	\$0	\$12
Photocopier Maintenance	\$323	\$323	\$323	\$380	\$323	\$0	\$0	\$1,673
Postage, Printing & Stationery	\$28	\$181	\$402	\$92	\$289	\$33	\$0	\$1,025
Rent	\$935	\$1,615	\$1,776	\$1,384	\$1,747	\$6,214	\$0	\$13,670
Staff Amenities	\$113	\$228	\$251	\$298	\$570	\$148	\$0	\$1,607
Staff Training	\$0	\$0	\$0	\$0	\$0	\$591	\$0	\$591
Staff Recruitment	\$0	\$0	\$0	\$0	\$275	\$0	\$0	\$275
Subscriptions	\$104	\$4	\$150	\$1,413	\$422	\$917	\$0	\$3,010
Telephone	\$55	\$55	\$205	\$82	\$327	\$205	\$0	\$927
Total Expenses	\$9,856	\$4,568	\$5,262	\$5,917	\$11,329	\$10,346	\$0	\$47,277
Operating Profit	-\$7,585	-\$5,073	\$806	-\$4,120	-\$18,891	-\$8,702	\$0	-\$43,564
Other Income								
Interest Received	\$1	\$1	\$1	\$1	\$1	\$1	\$0	\$6
Total Other Income	\$1	\$1	\$1	\$1	\$1	\$1	\$0	\$6
Total Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit/(Loss)	-\$7,584	-\$5,071	\$807	-\$4,119	-\$18,890	-\$8,701	\$0	-\$43,558

This report includes Year-End Adjustments.

Balance Sheet [Multi-Period]

January 2022 To June 2022

	January	February	March	April	May	June	Adjustment Only
Assets							
Current Assets							
Cash On Hand							
Commonwealth 291910133104	\$23,296	\$51,433	\$43,117	\$54,253	\$43,509	\$35,394	\$0
Commonwealth Bank Online Saver Account	\$147,256	\$117,257	\$117,258	\$117,259	\$117,260	\$117,261	\$0
Commonwealth Bank ATM Account	\$609	\$1,401	\$2,520	\$2,572	\$1,052	\$2,222	\$0
Petty Cash	\$48	\$48	\$48	\$42	\$42	\$37	\$0
Total Cash On Hand	\$171,209	\$170,140	\$162,944	\$174,127	\$161,864	\$154,915	\$0
Trade Debtors							
Trade Debtors - CCS	\$6,363	\$3,732	\$4,091	\$4,047	\$3,913	\$4,066	\$0
Other Debtor	\$258	\$1,806	\$4,860	\$4,835	\$1,950	\$4,279	\$0
Prepayments							
\$0	\$0	\$0	\$0	\$0	\$468	\$468	\$0
Total Current Assets	\$183,962	\$180,715	\$175,837	\$185,198	\$169,289	\$164,537	\$0
Fixed Assets							
Office Equipment							
Office Equipment Org Cost	\$9,321	\$10,621	\$10,621	\$10,621	\$10,621	\$10,621	\$0
Office Equipment Accum Dep	-\$6,279	-\$6,408	-\$6,537	-\$6,666	-\$6,795	-\$6,925	\$0
Total Office Equipment	\$3,042	\$4,213	\$4,084	\$3,955	\$3,826	\$3,697	\$0
Plant & Equipment							
Plant & Equipment Org Cost	\$19,423	\$19,423	\$19,423	\$19,423	\$19,423	\$19,423	\$0
Plant & Equipment Accum Dep	-\$14,129	-\$14,221	-\$14,313	-\$14,405	-\$14,497	-\$14,589	\$0
Total Plant & Equipment	\$5,294	\$5,202	\$5,110	\$5,018	\$4,926	\$4,834	\$0
Total Fixed Assets	\$8,336	\$9,415	\$9,194	\$8,973	\$8,752	\$8,531	\$0
Total Assets	\$192,298	\$190,130	\$185,031	\$194,171	\$178,042	\$173,069	\$0
Liabilities							
Current Liabilities							
Trade Creditors							
\$7,792	\$1,229	\$1,933	\$773	\$7,304	\$8,012	\$0	
Accrued Expenses							
\$9,256	\$11,229	\$13,379	\$15,097	\$17,215	\$13,491	\$0	

This report includes Year-End Adjustments.

Balance Sheet [Multi-Period]

January 2022 To June 2022

	January	February	March	April	May	June	Adjustment Only
Prepaid Fees	\$12,971	\$15,260	\$8,884	\$19,768	\$16,244	\$12,171	\$0
GST Liabilities							
GST Collected	-\$25	-\$49	-\$73	-\$114	-\$144	-\$173	\$0
GST Paid	-\$4,603	-\$1,847	-\$2,368	-\$3,326	-\$2,464	-\$3,705	\$0
Total GST Liabilities	-\$4,628	-\$1,895	-\$2,441	-\$3,441	-\$2,608	-\$3,878	\$0
Payroll Liabilities							
PAYG Withholding Payable	\$14,175	\$14,220	\$8,272	\$17,915	\$9,453	\$17,443	\$0
Superannuation Payable	\$5,050	\$7,478	\$11,588	\$4,761	\$10,027	\$14,122	\$0
Total Payroll Liabilities	\$19,225	\$21,698	\$19,860	\$22,676	\$19,480	\$31,565	\$0
Provision for Holiday Pay	\$14,527	\$14,527	\$14,527	\$14,527	\$14,527	\$14,527	\$0
Total Current Liabilities	\$59,144	\$62,047	\$56,142	\$69,401	\$72,161	\$75,889	\$0
Total Liabilities	\$59,144	\$62,047	\$56,142	\$69,401	\$72,161	\$75,889	\$0
Net Assets	\$133,154	\$128,083	\$128,889	\$124,770	\$105,880	\$97,180	\$0
Equity							
Retained Earnings	\$140,738	\$140,738	\$140,738	\$140,738	\$140,738	\$140,738	\$0
Current Year Earnings	-\$7,584	-\$12,655	-\$11,849	-\$15,968	-\$34,857	-\$43,558	\$0
Total Equity	\$133,154	\$128,083	\$128,889	\$124,770	\$105,880	\$97,180	\$0

This report includes Year-End Adjustments.

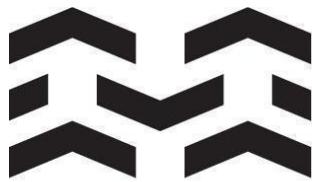
2022 Budget Ainslie OSC - Consolidated

Profit & Loss (Projected)

January 2019 - December 2024

	Jan 19 - Dec 19 Actual	Jan 20 - Dec 20 Actual	Jan 21 - Dec 21 Actual/ Proj	Jan 22 - Dec 22	Jan 23 - Dec 23	Jan 24 - Dec 24
Sales						
Fees Received	710,614	790,925	682,220	808,568	957,159	992,922
Total Sales	710,614	790,925	682,220	808,568	957,159	992,922
Direct Costs						
Food Purchases	29,172	24,522	23,698	27,300	27,300	27,300
Craft & Programme Expenses	19,004	12,496	13,079	19,900	19,900	19,900
External Programme Expenses (Excursions @ \$850)	17,446	15,437	18,011	21,250	21,250	21,250
Wages and Super	572,124	561,450	568,102	683,031	743,998	761,268
Long Service Leave	6,278	5,812	6,827	10,209	11,163	11,417
Total Direct Costs	644,024	619,717	629,717	761,690	823,611	841,135
Sales Gross Profit	66,590	171,208	52,502	46,878	133,548	151,787
Sales Gross Profit %	9.37%	21.65%	7.70%	5.80%	13.95%	15.29%
Overheads						
Accounting Fees	13,441	15,950	7,970	12,800	12,150	12,450
Advertising & Promotion	1,735	350	0	0	0	0
Auditors Remuneration	1,007	1,997	2,137	2,300	2,400	2,500
Bank Charges	451	383	432	480	480	480
Bank Charges - Ezidebit	3,752	2,430	3,141	4,039	4,781	4,960
Bookkeeping	16,365	16,120	17,260	17,000	17,400	17,800
Cleaning	5,394	1,624	1,786	4,040	5,480	5,520
Computer Expenses	3,368	1,188	1,489	2,100	2,160	2,220
Entertainment & Gifts	1,574	3,259	2,000	3,000	3,000	3,000
Insurance	12,831	13,365	13,302	15,479	16,761	17,169
Internet	727	1,047	967	960	960	960
Kitchen Supplies	33	26	26	100	100	100
Legal Fees	400	400	750	2,004	2,004	2,004
Minor Equipment	3,575	3,176	2,393	2,000	2,000	2,000
Parking	52	47	31	60	60	60
Photocopier Maintenance	4,583	4,490	2,863	4,320	4,320	4,320
Postage	1	0	0	0	0	0
Postage, Printing & Stationery	3,802	2,839	3,671	3,000	3,000	3,000
Recruitment	0	356	125	500	500	500
Rent	13,658	2,275	9,947	12,648	12,648	12,648
Repairs & Maintenance	2,023	5,096	886	1,000	1,000	1,000
Staff Amenities	3,015	1,475	1,937	3,150	3,150	3,150

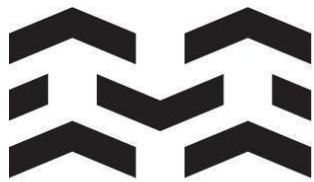
	Jan 19 - Dec 19 Actual	Jan 20 - Dec 20 Actual	Jan 21 - Dec 21 Actual/ Proj	Jan 22 - Dec 22	Jan 23 - Dec 23	Jan 24 - Dec 24
Staff Training	6,125	2,802	1,452	2,500	2,500	2,500
Subscriptions	4,041	3,732	3,666	3,869	3,869	3,869
Telephone	2,923	1,366	1,196	2,100	2,100	2,100
Uniforms	961	0	50	200	200	200
Total Overheads	105,837	85,793	79,478	99,649	103,023	104,509
OPERATING PROFIT	(39,247)	85,415	(26,976)	(52,770)	30,525	47,277
Other Income						
Other Income						
Grants Received	0	10,000	5,273	0	0	0
Cashflow Boost	0	98,370	0	0	0	0
Total Other Income	0	108,370	5,273	0	0	0
Total Other Income	0	108,370	5,273	0	0	0
Other Expense						
Other Expense						
Donations to the P&C	(6,000)	0	50,000	0	0	0
Total Other Expense	(6,000)	0	50,000	0	0	0
Provisions	4,357	3,103	0	0	0	0
Total Other Expense	(1,643)	3,103	50,000	0	0	0
EBITDA	(37,604)	190,682	(71,703)	(52,770)	30,525	47,277
Depreciation	2,313	2,789	2,303	2,677	2,763	2,743
EBIT	(39,917)	187,893	(74,006)	(55,447)	27,762	44,535
Interest Income	0	0	18	74	74	74
Net Profit after Tax	(39,917)	187,893	(73,987)	(55,374)	27,836	44,608



Ainslie School P&C Association Inc
Subcommittee Report

**One page maximum per subcommittee report*

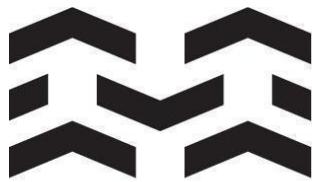
Subcommittee	Oishii Canteen					
Meeting date	Tuesday, 23 August 2022	Prepared by	Anna Chu			
Summary						
Oishii Canteen has enjoyed a smooth transition back for term 3 despite staffing pressures arising from illness.						
Ari Sulanari, who has been part of the Oishii Canteen team for six years has been successful in winning a permanent ongoing position with Ainslie School and will commence in her new role in week 8 of term 3. The Oishii Canteen team extends congratulations to Ari on this well deserved appointment.						
Oishii Canteen will consider existing staff resources and identify gaps and commence recruitment as soon as possible.						
Financial snapshot						
As at 12 August 2022 Oishii Canteen is operating at a year to date loss of \$6,738.80 but expects to recover some of the deficit through upcoming training subsidy payments from the Australian Government Boosting Apprenticeships Program, as well as potential fundraising activity toward the end of term 3.						
Part of the deficit is attributable to rising operating costs with suppliers raising cost prices in line with current inflation trends.						
Things that went well	Areas for improvement					
Oishii Canteen has continued to work to identify cost saving measures and has exercised restraint with staffing numbers and supply services.	Week 2 saw the temporary closure of Oishii Canteen for two days due to staff illness and offered an opportunity to reflect on contingency plans. It is prudent to consider building redundancy into staffing numbers to support canteen operations.					
Upcoming events						
The pancake breakfast in term 2 was a success with many of the Ainslie School community partaking in the morning's events. It is anticipated that another pancake breakfast will be held towards the end of term 3 presenting another fundraising opportunity for the canteen.						



Ainslie School P&C Association Inc
Subcommittee Report

*One page maximum per subcommittee report

Subcommittee	Ainslie School Out of School Hours Care (OSHC)		
Meeting date	Tuesday, 23 August 2022	Prepared by	Gemma and Nadia
Summary			
OSHC has been running well with numbers of children increasing to around 88 per day (Fridays are at around 66). There was online learning in Week 3 which saw our numbers decrease substantially for 2 days. We are still able to receive the government portion of fees for the two days for children that are absent. We have employed 4 new educators with inductions and training being provided by Emma and Austin. Our leadership team are working through several online training programs, including, inclusion, quality improvement planning, child protection, anaphylaxis and allergy awareness, First Aid, and risk assessments.			
<p>Improvements to 5:30pm supervision is working well.</p> <p>Nadia is working with the Inclusion Support Agency to finalise the Strategic Inclusion Plan for funding for extra educators to support some of our children with additional needs.</p>			
Financial snapshot	<i>The account remains in stable condition with increasing number of students. Rent has been paid to school for last financial year except for 1 term (lockdown period). Stav is seeking clarification from the Directorate regarding the issue. Insurance has been finalised as well.</i> <i>Seeking clarification around insurance breakdown – substantial increase on last year.</i>		
Things that went well	Areas for improvement Quality Improvement Plan due for updating and renewal. The leadership team is working on a plan to ensure this is started in the coming weeks, with the first point being education of new staff on ACECQA and the quality improvement process.		
Upcoming events			



Ainslie School P&C Association Inc
Subcommittee Report

**One page maximum per subcommittee report*

Subcommittee	Ainslie School Uniform Shop		
Meeting date	Tuesday, 23 August 2022	Prepared by	Anna Chu
Summary The Uniform Shop has transitioned to a new eftpos point of sale which will save the P&C on monthly merchant fees.			
A stocktake was conducted during the winter school holidays with slight variances to stock levels however the scale was minor and not cause for concern.			
The Uniform Shop continues to conduct business at a moderate, steady pace week to week.			
Financial snapshot The Uniform Shop continues to generate a modest revenue with a year-to-date profit of \$1,559.50 as at 12 August 2022.			
Things that went well The Uniform Shop engaged with several families new to Ainslie School over the winter school holidays to assist their preparation for commencement at the school and received positive feedback on the services provided, particularly in relation to pre-loved items.	Areas for improvement It might be useful for the Uniform Shop to increase regular communication with the community through the Altiora newsletter and P&C social media to increase awareness of the services offered. Some consideration may also be given to reopening the Uniform Shop shopfront to the community on a second day of the week in light of easing COVID-19 arrangements.		
Upcoming events The Uniform Shop will work with the organising team for the kids clothes swap day to offer its stock of pre-loved uniform items.			



**GENERAL MEETING
23 August 2022**

Constitution of the Ainslie School Parents & Citizens Association Incorporated

Recommendation:

1. That the Ainslie School Parents and Citizens Association Incorporated repeal the Constitution of the Parents and Citizens Association of the Ainslie Primary School (1993) (**Attachment A**).
2. That the Ainslie School Parents and Citizens Association Incorporated adopt the draft Ainslie School Parents and Citizens Association Incorporated Constitution (2022) at **Attachment B**.

Key issues

1. The existing Ainslie Primary School Parents and Citizens Association Incorporated (P&C) constitution was adopted in 1993. Since adoption, amendments to the regulatory framework, including updates to the Associations Incorporation Regulation 1991 (ACT) and the *Associations Incorporation Act 1991 (ACT)*, have been made necessitating substantial consequential amendments to the existing constitution to ensure that it is compliant with current legislative requirements.
2. P&C operations over the past decade have also shown the constitution to be no longer fit for purpose with shifts in technology and environment changing the way in which communities engage and participate.
3. The amendments required to bring the existing constitution back to a compliant and practicable standard are substantial. To repeal and replace the constitution would be a simpler and cleaner way to achieve this.
4. The draft Ainslie School Parents and Citizens Association Incorporated Constitution at **Attachment B** is based on the template constitution published by the ACT Council of Parents and Citizens Associations (the Council) and accords with relevant legislation while providing an appropriate framework for contemporary community engagement. The draft constitution has also been reviewed by the Council.
5. It is proposed that the P&C resolve by special resolution to repeal the existing constitution that was adopted in 1993 (**Attachment A**), and adopt the draft constitution (**Attachment B**).

Secretary

Ainslie Primary School P&C

CONSTITUTION

Of the

Parents and citizens association

Of the

AINSLIE PRIMARY SCHOOL

Adopted

24 AUGUST 1993

Amended to 24 AUGUST 1993

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PART A : PRELIMINARY

A 1. NAME

- (1) The name of the organisation in the Ainslie Primary School Parents and Citizens Association Incorporated.
- (2) The organisation may also be referred to as the Ainslie P & C Association

A 2. INTERPRETATION AND DEFINITIONS

- (1) Except as provided in this clause, this constitution is to be interpreted by reference to the A.C.T. Interpretation Act and, where necessary, to the A.C.T. Associations Incorporation Act.
- (2) In this constitution, unless the contrary intention appears;
 - a. "Act" means the Association Incorporation Act of the A.C.T;
 - b. "AGM" means annual general meeting of the Ainslie P & C Association;
 - c. "Association" means the organisation established under this constitution;
 - d. "Council" means the ACT Council of Parents and Citizens Associations Incorporated;
 - e. "Model Rules" means the Model Rules under the Act;
 - f. "Objectives" means the objectives of the Ainslie P & C Association established by this constitution;
 - g. "Parents", in relation to membership of the Ainslie P & C Association, includes de facto parents and guardians of students at the school;
 - h. "Principal" means the principal or acting-principal of the school;
 - i. "Registrar" means the person holding this office under the ACT Associations Incorporation Act;
 - j. "School" means Ainslie Primary School;
 - k. "School Board" means the school board of this school; and
 - l. "Special Resolution" means a resolution passed at a Special General Meeting.
- (3) Part and clause titles but not the table of contents are included in the text of this constitution and may be used in its interpretation.
- (4) The table of contents and the index are not part of the text of this constitution.

A 3. PUBLIC OFFICER

- (1) At each AGM the Ainslie P & C Association is to appoint a public officer.
- (2) The public officer must be a resident of the ACT and must be eighteen years of age or more.

- (3) A retiring public officer and former public officers are not excluded from eligibility for appointment.
- (4) In addition to carrying out any duties conferred on the public officer by this constitution, the public officer is also to perform any statutory duties required by or under the Act.

A 4. COMMON SEAL

- (1) The Ainslie P & C Association is to hold and securely store a common seal.
- (2) The seal may only be applied to a document by resolution of a general meeting.
- (3) A document to which the seal is applied must be signed by either the president or secretary and by the public officer.

PART B : PRINCIPLES, FUNCTIONS AND OBJECTIVES

B 1. PRINCIPLES

- (1) The values and principles relating to ACT public schooling which the Ainslie P & C Association seeks to promote are:
 - a. The public schooling system must recognise an obligation to ensure universal access to schools and to learning for all young people so that they can participate actively as citizens;
 - b. The system must be comprehensive;
 - c. The system must be democratic in all its aspects, providing for active participation in policy formulation and decisions by parents, teachers and students at the system and local school level; and
 - d. The system must be effective in meeting the needs of the society and all of its young people.

B 2. FUNCTION

- (1) The function of the Ainslie P & C Association is to promote parent participation and to enable parents to contribute to the school and to ACT public schooling.

B 3. OBJECTIVES

- (1) The objectives to be pursued in the undertaking of this function are:

- a. To promote the interests of the school and of A.C.T. public schooling,
- b. to encourage the close collaboration of teaching staff, parents, students and citizens,
- c. to provide a forum where members can contribute to the development of the goals and policies of the school,
- d. to concurrently provide a forum where members can contribute to formulation of policies and programs for ACT public schooling,
- e. to provide parents with a means of raising and discussing matters of general concern and interest,
- f. to provide a means by which parent members of the school board keep in touch with parent views, receive input on matters to be decided and report back on decisions taken,
- g. to affiliate with the Council and to actively participate in its work,
- h. to affiliate or corporate with such other organisations as would assist in the pursuit of these objectives,
- i. to make representations to appropriate authorities relating to the well-being and safety of students,
- j. to provide a canteen or similar facility for use by students, staff and visitors,
- k. to provide, or ensure the provision of, outside school hours care,
- l. to assist with the provision of equipment for educational, recreational and sporting use, and
- m. to identify such other objectives as would assist in the carrying out of the Ainslie P & C Association's function.

PART C : POWERS AND CHARACTER OF OPERATIONS

C 1. POWERS

- (1) The Ainslie P & C Association may do all things permitted at law and by this constitution which are necessary or helpful in the pursuit of the Ainslie P & C Association's function and objectives.
- (2) Subject in particular to the provision of this constitution relating to financial management, the capacities of the Ainslie P & C Association under this constitution include powers:
 - a. to consider and determine courses of action to be taken in pursuit of the objectives;
 - b. to make statements or to implement other action as required for this purpose;
 - c. to initiate projects or cooperate with other organisations concerned with promoting community interests involving the school or its students;

- d. to raise funds in the form of subscriptions, sponsorships, fundraising activities, interest on investments or other forms of income;
- e. to manage the investment expenditure of the Ainslie P & C Association's funds
- f. to make gifts, subscriptions or donations for purposes consistent with the objectives;
- g. to provide a canteen service, outside school hours care service or such other services as are consistent with the objectives;
- h. to enter into contractual arrangements in connection with such services and facilities or otherwise;
- i. to affiliate with the Council and to participate in its work;
- j. to choose representatives and delegates for purposes consistent with the objectives;
- k. to establish such subcommittees, task forces and working groups as are convenient from time to time; and
- l. to conduct the election of the School Board members representing parents.

C 2. CHARACTER OF OPERATIONS

- (1) The operations of the Ainslie P & C Association must at all times be undertaken in a manner which is conductive to the inclusion of all parents in the work and decision-making of the Ainslie P & C Association.
- (2) To this end office bearers of the Ainslie P & C Association must place high importance on keeping parents informed of the work of the Ainslie P & C Association and of the issues it is addressing.
- (3) Wherever possible, active use is to be made of the school's newsletter for this purpose, in addition to utilisation of direct circulars, general meetings and other means of communication with members.
- (4) The operation of the Ainslie P & C Association are also to be based on the policies of the Ainslie P & C Association arrived at in accordance with this constitution.

PART D: MEMBERSHIP

D 1. BASIS OF MEMBERSHIP

- (1) Subject to this clause, the membership of the Ainslie P & C Association consists of:
 - a. all parents of students at the school, and
 - b. other citizens who elect to be members of the Ainslie P & C Association.

- (2) Any parent of a student at the school who declares, in writing to the Ainslie P & C Association, their objection to membership of the Ainslie P & C Association is not a member. All such objections are to be treated in strict confidence by all office bearers.
- (3) Citizens who are not parents of students at the school and elect, in writing or by attendance at a general meeting, to be members of the Ainslie P & C Association, become such members on acceptance by the parent body, and continue to be members during the currency of such acceptance.
- (4) Where the administrative committee or a general meeting is of the view that a member of the Ainslie P & C Association has persistently acted in a manner which is prejudicial to the Ainslie P & C Association, action may be taken in accordance with clause 9 of the model rules with respect to the courses available, the procedures and processes to be followed, the rights of appeal which may be utilised and the like.
- (5) The rights, privileges and obligations of membership are not transferable.

D 2. REGISTER OF MEMBERS

- (1) The Ainslie P & C Association must keep a register of the names of members.
- (2) The register is to be kept at the school and is to be available for inspection by any member at such times as the Ainslie P&C Committee specifies after consultation with school staff.
- (3) In the interests of confidentiality, the addresses of members for the purposes of the register are deemed to be care of the school.

D 3. MEMBERSHIP FEES AND MEMBERS' LIABILITIES

- (1) Any fee set must be voluntary and decisions as to whether or not to invite payment of such a fee must be considered as part of the wider financial arrangements for which provisions made in this constitution.
- (2) Except in the cases dealt with in the following subclause members have no liability to contribute to the payment of debts of the Ainslie P & C Association.
- (3) Where a debt has been incurred through the illegal action of the member, that member is liable for that debt.

PART E : POLICY

E 1. DETERMINATION AND RECORDING

- (1) The policies of the Ainslie P & C Association are to be determined by wide consultation with the whole membership.
- (2) In determining its policies the Ainslie P & C Association is to have regard to the policies of the Council.
- (3) Policies arrived at are to be recorded in a policy manual, in an annexe to this constitution or in some other durable form to facilitate communication between successive generations of members.

E 2. UTILISATION

- (1) In taking action to implement the objective of the Ainslie P & C Association the administrative committee is to be guided by the policies endorsed as provided for in the preceding clause.
- (2) The administrative committee is to report to a special general meeting, or to an ordinary general meeting if held promptly, in any case where it believes that departure from these policies is required in relation to any matter being pursued.

PART F : DIRECTION-SETTING AND MANAGEMENT

F 1. DIRECTION-SETTING

- (1) The overall direction of the Ainslie P & C Association is vested in the membership at large.
- (2) The consequential right to participate in the management of the Ainslie P & C Association and to set policies is therefore likewise vested in the membership at large.

F 2. MANAGEMENT

- (1) This direction is to be exercised through general meetings where possible and through the consideration and adoption of annexes to this constitution as provided for in Part L of this constitution.
- (2) This direction may also be exercised through the election of representatives of the membership to undertake the administration of the Ainslie P & C Association, and through the provision of guidelines for such representatives.

PART G : ADMINISTRATIVE ARRANGEMENTS

G 1. STRUCTURE

- (1) The day to day administration of the Ainslie P & C Association is vested in:
 - a. an administrative committee elected in accordance with this constitution, and
 - b. the officebearers provided for in this constitution.
- (2) The administrative committee consists of the officebearers and up to six other members of the Ainslie P & C Association, together with representatives of the subcommittees, task forces and working groups established by the Ainslie P & C Association.
- (3) The officebearers consist of:
 - a. A president
 - b. A vice president
 - c. A secretary, and
 - d. a treasurer.

G 2. ROLES

- (1) The role of the administrative committee is to act as agent of the membership at large and to be accountable to the membership at large.
- (2) A statement of the specific roles of each officebearer, as decided from time to time by general meetings, is to be annexed to this constitution.

G 3. TENURE

- (1) There is no limitation applied to the length of tenure officebearers may hold the same office on the committee.

G 4. QUORUM AND PROCEDURE

- (1) At any meeting of the administrative committee a quorum is one half of the administrative committee's members.
- (2) The administrative committee is to meet at least once a month during school terms.'
- (3) Having regard to the informality of such meetings, the procedure to be followed is to be determined from time to time by the administrative committee.

PART H : ELECTIONS

H 1. OFFICEBEARERS

- (1) The officebearers are to be elected at the annual general meeting.
- (2) Notification of the election is to be circulated to all members in conjunction with the notice of the annual general meeting.
- (3) Nominations are to be invited at the annual general meeting and are to be on the basis of self-nomination.

H 2. ADMINISTRATIVE COMMITTEE

- (1) The election of the remainder of the administrative committee is to be held at the annual general meeting following the election of the officebearers.
- (2) The processes for notification and nomination are the same as for the officebearers.

H 3. VOTING

- (1) In any election, voting may only be in person.
- (2) Voting is to be preferential ballot and, where more than one person is to be elected, is to also be by quota preferential voting.

H 4. CASUAL VACANCIES

- (1) A casual vacancy arises when an officebearer or a member of the administrative committee:

- a. dies
- b. resigns in writing, or
- c. fails to attend three consecutive meetings without tendering an apology.

(2) A casual vacancy also arises in any case where the office of an officebearer or a member of the administrative committee is vacated by virtue of action taken pursuant to clause 7 of the model rules.

(3) Any casual vacancy occurring in the officebearers or the administrative committee is to be notified within fourteen days in writing to all members.

(4) The notification is to invite interested members to nominate themselves for the vacancy.

(5) If the number of nominations exceeds the places available the administrative committee is to determine the successful candidate of candidates by voting in a ballot.

PART I : GENERAL MEETINGS

I 1. ROLE

(1) General meetings are the basic management structure of the Ainslie P & C Association. Their purpose is to facilitate interaction between the administrative committee and the rest of the membership.

I 2. ANNUAL GENERAL MEETINGS

(1) An annual general meeting is to be held in the first term of each school year.

(2) Notice is to be given in writing to all members of the school community at least two weeks (14 days) prior to the date of the meeting

(3) Notice may be given in the school's newsletter or by direct circular to the home.

(4) The following documents must be presented at the AGM:

- a. the audited statement of the previous years accounts,
- b. a copy of the auditor's report to the Ainslie P & C Association for the previous year,
- c. a report signed by two members of the administrative committee stating:
 - i. the name of each member of the committee during the previous year,
 - ii. the changes if any on the membership of the committee in the previous year,
 - iii. the principal activities of the Ainslie P & C Association during the previous year
 - iv. any significant change which occurred in those activities in the previous year, and
 - v. a statement of net profit and loss.

(5) In any year when the Ainslie P & C Association has more than a thousand members, 100 copies of the audited statement and of the auditor's report must be available at the AGM. Where membership of this Ainslie P & C Association is less than 1000 members only twenty (20) copies of the audited statement and the auditor's report need be made available at the AGM.

I 3. ORDINARY GENERAL MEETINGS

- (1) The administrative committee is to arrange for an ordinary general meeting to be held at least once a term.
- (2) Notifications of ordinary general meetings are to be given in the same way as notifications of AGMs. However, only seven (7) days notice of the meeting is required.
- (3) A schedule of anticipated ordinary general meetings is to be prepared and circulated to all members of the Ainslie P & C Association as early as possible in the first term.
- (4) The schedule is to be updated and re-circulated as often as is judged helpful in soliciting maximum members participation.

(5) The administrative committee may prepare a proposed standing schedule of topics of regular interest on which meetings will normally be held annually or biennially, and may arrange for it to be annexed to this constitution.

I 4. SPECIAL GENERAL MEETINGS

(1) Where an issue of major or urgent nature cannot conveniently be discussed at an ordinary general meeting, a special general meeting is to be convened to deal with it.

(2) A special general meeting may be called by:

- the president,
- any three members of the administrative committee, or
- any 10 members of the Ainslie P & C Association.

(3) Subject to the following subclause, notifications of special general meetings must be given in the same way as for AGMs.

(4) Only seven (7) days notice of a special general meeting is required except in the case of a proposed change to the constitution, which is have fourteen (14) days notice.

(5) Only business of which notice has been given in the notification of the meeting may be dealt with at a special general meeting.

I 5. CONDUCT AND PROCEDURE

(1) The quorum for all general meetings, including special general meetings, is seven (7) members of the Ainslie P & C Association, except when dealing with proposed amendments/changes to the constitution where the quorum will be fifteen (15).

(2) At any general meeting the chair has a substantive vote but does not have a casting vote.

(3) Voting by proxy on issues before a general meeting is not permitted.

(4) A general meeting may be adjourned by simple majority of those present and voting.

(5) Notification of the date, time and place of the resumed meeting is to be given in writing to all members of the Ainslie P & C Association within seven (7) days of the

adjournment and at least seven (7) days prior to the date on which the adjourned meeting will be resumed.

- (6) Procedure at a general meeting in other respects is to be as specified in an annex to this constitution or, in the absence of such an annex, as provided for in the model rules.

PART J : FINANCE

J 1. FINANCIAL YEAR

The financial year of the Ainslie P & C Association is the calendar year.

J2. BUDGET AND FINANCIAL PLANNING

- (1) The treasurer is to prepare a draft budget prior to the end of each school year for consideration and endorsement by a general meeting following the AGM.
- (2) The purpose of the draft budget is to provide an opportunity for the general membership to consider issues of priorities and planning.
- (3) In addition, the administrative committee, as part of the budgeting process and financial planning, may recommend to members that a voluntary fee of a specified amount be paid to the Ainslie P & C Association by members to assist in its work.

J 3. INCOME AND EXPENDITURE RESTRICTIONS

- (1) The Ainslie P & C Association must not pursue any form of fundraising or income generation which is, or might be, in conflict with the principles, function or objectives of the Ainslie P & C Association.
- (2) The Ainslie P & C Association must not make any form of investment or deposit, with a financial institution or otherwise, which is, or might be, in conflict with the principles, function or objectives of the Ainslie P & C Association.
- (3) The Ainslie P & C Association must not accept bequests or gifts in any form if conditions are attached which are or might be in conflict with the principles, functions or objectives of the Ainslie P & C Association.
- (4) The Ainslie P & C Association must not make gifts, grants, subscriptions or donations for purposes which are, or might be, in conflict with the principles, function or objectives of the Ainslie P & C Association.

- (5) Any expenditure is to be reported to the following general meeting.
- (6) Cheques made out on behalf of the administrative committee must be signed by the treasurer and at least one other office bearer.

J 4. ANNUAL ACCOUNTS

- (1) The administrative committee must ensure that an annual statement is prepared setting out:
 - a. an income and expenditure statement for the year past,
 - b. a statement of the assets and liabilities of the Ainslie P & C Association at the end of the previous financial year,
 - c. any mortgages or securities affecting any property of the Ainslie P & C Association, and
 - d. any trust established or operated by the Ainslie P & C Association.
- (2) The annual statement may in addition contain such further information as the treasurer or the administrative committee consider desirable or as a general meeting directs.

J 5. AUDIT

- (1) The accounts and financial records of the Ainslie P & C Association must be audited at least annually.
- (2) In any year when the Ainslie P & C Association has a membership of 1000 or more the accounts must be audited by a registered member of either:
 - a. The Institute of Chartered Accountants,
 - b. The National Institute of Accounts, or
 - c. The Australian Society of Certified Practising Accountants.
- (3) In any year when the Ainslie P & C Association has a membership of less than 1000 the accounts may be audited by a person who:
 - a. Is not on the administrative committee, and

- b. Has not helped prepare the accounts.

J 6. MEMBERSHIP FEE

- (1) Having regard to the nature of the Ainslie P & C Association and the automotive membership of parents of students in the school no membership fee is to be levied.

PART K : ALTERATION OF CONSTITUTION

K 1. NOTICE OF PROPOSED CHANGE

- (1) Notice of a proposed change to this constitution may be given by any of the members and groups of members able to call a special general meeting.
- (2) Notifications of proposed changes must be given in writing and must set out both the specific change sought and the reasons for the proposed change.
- (3) At least 21 days notice in writing, but not more than 42 days notice, is to be given to all members of any proposed change to the constitution.
- (4) Such notices to all members are to be given, by the Secretary, within 21 days of the receipt of the notification of the proposed change(s).
- (5) If a member or group of members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated.
- (6) Subject to this clause, proposed changes can be considered at any general meeting whether annual, ordinary or special.

K 2. DISCUSSION AND VOTING

- (1) Any member of the Ainslie P & C Association may speak to the proposed constitutional change at the meeting at which it is considered.

- (2) When no further members wish to speak on a proposed change, the change will be voted on.
- (3) A change is passed if carried by three quarters of the members present and voting.

PART L: ANNEXES TO THE CONSTITUTION

L 1. ROLE AND CONTENT

- (1) Annexes may be added to this constitution setting out policy positions of the Ainslie P & C Association, or dealing with particular aspects of process or procedure, or otherwise relating to the implementation of matters provided for in this constitution.
- (2) Their role is to provide an orderly way for the Ainslie P & C Association to proceed with its business from year to year, and to keep track of decisions made, stances taken or procedures established or utilised, which may be helpful in future years.
- (3) Annexes must not be inconsistent with this constitution.

L 2. ADOPTION, AMENDMENT AND REVOCATION

- (1) Annexes may be adopted or changed by simple majority at any general meeting but notice, and proposed texts, must be circulated to all members at least seven days prior to the meeting.

PART M : CONCLUDING PROVISIONS

M 1. LODGEMENT OF ANNUAL RETURNS

- (1) The administrative committee must lodge with the Registrar within six months of the start of each calendar year detailed statements relating to:
 - a. the name of the Ainslie P & C Association,

- b. the registration number if any,
- c. the title of the document,
- d. the name, address and telephone number of the person on behalf of whom the statement is lodged,
- e. the audited statement of the Ainslie P & C Association's accounts,
- f. a copy of the auditor's report, and
- g. a statement signed by two members of the administrative committee certifying that preparation, auditing and presentation to the AGM complied with the requirements of the Act.

M 2. CUSTODY AND INSPECTION OF RECORDS

- (1) The administrative committee is to provide for the safe custody of all books and other records of the Ainslie P & C Association.
- (2) Any member may inspect any such record unless such inspection would create a conflict of interest or a breach of privacy, in which case the member will be provided with a written explanation of the reason access was not provided.
- (3) A request from the Ainslie P & C Association's auditor or public officer, or from the Registrar, must be met.

M 3. WINDING UP

- (1) The Ainslie P & C Association may be wound up voluntarily by the Ainslie P & C Association resolving by special resolution that this happen.
- (2) Any property remaining after meeting the debts and liabilities of the Ainslie P & C Association, and paying the costs of winding up, is to be disposed of in accordance with the requirements of the Act at that time.

ANNEXE A
TO CONSTITUTION
OF THE AINSLIE PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION

The Canteen and After School Care Committees shall adhere to the following policies:

A.1. ADMINISTRATION

A.1.1 Each Sub-Committee shall;

- a. Consist of a Convenor/Secretary and at least three (3) other persons elected at the Annual General-Meeting of the Ainslie Primary School Parent and Citizens Association in accordance with the constitution of the Ainslie Primary School Parent and Citizens Association.
- b. Within one month of its election, elect a Committee Treasurer from among its members who shall be a person other than the Convenor/Secretary in accordance with Section H of the Constitution of the Ainslie P & C Association.
- c. A person may not become or continue as a member of the After School Care Sub-Committee if he./she is a regular paid helper. This provision does not debar a member of the Sub-Committee from providing occasional relief on a paid basis.

A.1.2 Meetings shall be held regularly during school term, with at least one meeting per term.

A.2. CONVENOR/SECRETARY

A.2.1 The Convenor/Secretary shall:

- a. Be responsible for convening and presiding over all meetings of the Sub-Committee. In the absence of the Convenor/Secretary meetings will be presided over by the Sub-Committee Treasurer.
- b. Keep a proper record of all business conducted at all Sub-Committee meetings.
- c. Be reimbursed for expenses properly associated with day-to-day duties in running the activities of the Sub-committee.
- d. Conduct all correspondence.
- e. Report regularly to the Ainslie P & C Association on the functioning of the Sub-Committee.

A.3. TREASURER

A.3.1 The After School Care Sub-Committee Treasurer shall arrange for the following:

- a. Receive all monies and keep accurate records thereof and ensure that all fees are paid promptly.
- b. Ensure receipts are issued for all monies received.
- c. Obtain receipts for all monies paid from After School Care funds, and keep receipts and vouchers for the current and previous year's operations.
- d. Effect reimbursement for expenses properly associated with day today duties in running the After School Care Programme.

A.4. FINANCIAL REPORTING

A4.1 Each Sub-Committee Treasurer shall:

- a. Regularly pay all accounts.
- b. Present a statement of accounts at each Sub-Committee meeting.
- c. Prepare all books for submission to the Auditor and arrange such audit with him/her.

A.5. STAFF

A5.1 Each Sub-Committee shall be empowered to employ staff as required.

A.6. FINANCIAL POLICY

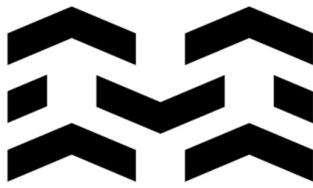
A6.1 Each Committee is to operate so as to be financially viable from its own activities.

A6.2 Accounts are to be kept and audited separately.

A6.3 No borrowings may be undertaken except with the agreement of the Ainslie P & C Association.

A6.4 Capital expenditure above \$1000 may only be undertaken with the authority of the Ainslie P & C Association.

- A6.5 Each Committee is to arrange appropriate insurance, including workers compensation and public liability.
- A6.6 The Ainslie P & C Association will endeavour to arrange appropriate insurance, covering the operations of these Sub-Committee's
- A6.7 Each Committee will pay all necessary taxes incurred as part of their operations.



AINSLIE SCHOOL **P&C ASSOCIATION** **Constitution**

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Contact: C/- Ainslie Primary School, Donaldson Street, Braddon ACT 2612
Email: secretary@ainsliepandc.com.au

**AINSIE SCHOOL
PARENTS AND CITIZENS ASSOCIATION INCORPORATED
Association No: A00927**

CONSTITUTION

Based on the Model Rules prescribed in the Schedule in Regulation 15, Associations Incorporation Regulations and complying with Section 32, *Associations Incorporation Act 1991 (ACT)*: "Rules other than model rules".

NAME

The name of the Association shall be the Ainslie Primary School Parents and Citizens Association Incorporated.

OBJECTS

Ainslie Primary School Parents and Citizens Association Incorporated shall operate as a non-profit organisation:

1. In general to support Ainslie Primary School and provide a forum for the furtherance of the educational and social needs of the students and the community at large.
2. To draw to the attention of the appropriate authorities, including the Ainslie Primary School Board, administrative and other matters which relate to such things as education, and the well-being of the school community.
3. To receive and raise money by any appropriate practical means to enable the aims of the Ainslie Primary School Parents and Citizens Association to be effected.
4. To stimulate interest in the concepts, aims and problems of education generally and those of Ainslie Primary School in particular.
5. To initiate projects and co-operate with other organisations in projects involving Ainslie Primary School and concerned with promoting community interests.
6. To provide the means by which community members or Parents & Citizens representative members may be elected to the Ainslie Primary School Board in accordance with the Act and Regulations relating thereto and to present views from the Parents and Citizens Association to the Board.

7. To provide a canteen in accordance with current guidelines and requirements.
8. To take such other action as is consistent with the provisions herein.

RULES

Part 1 - *Preliminary*

1 Definitions

In these rules:

Note: a definition applies except so far as the contrary intention appears (see *Legislation Act 2003 (Cth)*, s 155).

Act means the *Associations Incorporation Act 1991 (ACT)*.

Association means the Ainslie Primary School Parents & Citizens Association Incorporated.

Committee means the committee described in Part 3 of this constitution.

financial year means the year ending on 31 December.

member means a member, however described, of the Association.

ordinary committee member means a member of the committee who is not an office-bearer of the Association as mentioned in section 15(1)(a).

School means Ainslie Primary School.

School Board means Ainslie Primary School Board.

secretary means the person holding office under these rules as secretary of the Association or, if no such person holds that office, the public officer of the Association.

the regulation means the *Associations Incorporation Regulation 1991 (ACT)*.

1A Application of *Legislation Act 2001 (ACT)*

The *Legislation Act 2001 (ACT)* applies to these rules in the same way as it would if they were an instrument made under the Act.

Part 2 - Membership

2 Membership qualifications

A person is qualified to be a member if:

- (a) a parent and/or guardian of a student enrolled at Ainslie Primary School, ACT; or
- (b) any other interested citizen.

3 Nomination for membership

- (1) A person being qualified for membership of the Association shall be deemed to be admitted to membership:
 - (a) on being entered into the School's student parent database and until removed from the same; or
 - (b) on written declaration of membership to the secretary who shall then enter the declaration into the membership register.

No other form of nomination is required.

- (2) A declaration of membership consists of the member's signature, printed name, residential address, postal address, qualification of membership eligibility, and date on which the declaration was made.
- (3) Ex Officio members may be appointed by the Committee. The School Principal may be so appointed.

4 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the Association:

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

5 Cessation of Membership

A person ceases to be a member of the Association:

- (a) if the person dies; or
- (b) on ceasing to meet the membership eligibility requirements; or
- (c) on deleting the membership declaration from the membership register and signing and dating the deletion; or
- (d) by providing notice in writing to the secretary, who shall then delete the person's membership declaration from the membership book.
- (e) on removal from the School student parent database unless a membership application (declaration) has been submitted and approved by the Committee.

6 Resignation of membership

A member may resign from the Association in accordance with section 5(d).

7 Fees, subscriptions

No annual membership fee is required to be paid.

8 Members' liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by section 7.

9 Disclosure of members' interests

- (1) In accordance with sections 65 and 65A of the Act, a member must disclose a material personal interest in a matter under consideration by the Association as soon as possible to:
 - (a) the Committee; and
 - (b) must be recorded in the minutes of a general meeting.
- (2) A member does not need to disclose a material personal interest:
 - (a) that exists **only** because the member:
 - (i) is an employee of the Association; or
 - (ii) is a member of a class of people for whose benefit the Association is established; or
 - (b) where the interest is one held in common with all, or a substantial proportion of, the members of the Association.
- (3) Disclosure of material personal interest(s) to the Committee and general meeting must detail:
 - (a) the nature and extent of the interest; and
 - (b) the relation of interest to the activities of the Association; and
 - (c) identify any interest in a contract or proposed contract.
- (4) A member with a material personal interest in a matter under consideration of the Association must not:
 - (a) be present while the matter is being considered; or
 - (b) vote on the matter.
- (5) Where a disclosure has been made or not required in accordance with section 9 of these rules:
 - (a) a contract is not liable to be avoided by the Association on any ground arising from the fiduciary relationship between the members and the Association; and
 - (b) the member is not liable to account for profits derived from the contract.

10 Dispute resolution procedure

- (1) This procedure will be used to resolve a dispute arising between:
 - (a) a member and another member of the Association; or
 - (b) a member and the Association.
- (2) A member must not initiate a dispute resolution procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure is complete.
- (3) Once a dispute resolution procedure is initiated, disciplinary action cannot begin until the dispute is resolved.
- (4) Parties must attempt to resolve a dispute between themselves within 14 days of the dispute coming to the attention of each party.
- (5) If parties are unable to resolve the dispute between themselves within 28 days, all parties must within 10 days:
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to resolve the dispute by mediation.
- (6) The mediator must be:
 - (a) a person chosen by agreement between the parties; or
 - (b) where the parties cannot agree on a mediator:
 - (i) a person appointed by the Committee for disputes between a member and another member; or
 - (ii) a person appointed by the ACT Council of Parents & Citizens Associations.
- (7) The mediator appointed may be a member or former member of the Association, but must not be a person who:
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.
- (8) The mediation process must:
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is provided to the parties throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If mediation does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

11 Disciplining of members

- (1) If the Committee is of the opinion that a member:
 - (a) has persistently refused or neglected to comply with a provision of these rules; or

- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association;

the Committee may, by resolution propose:

- (c) to expel the member from the Association; or
- (d) to suspend the member from the rights and privileges of membership of the Association that the Committee may decide for a specified period.

(2) Once a resolution under subsection (1) is passed, the secretary must, as soon as practicable, serve a written notice on the member:

- (a) setting out the resolution of the Committee and the grounds on which it is based; and
- (b) advising that the member may address the Committee at a meeting to be held between 14 days and 28 days after service of the notice; and
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Committee at or before the date of that meeting written representations relating to the resolution.

(3) Subject to section 50 of the Act, at a meeting of the Committee mentioned in subsection (2), the Committee must:

- (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
- (b) give due consideration to any written representations submitted to the Committee by that member at or before the meeting; and
- (c) by resolution decide whether to confirm or revoke the resolution of the Committee made under subsection (1).

(4) If the Committee confirms a resolution under subsection (3), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.

(5) A resolution confirmed by the Committee under subsection (3) does not take effect:

- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
- (b) if within that period the member exercises the right of appeal - unless and until the Association confirms the resolution in accordance with section 11 (3).

12 Right of appeal of disciplined member

(1) A member may appeal to the Association in general meeting against a resolution of the Committee that is confirmed under section 11(3), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) On receipt of a notice under subsection (1), the secretary must notify the Committee which must call a general meeting of the Association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.

- (3) Subject to section 50 of the Act, at a general meeting of the Association called under subsection (2):
 - (a) no business other than the question of the appeal may be transacted; and
 - (b) the Committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 11(4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 11(4), that resolution is confirmed.

Part 3 - Committee

13 Powers of the Committee

The Committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting:

- (a) controls and manages the affairs of the Association; and
- (b) may exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association; and
- (d) may make By-laws for the Association.

14 By-laws

- (1) The P&C Committee may make and amend By-laws not inconsistent with these rules, prescribing matters which by this constitution are required or permitted to be required or which may be necessary or expedient for the conduct and management of the affairs of the Association.
- (2) Such By-laws and amendments shall be notified to members of the Association as soon as practicable after being made and shall not become effective until 28 clear days after the date of advising of the new By-laws or amendments.
- (3) By-laws may also be amended or overturned by passing of an appropriate motion at a general meeting.

15 Committee membership

- (1) The Committee consists of:
 - (a) the office-bearers of the Association;
 - (b) the School Principal or a member of the School staff delegated by the Principal;
 - (c) the community members of the School Board;
 - (d) P&C Council delegates as required;
 - (e) the public officer of the Association; and
 - (f) any number of ordinary Committee members as determined at an annual general meeting;each of whom must be elected under section 16 or appointed in accordance with subsection (4).
- (2) The office-bearers of the Association are:
 - (a) the president; and
 - (b) not more than 2 vice-presidents; and
 - (c) the treasurer; and

- (d) the secretary.
- (3) Each member of the Committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election and are eligible for re-election.
- (4) If there is a vacancy in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

16 Election of Committee members

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary Committee members:
 - (a) may be made in writing; or
 - (b) may be made orally to the returning officer, who shall be the School Principal or any other person not standing for election appointed by the annual general meeting, prior to the closing of nominations at the annual general meeting.
- (2) The election must be conducted in accordance with these provisions and in a manner as the returning officer shall determine with the consent of a majority of members present at the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (4) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (7) The ballot for the election of office-bearers and ordinary Committee members must be conducted at the annual general meeting by secret ballot. Where an annual general meeting is conducted by video conference, a ballot must be conducted anonymously, including but not limited to use of an electronic poll website or application.

17 Secretary

- (1) The secretary of the Association must, as soon as practicable after being appointed as secretary, notify the Committee of their address.
- (2) The secretary, or nominated party, must keep minutes of:
 - (a) all elections and appointments of office-bearers and ordinary Committee members; and
 - (b) the names of members of the committee present at a Committee meeting or a general meeting; and
 - (c) all proceedings at Committee meetings and general meetings.

- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- (4) If no such person holds the position of secretary, the public officer of the Association.

18 Treasurer

- (1) The treasurer of the Association must:
 - (a) collect and receive all amounts owing to the Association and make payments authorised by the Association; and
 - (b) keep correct accounts showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; and
 - (c) prepare financial records for the financial reviewer or auditor.

19 Vacancies

For these rules, a vacancy in the office of a member of the Committee happens if the member -

- (a) dies; or
- (b) ceases to be a member of the Association; or
- (c) resigns the office; or
- (d) is removed from office under section 18 (Removal of Committee members); or
- (e) becomes bankrupt or personally insolvent; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the Act, section 63 (1); or
- (h) is absent without the consent of the Committee from all meetings of the committee held during a period of 6 months.

20 Removal of Committee members

- (1) The Association in general meeting may by resolution, remove any member of the committee from the office of member of the Committee before the end of the member's term of office.
- (2) In proposing to remove a Committee member, the Association must follow the disciplining of members at sections 10 and 11 of these rules.

21 Committee meetings and quorum

- (1) The Committee must meet at least four times in each calendar year at the place and time that the Committee may decide.
- (2) Committee meetings may be held in person or by videoconference.
- (3) Additional meetings of the Committee may be called by any member of the Committee.
- (4) Oral or written notice of a meeting of the Committee must be given by the secretary to each member of the Committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.

- (5) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
- (6) Any three members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (7) No business may be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned until another time agreed by the Committee and within 14 days.
- (8) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (9) At meetings of the Committee -
 - (a) the president or, in the absence of the president, the vice-president presides; or
 - (b) if the president and the vice-president are absent, one of the remaining members of the Committee may be chosen by the members present to preside.
- (10) At meetings of the Committee the usual order of business shall be:
 - (a) welcome to guests and acknowledgment of country;
 - (b) apologies;
 - (c) approval of previous minutes;
 - (d) matters arising from the minutes of previous meeting;
 - (e) correspondence;
 - (f) matters arising from the correspondence;
 - (g) treasurer's report;
 - (h) School Principal's report;
 - (i) School Board report;
 - (j) subcommittee report(s);
 - (k) general business;
 - (l) place, date and time of next meeting.
 except where the order of business is varied by resolution of the Committee.
- (11) The Committee may authorise advertisements and communications.
- (12) The Committee may appoint paid officers and shall have the power to discontinue employment.
- (13) The Committee must:
 - (a) approve all expenses. Where practicable, the approval must be made prior to the expense being incurred.
 - (b) record expense approval in the minutes of the Committee.
 Expenses may be approved and minuted either as part of an annual budget or individually.

22 Voting and decisions

- (1) Questions arising at a meeting of the Committee or of any subcommittee appointed by the Committee are decided by a majority of the votes of members of the Committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the Committee or of any subcommittee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

23 Appointment of proxies

No proxy votes will be allowed.

24 Delegation by Committee to subcommittee

- (1) The Committee may, in writing, delegate to one or more subcommittees (consisting of the member or members of the Association that the Committee considers appropriate) the exercise of the functions of the Committee that are specified in the instrument, other than:
 - (a) this power of delegation; and
 - (b) a function that is a function imposed on the Committee by the Act, by any other Territory law, or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation. Despite any delegation under this section, the Committee may continue to exercise any function delegated.
- (4) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Committee.
- (5) The Committee may, in writing, revoke wholly or in part any delegation under this section.
- (6) A subcommittee may meet and adjourn as it considers appropriate.
- (7) The president of the Committee or their representative, is automatically a member of any subcommittee/s.

25 Subcommittee reporting

All subcommittees of the Association must report to the Committee and general meetings on:

- (a) key activities; and
- (b) decisions; and
- (c) financial management (including position, income, expenditure and liabilities).

Part 4 - General Meetings

26 Holding of annual general meeting

- (1) With the exception of the first annual general meeting of the Association, the Association must, at least once in each calendar year and within 5 months after the end of each financial year of the Association, call an annual general meeting of its members.
- (2) The Association must hold its first annual general meeting:
 - (a) within 18 months after its incorporation under the Act; and
 - (b) within 5 months after the end of the first financial year of the Association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under section 120 of the Act in relation to extensions of time.

27 Calling of, and business at annual general meeting

- (1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the Committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is:
 - (a) to approve the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the Committee reports on the activities of the Association during the last financial year; and
 - (c) to elect members of the Committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under section 73(1) of the Act.
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 28 (Notice).
- (4) An annual general meeting may be held in person or by videoconference.
- (5) An annual general meeting must be conducted in accordance with the provisions of this part.

28 Calling of general meetings

- (1) The Committee may, whenever it considers appropriate, call a special general meeting of the Association.
- (2) General meetings may be held in person or by videoconference.
- (3) The Committee must, on the requisition in writing of not less than 5% of the total number of members, call a special general meeting of the Association.
- (4) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the secretary; and

- (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (5) If the Committee fails to call a special general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a special general meeting to be held not later than 3 months after that date.
- (6) A special general meeting called by a member or members mentioned in subsection (5) must be called as nearly as is practicable in the same way as special general meetings are called by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

29 Notice

- (1) Except if the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause a notice to be put into the School newsletter, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause a notice to be communicated to school parents (via email, social media or School newsletter), in the manner provided in section 27(1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a special general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 26(2).
- (4) A member desiring to bring any business before a special general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

30 Procedure and quorum at general meetings

- (1) The Committee may call one or more general meetings in addition to the annual general meeting, as it sees necessary.
- (2) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (3) Five members present in person or attending a videoconference (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to a time, date and place specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned.

(5) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

31 Presiding member

(1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the Association.

(2) If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

32 Adjournment

(1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

33 Making of decisions

(1) A question arising at a general meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is requested, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minutes of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of the Association, a poll may be requested by the person presiding or by any member present in person or attending a videoconference.

(a) Where a poll is requested at a general meeting, the poll must be taken:

- (i) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- (ii) at the time before the close of the meeting that the person presiding directs; and
- (iii) for general meetings conducted by video conference using a method to ensure polls are anonymous, including but not limited to an electronic poll website or application; and
- (iv) resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

34 Voting

- (1) Subject to subsection (3), on any question arising at a general meeting of the Association a member has 1 vote only.
- (2) A resolution shall be determined by counting member's votes for and against a motion, with no accounting for abstentions.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) Elections held by videoconference must use a method to ensure anonymity to the extent possible, including but not limited to an electronic poll website or application.
- (5) Ex Officio members are not entitled to vote.

35 Appointment of proxies

No proxy votes will be allowed.

Part 5 - Other Matters

36 Source of funds

- (1) The funds of the Association may be derived from activities run by the Association, operating the School canteen, donations and subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, any other sources that the Committee decides.
- (2) All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (3) The Association shall, after receiving any money, issue an appropriate receipt upon request.
- (4) The Association's financial year will be the calendar year.

37 Management of funds

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for the objects of the Association in the way that the Committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee or employees of the Association, being members of the Committee or employees authorised to do so by the Committee.
- (3) The Association shall hold a current insurance policy cover for Public Liability and Directors & Officers, with property, Workers Compensation and Voluntary Worker's Personal Accident insurance as appropriate.

38 Alteration of objects and rules

Neither the objects of the Association mentioned in section 29 of the Act nor these rules may be altered except in accordance with the Act.

39 Custody of records

Subject to the Act, the regulation and these rules, the secretary will arrange for the School to provide safe and secure storage of all records, books, and other documents relating to the Association.

40 Inspection of books

The records, books and other documents of the Association must be open to inspection at a place in the ACT, free of charge, by a member of the Association at any reasonable hour.

41 Service of notice

For these rules, the Association may serve a notice on a member by giving it to the individual, sending it by post to the member at the member's address or emailing it to the member as shown in the register of members.

Note: For how documents may be served, see the Legislation Act, pt 19.5.

42 Action required at first meeting

At the first general meeting of the Association, the Association must pass a special resolution nominating:

- (a) another Association for the Act, section 92(1)(a); or
- (b) a fund, authority or institution for the Act, section 92(1)(b); in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.
- (c) an Association nominated under subsection (a) must fulfil the requirements specified in the Act, section 92(2).

43 Dissolution of the P&C (winding up)

- (1) The P&C Association shall be dissolved within 12 months should the following conditions apply:
 - (a) following the annual general meeting when it is not possible to fill the officer positions and after a special general meeting for that purpose fails to elect such officers; and
 - (b) at an annual or special general meeting when 75% or more of the members present vote a special resolution to wind up the Association.
- (2) The last elected officers of the Association will be responsible, along with the School Principal, for the winding up of the Association. This will include producing a final audited statement of financial affairs, paying of all debts, notification to the ACT Office of Regulatory Services, transfer of all assets to a like organisation as nominated in 39 above.
- (3) The records of the Association should be retained in the safe custody of the School for at least 5 years.