



Mount Lawley Primary School Parents and Citizens' Association Incorporated

CANTEEN SUB-COMMITTEE TERMS OF REFERENCE

1 NAME

- 1.1 The Sub-committee shall be called the "Mount Lawley Primary School Parents & Citizens' Association Incorporated Canteen Sub-committee".
- 1.2 For convenience the Sub-committee may be referred to as "the Canteen Sub-committee" or "the Canteen Committee" or "the CC".

2 COMPOSITION

- 2.1 The composition of the Canteen Sub-committee shall be not less than three members and not more than five members.
 - (a) Members of the Sub-committee must be financial members of the P&C Association.
 - (b) The Sub-committee must include a member of the P&C Executive Committee.
 - (c) The President of the P&C Association shall be ex officio a member of the Sub-committee.
 - (d) Canteen employees may be members of the Sub-committee but in a non-voting capacity only.
- 2.2 The members of the Sub-committee shall be elected each year at the Annual General Meeting of the P&C Association by the financial and ex officio members of the P&C.
 - (a) In the event of a position on the Sub-Committee becoming or remaining vacant, an election may be held at a General Meeting of the P&C Association to fill the vacancy.
- 2.3 The Sub-committee when formed shall elect from its members a Convenor, a Secretary, and a Treasurer.
 - (a) A canteen employee is not permitted to be a Convener, Secretary or Treasurer.
 - (b) Roles can be combined (for example one person can act as Secretary/Treasurer) provided that the combination is approved at the next General Meeting of the P&C Association.
 - (c) In the event of any role becoming vacant, the Sub-committee should fill the role at the next meeting of the Sub-committee.
- 2.4 In the event of any challenge as to the composition of the Social and Fundraising Sub-committee, the challenge shall be resolved at a General Meeting of the P&C Association.

3 RESPONSIBILITIES AND POWERS

- 3.1 Subject to direction of the P&C Association the Sub-committee shall be responsible for:
 - (a) The financial management of the canteen.
 - (b) Establishing a canteen policy.
 - (c) Establishing nutritional guidelines in line with Department of Education policy.
 - (d) Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to.
 - (e) Acquiring all suitable stock and goods for sale in the canteen, fix and frequently review prices and menus in consultation with the Canteen Manager.
 - (f) Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association. Establishing a reserve account for the purpose of equipment replacement and long service leave provision for employees.
 - (g) Operating a bank account at a level sufficient for the trading capital requirements of the canteen.
 - (h) Recruiting volunteers as shall be considered necessary.
 - (i) Advising the P&C Executive Committee on staffing matters.
 - (j) Providing reports to all General Meetings of the P&C Association and when required to the Executive Committee.
 - (k) Establishing credit accounts with suppliers as required for the operation of the canteen.

- (l) Ensuring that Grievance/Dispute Resolution procedures for volunteers comply with the P&C Constitution Rule 28.0.
 - (m) Ensuring all recommendations for expenditure not included under section 3.0 of this Terms of Reference must form part of the Sub-committee report to the General Meeting of the P&C and be submitted to the P&C Secretary in compliance with notice of financial motions requirements (P&C Constitution Rule 24.1).
- 3.2 Subject to the Constitution and Rules of the P&C, the Canteen Sub-committee shall have the power to:
- (a) Communicate to the school community regards canteen activities.
 - (b) Create and amend canteen menus and menu items.
 - (c) Establish, maintain and terminate accounts with suppliers.
 - (d) Engage contractors and service providers to support the running of the canteen.
 - (e) Commit and spend funds in support of the canteen in accordance with Note 3.
 - (f) Create and amend processes and procedures for the running of the canteen.
- 3.3 Subject to the Constitution and Rules of the P&C, the Canteen Sub-committee shall have the power to delegate any of the powers listed in clause 3.2 to the Canteen Manager. The delegation should be executed as a resolution of the Canteen Sub-committee, and minuted as such.

4 DUTIES OF THE CANTEEN SUB-COMMITTEE CONVENER

- 4.1 The Convener when present, shall preside at all meetings of the Sub-committee. In the event the Leader is absent the meeting shall elect a chair for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the canteen is presented to all General Meetings of the P&C Association (or Executive Committee) and at such times as directed by the General Meeting of the P&C Association (or as directed by the President of the P&C Association). The report is to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statements and any recommendations requiring the attention of the P&C.

5 DUTIES OF THE CANTEEN SUB-COMMITTEE SECRETARY

- 5.1 The Secretary shall have custody of the documents of the Sub-Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association.
- 5.4 The Secretary shall support the Convener in complying with clause 4.2 (reporting canteen activities to the P&C).

6 DUTIES OF THE CANTEEN SUB-COMMITTEE TREASURER:

- 6.1 The Treasurer shall:
- (a) Keep such books of account related to canteen activities as shall be directed from time to time, by the P&C Association. Noting that the keeping of books of account must comply with: the Constitution and Rules of the P&C Association, the Terms of Reference of the Canteen Sub-committee (this document), and any additional instructions received from the P&C Treasurer. Noting also that the Canteen Treasurer is responsible to the P&C Treasurer.
 - (b) Arrange for paying of wages and deduction of taxation and superannuation etc.
 - (c) Take out and keep current necessary insurance (e.g. WorkCover and stock insurance).
 - (d) Prepare annually a statement of receipts and expenditure, balance sheet and profit and loss and pass all books to the P&C Treasurer.
 - (e) Submit a written report (including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s) to the Canteen Sub-committee.

- (f) Make payments as necessary for the day to day running of the canteen as authorised by the Canteen Sub-committee. Payments can only be authorised by those signatories identified in the P&C Association Constitution and Rules clause 17.6.
- (g) After establishment of the reserve account and trading capital, transfer to the general fund of the P&C Association all surplus funds.
- (h) Ensure that all books of the Sub-committee are made available to the P&C Treasurer as required or requested.

7 MEETINGS

- 7.1 Meetings of the Sub-committee shall be at such times and places as determined by the Convener provided that at least one meeting shall be held in each term of the school year.
- 7.2 Notice of all meetings of the Sub-Committee shall be given in writing to all Sub-committee members (including ex officio members) not less than forty-eight (48) hours prior to the start of the proposed meeting.
- 7.3 Members of the Sub-Committee may participate in meetings by telephone or other means of real-time technology (e.g. video-conference) so long as all other attendees at that meeting agree.

8 QUORUM

- 8.1 For a meeting of the Sub-Committee the quorum shall be as follows
 - (a) If the Sub-committee has only three members, then the quorum is two.
 - (b) If the Sub-committee has more than three members, then the quorum is three.

9 VOTING

- 9.1 All members and ex officio members of the Canteen Sub-committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.
 - (a) Canteen employees who are members of the Sub-committee shall not vote.
- 9.2 Voting shall be by simple majority. In the event of a tied vote on any proposition or motion before a meeting then it is lost.
- 9.4 Proxy voting is not permitted at any meeting of the Sub-committee.

9 EMBEDDED NOTES

- 9.1 Notes embedded within this Terms of Reference document form part of these Terms of Reference.

10 ALTERATIONS TO THESE TERMS OF REFERENCE

- 10.1 All proposed amendments to these Terms of Reference must be approved by a General Meeting of the P&C Association.
- 10.2 When these terms of reference are altered, the table below must be updated.

Version	Status / changes	Date of approval
1	Original version	18 June 2020

EMBEDDED NOTES start on the next page

EMBEDDED NOTES

Note 1 – Ownership of the canteen business

The owner/operator of the canteen business is the P&C Association. If a third party needs the name of a P&C official or P&C officer, then the name of the current P&C President and/or the current P&C Treasurer is to be provided. In rare cases a third party may require the name of someone from the School, in which case the name of the current School Principal is to be provided.

Note 2 – Signing of documents relating to the canteen

- A. If any document is required to be signed by the P&C, then it should be signed by the current P&C President; if the President is unavailable then it should be signed by the P&C Treasurer.
- B. The Canteen Manager can sign documents where the document requires only the signature of the manager: if the canteen owner/operator is required to sign, then the document should be signed per A above.
- C. If there is any doubt as to the type of signature required, then the document should be referred to the Canteen Sub-committee for consideration.

Note 3 – Handling cash

The P&C Cash Handling Guidelines must be followed at all times.

- The P&C Treasurer is responsible for providing the Canteen Treasurer and the Canteen Manager with a copy of the P&C Cash Handling Guidelines. The P&C Treasurer should provide a verbal briefing when delivering the Guidelines document for the first time.
- The Canteen Treasurer is responsible for implementing the P&C Cash Handling Guidelines within the Canteen, with the assistance of the Canteen Manager.
- The Canteen Manager is responsible for ensuring that all volunteers working in the Canteen understand and comply with the P&C Cash Handling Guidelines. Any queries should be directed to the Canteen Treasurer in the first instance.

Note 4 – Spending funds

The Canteen Sub-committee has the power to spend money in support of canteen activities as follows.

- A. The Canteen Sub-committee can **order stock and supplies** necessary for the operation of the canteen. The amount ordered should be commensurate with the needs of the canteen, noting that large holdings of stock and supplies are generally not preferred. The maximum amount that can be ordered according to this item A is \$500 in any one transaction. Amounts in excess of \$500 must be approved at a General Meeting of the P&C Association. The ordering of stock and supplies can be delegated to the Canteen Manager.
- B. The Canteen Sub-committee can **purchase equipment and utensils** necessary for the operation of the canteen. The maximum (aggregate) amount that can be purchased according to this item B is \$300 in any one school term. Amounts in excess of \$300 must be approved at a General Meeting of the P&C Association. The purchasing of equipment and utensils can be delegated to the Canteen Manager.
- C. The Canteen Sub-committee can **engage contractors and service providers** necessary for the operation of the canteen. The maximum (aggregate) amount that can be committed according to this item C is \$300 in any one school term. Amounts in excess of \$300 must be approved at a General Meeting of the P&C Association. The engagement of contractors or service providers can be delegated to the Canteen Manager.

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