

## **NEMINGHA PUBLIC SCHOOL P&C ASSOCIATION CLOTHING POOL SUB-COMMITTEE RULES**

### **1. Name**

The committee shall be known as the Nemingha Public School P&C Association Clothing Pool sub-committee.

### **2. Aims**

- (a) To provide a service to children and school community at a reasonable cost.
- (b) To provide stock that complies with the community adopted school uniform policy.
- (c) To provide a source of revenue for the school, whilst encouraging parental involvement in the school community.

### **3. Membership of the sub-committee**

The sub-committee shall consist of at least five (5) members elected annually at the Annual General Meeting of the Nemingha Public School P&C Association. Membership will consist of: a Clothing Pool Convenor, a Clothing Pool Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer where there is a bookkeeper employed by the P&C Association it shall be this person) and at least two (2) other financial members of the Nemingha Public School P&C Association. The Principal and President shall be ex-officio members of the sub-committee.

### **4. Duties of the sub-committee**

- (a) The sub-committee shall organise and control the full administration of the Clothing Pool. However, the sub-committee shall be responsible in all its actions to the Nemingha Public School P&C Association which shall have the right to reorganise, disband or close the sub-committee, such decisions to be supported by a majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five (5) financial members of the Nemingha Public School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the Convenor shall present a written report to each general meeting of the Nemingha Public School P&C Association.
- (c) The Treasurer's representative must lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

### **5. Meeting of the sub-committee**

- (a) The sub-committee shall meet at least once a school term.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the Clothing Pool Convenor on a written request signed by at least three (3) members of the sub-committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the sub-committee including ex officio members.

## **6. Funds**

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

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

All income received by the Clothing Pool shall be given to the general funds of the P&C Association as per the by laws. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) Clothing Pool stock and the purchase of additional equipment for the efficient running of the Clothing Pool.
- (c) Purchases exceeding \$1000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

## **7. Uniform operation rules**

- (a) A stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the Nemingha Public School P&C Association.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Clothing Pool shall remain the sole property of the Clothing Pool and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with legislations and Department of Education and Communities guidelines relevant to school uniforms.

## **8. Employees**

- (a) No employee of the Nemingha Public School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the P&C Association's Constitution 5(a).
- (b) The sub-committee may employ staff as necessary and as agreed by the P&C Association Executive. The Convenor shall act on behalf of the P&C Association and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of the Clothing Pool and the adherence of the Nemingha Public School P&C Associations policies.
- (d) The sub-committee Convenor shall ensure that the Nemingha Public School P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of the P&C Association Clothing Pool and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Nemingha Public School P&C Association.

**9. Audit**

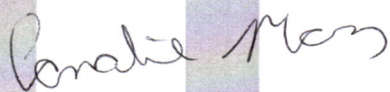
The accounts of the Clothing Pool committee shall be audited annually as part of the audit of the Nemingha Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Nemingha Public School P&C Association Treasurer no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

**10. Alterations**

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

**CLOTHING POOL**

CONVENOR Print Name: Coralie Moss

Signature: 


**P&C ASSOCIATION PRESIDENT**

Print Name: Amanda Perkins

Signature: 

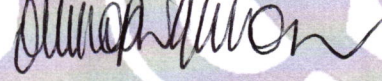
**P&C ASSOCIATION SECRETARY**

Print Name: Gina Blyton

Signature: 

**SCHOOL PRINCIPAL**

Print Name: CHRISTOPHER JACKSON

Signature: 

Ratified on: 8/5/2019

Review Due: May 2021