



# **CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION**

Pacific Highway  
CHATSWOOD 2067

## **GENERAL MEETING TUESDAY 25th June 2019 MINUTES**

**Attendees:** As per meeting register.

<b>1.</b>	<b>President's welcome</b>
<b>2.</b>	<b>Apologies</b> <ul style="list-style-type: none"><li>● Cathy and Hendrick Buining, Irene Chan, Lyndall Franks, Natalie Choo</li></ul>
<b>3.</b>	Presidents Report Refer to president reports attached – June 2019 Other points of note: <ul style="list-style-type: none"><li>● High school music program has held a meeting with the Department of Education. It has been suggested that some primary school representatives join the committee – Bronwyn Edler, Aimee Ipson Pflederer and Julie Hill and possibly Mr Meader</li><li>● People should continue to ask questions of the Department as they see fit. They are required to respond to any queries. Email <a href="mailto:schoolinfrastructure@det.nsw.edu.au">schoolinfrastructure@det.nsw.edu.au</a> (subject Chatswood Education Precinct).</li><li>● A separate action group has been set up by the high school independent and not reporting to the PRG. They have asked for interested people from the primary school to become part of that group. By joining with the high school it allows for a more forceful voice if required. Meetings are currently being held ad hoc as required</li></ul>
<b>4.</b>	<b>Guest Speakers</b> – Olivia Maginnis– Assistant Principal of LOTE <ul style="list-style-type: none"><li>● Looking for a professional development opportunity to visit our sister Korean School. Would allow for development as a leader of the LOTE department</li><li>● Pedagogical Exchange – our school currently has 89% NESB, with 428 students taught directly under the EALD. Every child in the school is within the LOTE program with 1 hour of either Mandarin or Korean</li><li>● Would like to enhance knowledge to better align the LOTE program with the school program</li><li>● Talk to the other school teachers and leadership team to find out how they implement their learning programme.</li><li>● Future focus research – look forward to our future school – IT / STEM, flexible furniture, evidenced based research, innovative learning and teaching spaces for Chatswood Education Precinct.</li><li>● Would allow her to better know our school community – with currently 10% of all students with a Korean background and 7 bilingual classes.</li><li>● Currently an expert at Chinese cultural – looking to enhance my Korean knowledge</li><li>● In 2021, the school is looking to take the first Bi-lingual class who will then be in Year 5 on an exchange visit</li><li>● Students – improve student outcomes and engagement – real world connections</li></ul>

	<ul style="list-style-type: none"> <li>● Staff – impact on pedagogy and methodology</li> <li>● Parents / caregivers – accountability and impact – she will present her findings following the trip to a P&amp;C meeting</li> <li>● Whole school community – readiness to prepare students to success in changing and interconnected world</li> <li>● Trip would be for 1 week – parallel with Korea school trip – end of September – school holidays.</li> <li>● Cost \$3500 for flights and accommodation.</li> </ul>
5.	<p><b>Correspondence</b></p> <p>Email from Willoughby City Council seeking Expressions of Interest from a school administration or P&amp;C representative to join the O H Reid Reserve Citizens Panel with respect to the possible installation of floodlights.</p> <p>Email from Scott Young - Engineering Manager of JLL advising the required parts will now not be arriving until Late July / Early August. They have tentatively advised they will commence repairs on the 19 August but will bring the date forward if the equipment arrives earlier.</p>
6.	<p><b>Confirmation of previous minutes</b></p> <p><i><b>Motion: That the minutes of the previous general meeting on 28th May 2019 be approved</b></i></p> <p><i><b>Moved: Joe Grundy, Seconded: Pearl Chan; all in favour, motion passed.</b></i></p>
7.	<p><b>Principal’s report – presented by acting Principal Matt Fuller</b></p> <ul style="list-style-type: none"> <li>● Well settled into the school now, and thoroughly learnt my way around. Able to conduct the weekly school tours unassisted– between 5-30 people each week with last week being 15.</li> <li>● 1307 students currently enrolled. Expect to rise in term 3</li> <li>● New state enrolment policy coming in term 3 – the major change will result in each school being allocated a cap on enrollments to which will impact out of area enrollments. Will not affect existing students or their siblings. Will not affect Chatswood Public School as we have not accepted optional out-of-area enrollments for many years already.</li> <li>● Chatswood has about 90% local students. The out-of-area students are almost entirely made up of: 73 who originally enrolled in area then moved, some new siblings of those students, and OC students. Chatswood Public School does not currently accept optional out-of-area applications</li> <li>● 100 point system for proof of residence will also be required. This is already implemented at Chatswood PS.</li> <li>● New policy should have minimal impact on Chatswood</li> <li>● Some great excursions recently including Year 5 great trip to Bathurst, Stage 2-state library and botanical gardens and year 1 finally made it to the zoo.</li> <li>● Thanks to the Working Bee with volunteers from Life Force Church at the Bush Campus</li> <li>● Musical performance at Eisteddfods have run well with some successes in place getting</li> <li>● Dragon boat Festival for K-2 – great event with standing room only for parents. School will look to see how this can be better managed in future years</li> <li>● K-2 bush dance – thanks to parents who organised the event</li> <li>● STEM honour assemblies this week – lots of teachers very adept at teaching STEM</li> </ul>

	<ul style="list-style-type: none"> <li>● Electronic reports going home next week – reports are a point in time snap shot. Assessments are carried out continually throughout the year.</li> </ul>
8.	<p><b>Outstanding Items</b></p> <ul style="list-style-type: none"> <li>● <b>Painted Murals on demountable –</b> <ul style="list-style-type: none"> <li>○ Artist has presented a number of proposals. They have been asked to further develop to incorporate the students work. Expect painting to be undertaken term 3. Keen to get children involved in the painting process</li> </ul> </li> <li>● <b>Traffic Management –</b> <ul style="list-style-type: none"> <li>○ Escalator repair delayed due to shipment of parts – expected mid August. Refer correspondence above</li> </ul> </li> <li>● <b>Changes to By-Laws</b> <ul style="list-style-type: none"> <li>○ Refer handout at end of the minutes for details of proposed amendments</li> <li>○ Thank you to Joe for his hard work on this</li> </ul> </li> </ul> <p><i>Motion:</i>  <b>To approve the changes to the by-laws including changes to: rules of motions, amendments to meeting dates, removal of duplications, elected positions, sub-committees, members, expenditure of funds and financial years and budget</b>  <i>Moved: Elaine Neal Seconded: Matt Wood; All in favour, Motion passed</i></p> <ul style="list-style-type: none"> <li>● <b>July and August P&amp;C Dates –</b>  <i>Motion:</i>  <b>To cancel the July P&amp;C Meeting due to clash with first day of term 3 and move the August P&amp;C meeting to the 20th August due to the clash with Twilight</b>  <i>Moved: Joe Grundy Seconded: Pearl Chan; All in favour, Motion passed</i></li> <li>● <b>Computers - Stage 1 –</b>  <i>Motion:</i>  <b>To approve an expenditure of \$52,984.80 (\$490.60 per device) to purchase 108 notebook computers (6 per class) for Stage 1 classrooms</b>   <i>Motion deferred</i> to complete proposal paperwork in particular with regards to use of technology in classrooms.  Every school gets a technology points– with a number of points per year which the school can then spend on technology as they see fit. This proposal would be over and above what the department of education provides  Andrea noted they would like the P&amp;C money to be used for the current students. These items would be portable to allow them to move to the new school.</li> <li>● <b>Computers- Kindy</b>  <i>Motion:</i>  <b>To approve an expenditure of \$7,130.36 to purchase 10 ipads (allows 5 per class), 5 laptops (allows 4 per class) and 32 seats of headphones (allows 4 per class) for Kindy classrooms</b>  <i>Moved: Joe Grundy Seconded: Lars Ittner; All in favour, Motion passed</i></li> </ul>
9.	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>● <b>PRG tour of new schools</b> <ul style="list-style-type: none"> <li>○ In the past month the PRG visited Cammeraygal High School – refurbishment of an existing TAFE building in Cammeray. Provided a lot of examples of what not to do. Open learning space, essentially a giant rectangular hall with poor acoustics, was constrained by the existing</li> </ul> </li> </ul>

	<p>building layout and not nearly as good as the brand new buildings we viewed in previous schools. Architects came away with a number of suggestions. Attended by 2 architects, 2 PM, Joe Grundy, Su Hill, Su Low (Department of Ed), High school P&amp;C Reps and High School Principal.</p> <ul style="list-style-type: none"> <li>○ Parent questioned evidence of success of open learning. Department of Education has gathered evidence and data internationally and nationally. Staff will be trained to work in the new environment. Should be looked as an evolution not a revolution. Parent stressed importance of preparing the teachers for the new spaces.</li> <li>○ Would be useful to have an expert present to the P&amp;C this new way of learning and teaching.</li> <li>○ Would (also) be useful to have our school present a timeline of preparations</li> </ul> <ul style="list-style-type: none"> <li>● <b>Repairs to the soft-play playground surface</b> Repairs over \$30,000 are required to be approved by the DoE Asset management which is a slow process and it is likely they would patch only which has not proved successful in the past Proposed that the P&amp;C donate up to \$20,000 to provide 50% of the funds needed to allow the works to be completed in the next school holidays. Two quotes were obtained by the school- \$37k and \$57k <b>Motion:</b> <b><i>To approve an expenditure of up to \$20,000 to provide 50% of funding to repair the soft-fall lower playground in the mid year school holidays</i></b> <i>Moved: Elaine Neal Seconded: Pearl Chan; All in favour, Motion passed</i></li> <li>● <b>School usage of e-news</b> – request for consistent use for notification of changes to sport, music ensembles and excursion return times to school</li> <li>● <b>Info letter to parents at the start of the year regarding year based specific information</b>– school to action</li> <li>● <b>Professional Learning Trip to Korea in September</b> Refer Guest Speaker section above. Parent questioned whether we know if the sister school sets good examples for the areas she is looking at. Olivia will also be running the moon festival this year now that Mrs Barker has left. Question if there are government schemes for this type of expenditure. Su noted it can take up to 3 terms for approval. Will act as a learning experience for the next student excursion in 2 years time which Olivia will coordinate <b>Motion to approve an expenditure of \$3500 for Olivia McGinnis to travel to Korea for professional development</b> <i>Moved: Joanna Hurley Seconded: Paul Dempsey; All in favour, motion passed</i></li> </ul>
<b>ADMINISTRATION</b>	
<b>10.</b>	<p><b>Treasurer's update</b> Pearl presented the Treasurer's Report.</p> <p><b>Motion</b></p>

	<ul style="list-style-type: none"> <li>● <b>To approve amount totalling \$4,382.03 from the main account as listed in the Treasurer's Report for payment</b> <i>Moved: Matt Wood Seconded: Joe Grundy; all in favour. Motion passed.</i></li> </ul>
11.	<p><b>Sub-Committee Updates</b></p> <ul style="list-style-type: none"> <li>● <b>Canteen report – verbal report from Aimee</b> <ul style="list-style-type: none"> <li>○ Commercial dishwasher – in the process of determining electrical capacity. PRG has been asked for information regarding their existing surveys. Aimee to follow up with Su Hill to also look into whether information is available from when the air conditioning was installed to the kindy block</li> <li>○ Looking to install a commercial size sink and tap.</li> <li>○ Aimee noted that the DoE has advised they do not expect the new school canteen will service the oval – only those using the school facilities. May be that a shell facility is provided for the oval</li> <li>○ Canteen assistants are working very well and the canteen appreciate the P&amp;C support for these roles. Probationary periods have been completed successfully</li> <li>○ Canteen fun day – appeared to go smoothly. Similar takings to previous terms. Good team of volunteers. New steam buns uptake was good</li> <li>○ Next term fun day will align with book character day – 20<sup>th</sup> August.</li> </ul> </li> <li>● <b>Uniform Shop – verbal report from Sue Low</b> <ul style="list-style-type: none"> <li>○ Business as usual</li> <li>○ Joanna and I will need to review the accounts due to some point of sales issues.</li> <li>○ Big orders for kindy orientation and summer stock are being compiled</li> <li>○ Next meeting would look to present delivery service for online orders.</li> <li>○ Raincoats have been successful uptake. Good that they can cover the bags.</li> </ul> </li> <li>● <b>Events – verbal report from Sue Low</b> <ul style="list-style-type: none"> <li>○ Bush dance – thank you to volunteers as I was unable to attend at the start of the event. Weather held up. Numbers were not fantastic. 67 children in total (previous year 86 and year before 105). Numbers a challenge this year. No change to publications. Suggested that more notice be provided to allow parents to block out the dates. Not seen as a school event. Potential to look at an afternoon school / evening event to encourage better attendance of both children and teachers</li> <li>○ Disco – 96 tickets sold to date. Cap will be max 120.</li> <li>○ Generally parents not as engaged across the school as in previous years.</li> <li>○ School to promote upcoming events in the newsletter – banner ad at the top for next events coming up.</li> </ul> </li> <li>● <b>Grounds – No report this month</b></li> <li>● <b>Technology – No report this month</b></li> </ul>

**There being no other business, the meeting closed at 9.21 pm.**

## June 2019 P&C meeting – President’s Report

### Welcome Introductions Membership

### PRG

Just after our last P&C meeting, the Department of Education held 3 information sessions and an opportunity for the public to meet with a member of the project team and find out more about the new precinct and see the early designs,

I attended all 3 sessions.

- Public school session had only 40 people attend! I was surprised how few Stage 1 parents made the effort considering they would take the full impact of the impending works.
- High school session was well attended with over 100 people including many students asking important questions.
  - The High School Music program has been very active and has also started a petition. The Department of Ed does listen and contacted the Music dept and has started a special committee to ensure the needs of the program are taken into account. The public school will have representation on this committee
- Community session - was a crossover of parents and local community members including the owner of the house next door.

At the sessions, all questions were taken down and an FAQ sheet has been prepared and made public on the School Infrastructure website 2 weeks ago. I have shared those details in the school newsletter and on social media.

The High School had their P&C meeting last week and has started a separate action group - I'm calling on volunteers from here to be part of that group and represent the Primary School. This group will be totally independent of the PRG.

Please continue to email [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au) with any queries or concerns I would also like to take this opportunity to remind the community that this is the time to raise any questions or concerns you may have. For example capacity & staging.

### Motions

In the background, the P&C has been working on the motions that will be put forward later this meeting.

### Proposed DA Developments

I have not updated this further from last month, but leaving this as an example of the growth happening in Chatswood.

The following list is an example of some of the proposals being put forward to council:

- The block starting from Victoria & Archer St - across the road to Chatswood Chase will hold 600 apartments.
- The East side of Spring St and the Centrelink building - redeveloped for 5 buildings with at least 2 residential of up to 30 stories
- Midas Building - Pacific Highway - 30 stories
- Gordon Ave, nr bowling club - 30 stories
- Old Post Office - 50 stories
- Mandarin Centre - 2x 30 stories
- 4 residential blocks along Anderson St (opposite St Pius)
- Cambridge Lane - 30 stories

# **CPS P&C Treasurer's Report**

- **Consolidated Results as of May 2019**
- **Payments**
- **Motions**

# Consolidated Results – as of May 2019

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	151,539			151,539
Sales		145,796	177,221	323,017
Fundraising and interest income	11,330			11,330
<b>Total Income</b>	<b>162,869</b>	<b>145,796</b>	<b>177,221</b>	<b>485,887</b>
Cost of Sales		93,927	97,916	191,843
Payroll		42,319	19,072	61,391
P&C Expenditure	4,848			4,848
Event expenses	2,858			2,858
Finance, Properties and Admin	29,676	319	4,973	34,968
Software and Depreciation	13,393	675	6,678	20,746
<b>Total Expenses</b>	<b>50,775</b>	<b>137,240</b>	<b>128,640</b>	<b>316,655</b>
<b>Profit</b>	<b>112,094</b>	<b>8,557</b>	<b>48,581</b>	<b>169,232</b>
Balance Sheet				
Cash at Bank	845,611	32,644	96,697	974,952
Inventory	-	1,293	90,483	91,776
Fixed assets	6,271	8,435	1,571	16,277
Others assets	14,741	3,518	3,531	21,790
<b>Total Assets</b>	<b>866,623</b>	<b>45,889</b>	<b>192,283</b>	<b>1,104,795</b>
<b>Total Liabilities</b>	<b>7,446</b>	<b>21,479</b>	<b>9,212</b>	<b>38,137</b>
<b>Net assets</b>	<b>859,177</b>	<b>24,410</b>	<b>183,071</b>	<b>1,066,657</b>
Cash flow				
Opening cash as at 30 Sep 2018	688,606	52,480	104,653	845,739
Inflow	246,572	141,116	206,030	593,718
Outflow	(89,567)	(160,952)	(213,986)	(464,505)
<b>Closing cash as at 31 May 2019</b>	<b>845,611</b>	<b>32,644</b>	<b>96,697</b>	<b>974,952</b>



# Payments

<b>Date</b>	<b>Paid to</b>	<b>Purpose</b>	<b>Amount</b>
07/06/2019	Fgf Cleaning Services Pty Ltd	Monthly Cleaning Service - May 2019	1,320.00
07/06/2019	Numeric Eight	Accounting Services retainer June 2019 & Xero subscription	1,412.03
07/06/2019	Unik Events	Moon festival – 9D Cinema hire	1,100.00
21/06/2019	Phil Dye	Bush dance performance costs	550.00
			<b>4,382.03</b>

# Motions

- To approve amount totalling **\$4,382.03** (from main account) for payment.



## Chatswood Primary School P&C Proposal Submission Form

1. Give a brief description of the idea or project you are proposing. *(You may include sketches or a brochure, if they are applicable and would help.)*

Stage 1 would like to request the purchase of 108 notebook computers (6 per class).

2. Explain why this idea or project is needed, and/or what benefits it will provide to students and the School.

As we are starting to do more collaborative learning and self-driven research as a part of PBL, we are finding that we need access to laptops to share ideas via Google Classroom and to create collaborative documents via Google Docs, etc.

It is a goal of Stage 2 teachers to have all students literate in Google Suite by the end of the Stage, so that they are ready for Stage 3, but we are struggling to develop these skills with only 14 laptops for the whole stage. We propose 30 -45 more laptops to meet our needs.

In 2019 it is a goal for all our classrooms to be implementing STEM education. We need equity in resources if that is to become a reality. Currently we have a 28 stage iPads and 20 STEM iPads. We propose that we resource Stage 2 classes with the same level of iPads as the STEM classes equating to 120 across the Stage. Approx 70-75 new iPads required

3. If your idea is related to a School building, explain how it fits with the School's Masterplan (the Plan is on display near the School office, or available online on the P&C webpage).

N/A

4. Give an estimate of how much your idea will cost. *(A rough estimate is satisfactory, or if possible, actual quotes depending on the item. Please note that items exceeding \$5,000 would usually need a minimum of two independent quotes.)*

Initial quotes suggest the idea would cost \$52,984.80 (\$490.60 per device).

5. Give an estimate of how much time will be needed to develop/implement your idea. Is this a short, medium or long term project?

The idea could be implemented upon receipt of the computers. The devices are portable and could be easily transported to any new site.

6. Your contact details (*for requests for more information, etc.*)

Name: Mark Tipping

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Email: mark.tipping1@det.nsw.edu.au Telephone/mobile number: 0428763172



## Chatswood Primary School P&C Proposal Submission Form

1. Give a brief description of the idea or project you are proposing. *(You may include sketches or a brochure, if they are applicable and would help.)*

Kindergarten would like to request the purchase of 10 iPads with charging port, 5 laptops with mice and 32 sets of headphones.

2. Explain why this idea or project is needed, and/or what benefits it will provide to students and the School.

Currently Kindergarten are sharing our iPads between classes. This means that students are only able to access some of the available technologies every second week, including our newly purchased Osmo and Bluebots which connect to iPads. The purchase of 10 more iPads would allow each class to have 5 iPads to use in small groups to assist in the teaching of literacy, mathematics and STEM.

The purchase of 5 laptops would allow each class to have access to 4 laptops. One of our end of year expectations for Kindergarten is that they should be able to log in and out of school computers with minimal assistance. In order for teachers to help their students achieve this expectation they should have regular access to a computer. One of the key ways that we teach technology is through our daily literacy rotations. Students are often in groups of four during these rotations so it would be ideal for each class to have four laptops to access during this time.

As our iPads and laptops are often used during times when the classroom is busy and noisy we would like 4 sets of headphones per class to help students focus on the task they have been set.

3. If your idea is related to a School building, explain how it fits with the School's Masterplan (the Plan is on display near the School office, or available online on the P&C webpage).

N/A

4. Give an estimate of how much your idea will cost. *(A rough estimate is satisfactory, or if possible, actual quotes depending on the item. Please note that items exceeding \$5,000 would usually need a minimum of two independent quotes.)*

Initial quotes suggest the idea would cost \$7103.36 in total for all items.

5. Give an estimate of how much time will be needed to develop/implement your idea. Is this a short, medium or long term project?

The idea could be implemented upon receipt of the technology. These devices would allow us to implement an effective long term technology program for Kindergarten students.

6. Your contact details (*for requests for more information, etc.*)

Name: Jessica Ferguson \_\_\_\_\_

Email: Jessica.ferguson32@det.nsw.edu.au Telephone/mobile number: 0435710302



## Chatswood Primary School P&C Proposal Submission Form

1. Give a brief description of the idea or project you are proposing. *(You may include sketches or a brochure, if they are applicable and would help.)*

As the relieving AP of LOTE/ EAL/D, I would like to visit our Korea Sister School to gain insight into their language programs, exchange pedagogical expertise and investigate their use of STEM and technology within their curriculum.

2. Explain why this idea or project is needed, and/or what benefits it will provide to students and the School.

As a leader of EAL/D and LOTE, my role requires an in-depth professional knowledge and skills to cater and engage a multicultural school community with 89% NESB students.

This professional learning opportunity allows me to:

- Enhance my knowledge and ability to better align the LOTE/ EAL/D program with the strategic direction of 'Real World Connection'. Through exchanging pedagogy and language teaching practice with local teachers as a school leader and educator, I will be able to lead and implement learning programs that focus on cultural literacy, global knowledge, cross cultural communication skills and international networks. These skills have been identified as essential to future focus learners who will be looking at their future employment opportunities and life choices from a global perspective.
- Deepen my understanding of our multicultural educational community, as well as connect with the Korean sister school community through the in-country experience. Our school has developed such a strong tie with Korean culture, in areas such as the significant presence in the school population, our bilingual program and in our relationship with our sister schools, I believe the experience will improve my knowledge, skills and understanding of the Korean language and culture and enhance my connection and relationship to the wider school community;
- Develop and strengthen linkages between Chatswood Public School and our sister schools in China and Korea, as well as strengthening mutual understanding between us. As the leader of LOTE, I will use this experience to create more opportunities for partnership in teaching and learning by developing authentic and innovative programs with our sister schools in China. This will allow me to learn how to build connections with local teachers at sister school to discuss the possibility of pioneering these projects.

3. If your idea is related to a School building, explain how it fits with the School's Masterplan (the Plan is on display near the School office, or available online on the P&C webpage).

By observing future-focus classrooms and exchanging pedagogical expertise, I will gain insight in maximising use of space and technology in preparation for the new school building.

4. Give an estimate of how much your idea will cost. *(A rough estimate is satisfactory, or if possible, actual quotes depending on the item. Please note that items exceeding \$5,000 would usually need a minimum of two*

*independent quotes.)*

Approximately \$3500 for airfare and accommodation for a week's visit.

5. Give an estimate of how much time will be needed to develop/implement your idea. Is this a short, medium or long term project?

This professional development opportunity will benefit students in the long term, through inserving of teachers in the EAL/D and LOTE team and other staff upon return.

6. Your contact details (*for requests for more information, etc.*)

Name: Olivia Maginnis

Olivia.ho3@det.nsw.edu.au Telephone/mobile number: 0410689331



# Chatswood Public School Parents and Citizens Association

## By-laws – Proposed amendments

The following rules are made under the constitution of *Chatswood Public School Parents and Citizens Association*.

### 1. Definitions

Terms defined in the Constitution have the same meaning in these By-laws. In addition, the following definitions apply (listed alphabetically).

"Association" means the Chatswood Public School Parents and Citizens Association.

"Convenor" means the elected leader of an authorised sub-committee.

"Constitution" means the constitution of *Chatswood Public School Parents and Citizens Association*, prescribed under section 117 of the Education Reform Act 1990.

"Executive Committee" or "Executive" means members of the Association holding the following elected positions: President, two Vice-Presidents, Treasurer, and Secretary, and up to six (6) financial members elected to join the Committee.

"Federation" and "P&C Federation" means the Federation of Parents and Citizens Associations of New South Wales.

"Member" and "Membership" mean a member of or membership of the Association.

"Prespecified School Allocation" means a minimum annual allocation of funds made by the Association to the School for prespecified items.

"Proposal" means a formal proposal for expenditure by the Association, including an explanation of costs and benefits, to be discussed at a meeting.

"School" means Chatswood Public School.

"Voluntary Contribution" means an annual donation made by the parents and guardians of pupils at the School, collected by the School on behalf of the Association.

## 2. Aims

The Aims of the Association are mandated in the Constitution.

## 3. Executive Committee

The Executive Committee (as defined in the Constitution) will oversee implementation of the decisions of the Association, and be accountable for the allocation and expenditure of Association funds.

Meetings of the Executive Committee will be held as required, upon notice issued by the **President** or **Secretary**.

No person will serve more than three consecutive years in the same Executive position unless there is no other nominee and the additional term is approved by the Association.

## 4. Sub-committees

The Association will operate a Canteen and Uniform Shop as business units within the School, each supported by a sub-committee. Each of these sub-committees will be assigned a Convenor and Sub-committee Treasurer, which are elected positions filled (at the AGM or as a casual vacancy as needed) as per the Constitution. The Convenors and Sub-committee Treasurers will have delegated authority to guide and oversee the operations of the assigned business units, including expenditure of funds required for normal running costs, and to prepare annual business unit budgets in consultation with the Executive. No person will serve more than three consecutive years in the same Convenor or Sub-committee Treasurer position unless there is no other nominee and the additional term is approved by the Association. Any funds raised by the business units are funds of the Association.

The Association may, by approving a Motion, establish other sub-committees or designated positions from time to time to carry out specific functions on its behalf.

Meetings of sub committees will be held as required, upon notice issued by the relevant sub-committee Convenor or leader. Minutes of these meetings will be available to the Association Secretary for circulation to the Executive. Sub-committees will report regularly at General Meetings of the Association and follow any directions received from the Association. The Association may dissolve a sub-committee at any time.

## 5. Members

Membership is described in the Constitution. The required annual subscription fee is a “gold coin”. Membership will remain current until the close of the first General Meeting in the following calendar year. Membership can be paid in advance for the following year at any Meeting (including the AGM) in November or December and will include membership for the remainder of the current year.

*Note that by the rules of the Constitution, Membership (and associated voting rights) take effect after the meeting at which the membership fee is deemed paid.*

The following entitlements within the Association are conferred by (and only by) Membership:

- nominate or stand as a candidate for an elected role within the Association
- request agenda items for consideration at a General Meeting, including Proposals for expenditure and other Motions
- vote at meetings, noting that voting by proxy is not allowed by the Association
- request (without contest) a Deferral of a vote on any Motion to approve expenditure in a General Meeting to the following Meeting, as long as the Motion has not previously been Deferred.

## 6. Expenditure of funds

All funds raised by, and on behalf of, the Association will be used to benefit the pupils of the School.

The **President**, in consultation with the **Treasurer**, will have discretionary power to approve expenditures of up to \$3,000 for either:

- contingency items, provided such items are in accordance with the aims of the Association
- over run of expenditure for items that have prior approval by the Association.

Such discretionary expenses must be itemised at the next Meeting.

A sub-committee may expend those monies necessary for normal running costs in relation to its function and as authorised by the Association.

Any other expenditure of Association funds must be approved via a Motion at a General Meeting or Annual General Meeting, in accordance with the Association’s standard operating guidelines.

Operation of the Association’s bank account will require the authority of two Executive Officers who have been designated as authorised persons and enabled by the bank. Any signatory to the Association’s bank accounts will have authority to view and operate Association bank accounts. The Association will maintain a minimum of three signatories on each bank account at all times. The Executive Officers may delegate authority to operate sub-committee bank accounts to Convenors and Sub-committee Treasurers. The Executive Officers remain accountable for the Association’s bank accounts.

## 7. Financial year and budget

The financial year of the Association will close on 30 September each year.

At least two of the Executive Officers of the Association must hold a budget planning meeting with senior School representatives in Term 3 each year to discuss major proposed expenditures of Association funds in the following year, including the Prespecified School Allocation.

The Executive Committee will be responsible for preparing an annual budget for the Association, to be presented for approval at the AGM (unless unforeseen circumstances arise). The budget will include estimated income and expenditure for the Association as a whole, and separately for the two business units (Canteen and Uniform Shop).

The sub-committees of the Association's two business units must submit a draft budget to the Executive Committee three (3) weeks prior to the AGM. These budgets will form the basis for determining each business unit's normal running costs and projected profits, and will identify any planned major expenditures for the coming year. A sub-committee's annual budget may be modified and approved at a subsequent General Meeting.

In association with preparing the draft annual budget, the Executive Committee is responsible for reviewing and recommending to members:

- (a) the proposed annual Association membership fee
- (b) the proposed Voluntary Contribution rate per pupil
- (c) the proposed annual Prespecified School Allocation
- (d) planned major expenditures on capital works and other school improvements.

The Voluntary Contribution rate should be increased each year, as a minimum, by a proportion equivalent to the Consumer Price Index (CPI). The Prespecified School Allocation amount will be determined annually by the Association, giving due consideration to other major planned expenditures.

The Association's annual subscription ("membership fee") is one dollar unless adjusted by an approved Motion at an AGM.

## **8. Annual General Meeting (AGM)**

The AGM of the Association will be held once each year, by default on the fourth Tuesday of November commencing at 7:30pm unless rescheduled by a Motion approved at a prior General Meeting.

The **Secretary** will prepare the agenda, in consultation with the Executive Committee and in accordance with the Association's standard operating guidelines, to be published at least five (5) days prior to the meeting. The AGM is open to all members, school staff and guests.

Other persons who are non-Members may attend the Association's AGM as silent observers. It is not appropriate for children to attend the AGM.

## 9. General Meetings

A General Meeting of the Association will be held by default on the fourth Tuesday of each month, commencing at 7:30pm, except any of:

- in the same week as the AGM
- in the first week of a school term
- when cancelled or rescheduled via a Motion approved at a General Meeting or AGM

*(Note that the Constitution requires at least one General Meeting per school term.)*

The **Secretary** will prepare an agenda for each General Meeting, in consultation with the Executive Committee and in accordance with the Association's standard operating guidelines, to be published at least five (5) days prior to the meeting. General Meetings are open to all Members, school staff and guests. Members will conduct themselves appropriately at all meetings.

Other persons who are non-Members may attend the Association's General Meetings as silent observers. It is not appropriate for children to attend General Meetings.

## 10. Motions

Motions may be proposed in accordance with the Association's standard operating guidelines.

Any Member of the Association may submit a **Motion** to be included on the agenda of an upcoming meeting (AGM or General Meeting). Any Member may propose one (1) ad-hoc Motion within any General Meeting.

Any Member may request (without contest) a Deferral of a vote on any Motion to approve expenditure in a General Meeting to the following Meeting, as long as the Motion has not previously been Deferred.

All Members are entitled to vote on Motions and Ballots in person at Meetings. Voting by proxy is not allowed by the Association.

## 11. Quorum

The quorum at an AGM or a General Meeting will be five (5) members if the number of financial members of the Association is less than 50, and eleven (11) if 50 or more financial members. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time, the **Secretary** will call a further meeting. In the absence of the **Secretary**, the remaining members of the Executive or any five (5) members of the Association may call a meeting that is required, giving due notice of the business proposed for the meeting to the school community.

## 12. Amendment of By-laws

These By-laws will be reviewed by the Executive Committee at a minimum every two years to ensure currency. Proposed amendments will be submitted as a Motion (see By-law #10 above) for discussion and approval by members at a subsequent meeting.

# Chatswood Public School Parents and Citizens Association

## Proposed changes to by-laws

### May 2019

#### Significant adjustments:

**a) Motions.** (*Sections 5, 6, 10.*) The proposed By-laws simplify the rules of Motions. The old By-laws and Operating Guidelines had a four-step process of (1) Proposal (2) must be a published Agenda item (3) Motion On Notice at one meeting becoming (4) Motion to be voted at the following meeting. This was to ensure that Motions of significant impact were not hastily raised and voted in a single meeting without due publicity or consideration.

That system is now replaced by a much simpler process. Any ideas for Motions of expenditure are still vastly preferred via a Proposal (as we have been doing in the past) with inclusion in the advertised Agenda before each Meeting. However under proposed new By-laws:

- Motions can be raised, discussed, and voted within a Meeting... enabling agility regarding routine and urgent matters, BUT
- \*Any\* Member can request (without contest, ie they do not have to justify or explain) that voting any given Motion be deferred to the following Meeting. This means that if any Member at all has any concerns at all, eg that an interested person should be brought into the discussion or that more research is needed, voting \*will\* be postponed. This grants the Association continued protection against undue haste.

**b) Meeting dates.** (*Sections 8 and 9.*) The By-laws used to stipulate our meeting dates precisely, making it hard to accommodate eg timetable clashes with major school events. The proposed By-laws:

- make the stipulated meeting dates "by default" only
- allow simple Motions to change or cancel meeting dates
- by default, no General Meeting in the first week of a term (due to the difficulty of preparing required notice and agenda by the end of the previous term). Note that by happenstance this gives us two P&C meetings each term plus one AGM.

#### Other adjustments:

**c) Removal of duplication.** Throughout, various places in the By-laws merely repeated clauses of the Constitution, in some cases with slight or erroneous differences. The Constitution always overrides the By-laws. These duplications have generally been removed.

**d) Elected positions** (*sections 3 and 4*). The By-laws used to state "No person will serve more than three consecutive years in the same ... position unless approved by the Association" which has given rise to the oddity of passing a Motion for someone to nominate plus a Ballot (or Motion) to approve their appointment. To clarify the intention, the proposed By-laws state: "No person will serve more than three consecutive years in the same ... position unless there is no other nominee and the additional term is approved by the Association." Note this means that an incumbent cannot stand for a fourth term in a position if an alternative person is nominated.

**e) Sub-committees** (*Section 4*) will no longer specifically stipulate a "Strategic Planning Sub-committee" (for major capital works) but the proposed changes allow that generally the P&C Association may establish (and dissolve) sub-committees over time. The existence of a Canteen and Uniform Shop are still explicitly stipulated in the new By-laws.

**f) Members** (*Section 5*) now defers primarily to the Constitution for most of the rules of Membership. However Section 5 now closes a technical gap of "no members" at the first Meeting each year by clearly delineating the duration of annual membership as lasting to the end of the first General Meeting of the following year. The section now also explicitly lists the rights of Members.

**g) Expenditure of funds.** (*Section 6*) used to stipulate that "Proposals for expenditure on items exceeding \$5000 should usually include a minimum of two independent quotes". This is a good principle, but the word "usually" makes it not a "rule". Additionally it's not always possible to find two quotes. As such, it's not suitable for By-laws because it's not practically enforceable. The principle is instead retained in our "Standard Operating Guidelines".

**h) Expenditure of funds** (*Section 6*) also includes limits on the amount the President jointly with Treasurer can commit on behalf of the Association for "contingency items". The proposed changes update the value, as several years have gone by since the value was last set, and simplify the rules to a single \$3,000 limit. The proposed changes now also stipulate that all such discretionary expenses must be itemised to the Association at the next Meeting.

**i) Financial year and budget** (*Section 7*) the proposed by-laws move the Budget presentation (officially) to the AGM, in line with what has actually been happening.

# **Chatswood Public School Parents and Citizens' Association**

## **Standard Operating Guidelines – Proposed amendments**

Chatswood Public School Parents and Citizens' Association (the Association) has developed these Standard Operating Guidelines (SOGs) to ensure transparency and due process in its decision-making and expenditure of funds. The SOGs are intended to guide the Association in its operations during the Annual General Meeting and other General Meetings.

The SOGs should be read in conjunction with related documents such as the Association's Constitution and By-laws. These Guidelines are intended as a general guide; variations in procedures may occur from time to time due to given circumstances. Nonetheless, the principles of transparency and due process should be maintained.

### **1. Definitions**

The definitions listed in the Chatswood Public School Parents and Citizens Association By-laws apply in this document.

### **2. Annual General Meetings**

The primary purpose of the Association's Annual General Meeting (AGM) is specified in the Constitution.



The order of business at the AGM will generally be:

- President's Welcome and Acknowledgement of Country
- Attendees & Apologies
- Declarations of Conflicts of Interest
- Confirmation of the minutes of the previous AGM. Note: the only permissible discussion on the motion for confirmation of minutes will be the accuracy of reporting. Objections on this score must be moved, seconded and voted upon.
- Principal's report
- Correspondence
- Presentation of the audited financial statements for the preceding year (including Canteen and Uniform Shop reports)
- Motion to adopt the financial reports
- Motion of Appointment of Auditor
- Presentation of draft budget
- Motion to adopt the draft budget
- Presentation of the President's Annual Report
- Presentation of other sub-committee reports
- Election of Executive Officers, sub-committee convenors and treasurers, and any other appointments
- Other business
- Close

If an Executive, Convenor, Sub-committee Treasurer or other nominated position is vacant following an AGM, a person may be elected to that position at a subsequent General Meeting of the Association.

### **3. General Meetings**

As a guide, General Meetings may include most or all of the following agenda items (the order may vary):

- President's Welcome and Acknowledgement of Country
- Attendees & Apologies
- Declarations of Conflicts of Interest
- Report from the President
- Guest Speaker/s (if any)
- Correspondence
- Confirmation of the minutes of the previous General Meeting
- Report from the Principal
- Matters arising from the minutes / Outstanding items
- New items (including new Proposals and Motions)
- General business
- Report from the Treasurer (including progress to date of actual expenditure against budget)
- Motion to approve expenses arising in the Treasurer's report
- Reports from sub-committees (budget update once per term)
- Close

Reports should be brief and highlight noteworthy issues such as major operational or funding items. Unfinished business on notice at the previous meeting can be dealt with as 'Matters arising from the minutes'.

#### **4. Requesting agenda items**

Members of the Association may request agenda items for discussion at the Annual General Meeting or a General Meeting. Agenda items generally are one of three types:

- an item seeking or providing information
- a proposal to undertake exploratory work or initial investigations on behalf of the Association (that does not involve expenditure of Association funds)
- a proposal to undertake works that involve expenditure of Association funds.

A member wishing to request an agenda item should contact the P&C President or Secretary no later than seven (7) days prior to the scheduled meeting, so that the item may be considered. It is expected that the member requesting the item will normally attend the meeting to speak to that item.

An agenda item seeking or providing information usually does not include a motion. A proposal to undertake work (whether involving expenditure of funds or not) should be submitted in writing according to the guidelines below, and should include a proposed motion. A member of the Executive Committee can assist members with these processes.

#### **5. Submitting a Proposal to the P&C**

Each year, the P&C receives and considers numerous ideas and requests from parents, the school and occasionally, from the student body. Ideas and requests should be submitted to the P&C in the form of a brief proposal. Having an initial discussion with an Executive Officer is often helpful.

##### *Preparing a proposal*

The same process applies to all ideas and requests, whether small, medium or large, or short term or long term. A proposal is usually not a lengthy document (it may be less than 1 page). A proposal can be completed using the P&C Proposal Template. A proposal needs to answer the following questions:

- a) What is needed?  
(A brief description of the idea or project, or sketches, or even brochures)
- b) Why is it needed?  
(Details of why this is needed and what benefits it will provide to students and the School. If it is related to School buildings, how does it fit with the School's Masterplan?)
- c) How much will it cost?  
A rough estimate, or if possible actual quotes depending on the item. Items exceeding \$5,000 would usually need a minimum of two independent quotes, and may include two or more funding options (e.g., cheaper and more expensive options)
- d) Timeframe?  
(How long will it take to develop/implement? An estimate is sufficient. Is this a short, medium or long term project?)
- e) Contact details

(Name and contact details (phone and email) of the person submitting the proposal (the proposal Sponsor) who can be contacted for more information)

Proposals should be submitted to the Association President or Secretary. If additional information is needed, this will be requested in the first instance by the Secretary. The person submitting the idea or request needs to be prepared to sponsor that idea, gather relevant information and/or quotes (where funds are involved), and then help in some way with the implementation of the idea if it is approved. A member of the Executive Committee may be able to assist.

#### *What happens to a proposal?*

All proposals will be reviewed by the Executive Committee for completeness and relevance to the aims of the Association. Proposals may also be referred to a relevant sub-committee for consideration and comment. The Executive may then liaise with the proposal sponsor for further information/next steps, or may recommend that the Proposal and associated Motion (see below) be placed on the agenda for the next General Meeting of the Association for broader discussion (see Item 6 below, Motions).

## **6. Motions**

Any member of the Association may submit a **Motion** to be included on the agenda of an upcoming meeting (AGM or General Meeting).

A Motion, however arising, should include exact wording. Any Motion for a Proposal or expenditure should include specific dollar amounts as to the limit of approved expense. The Motion should be submitted to the **Secretary** or **President** at least seven (7) days prior to the date of the meeting at which the Motion is to be considered and debated, and will be included on the meeting's agenda. At the meeting:

1. The Member who submits the Motion on notice will read its text, as stated in the agenda.
2. The Member will then make his or her arguments in support of the Motion.
3. Any Member (including the Member submitting the Motion) who perceives any conflict of interest with respect to the Motion, either for themselves or anyone present, should declare it.
4. The Members at the meeting will discuss the Motion freely.
5. Following discussions, one of three things may happen...
  - The Member submitting the Motion agrees further development or a significant rewording of the Motion text is required. The Motion (in its current state) is withdrawn pending re-submission as a new Motion at a later meeting.  
OR
  - Any Member at the meeting may request voting on the Motion be deferred to the following meeting. Such deferral may only be requested once for a given Motion text. The Member requesting deferral is not required to state reasons.  
OR
  - The Motion is "moved", usually by the original Member submitting it.

A member who has submitted a Motion may withdraw it at any time before it is moved at the meeting.

A motion may also be submitted at a General Meeting under "General business". However where possible a submitted proposal as a pre-published agenda item is preferred.

## **7. Conflict of Interest**

Members of the Association, including those holding leadership positions, must be aware of and declare any conflicts of interest, including actual, potential or perceived conflicts of interest. In general, a conflict of interest occurs when there is a conflict between a member's duty to the Association and their private interests. For example, a member may submit a proposal for landscaping work at the school, including a quote for the work from the member's brother's landscaping company.

Any member with a conflict of interest that may affect their duty to the Association should declare that conflict at the earliest time either to the Executive or at a meeting of the Association.

### **8. Review and updating of these Guidelines**

These Standard Operating Guidelines may be reviewed by the Executive Committee from time to time, and changes made by the Committee to ensure they reflect the relevant processes and operations of the Association.

# Chatswood Public School

## Parents and Citizens' Association

### Prescribed Constitution for Incorporated Associations

Section 117 of the Education Reform Act 1990 requires that the prescribed constitution for P&C Associations incorporated under the Federation of Parents and Citizens' Associations of New South Wales Incorporation (Amendment) Act 1991, be published by the Minister in the Education Gazette.

This prescribed constitution is as follows:

#### 1) Name

This body shall be known as the ***Chatswood Public School Parents and Citizens' Association***, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

#### 2) Object and Functions

The objects and functions of this Association shall be those set out in Section 116 of the Education Act 1990 which include:

##### (i) The objects:

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

##### (ii) The functions:

- (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
- (b) to assist and co-operate with the teaching staff in public functions associated with the school;
- (c) to be responsible for the election of parent representatives to any School Council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training; and
- (d) to assist in any matters in which the Minister may seek the co-operation of the Association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).

### **3) School Staff**

The Association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the Association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the Association and all its committees.

### **4) Membership**

Membership will be open to all parents and guardians of pupils attending the school and to all citizens within the school community. The Association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the Association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the Association.

### **5) Office-Bearers**

(a) The Executive Committee, which shall be constituted of the Officers of the Association and up to six other members, shall carry out the decisions of the Association. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the Association. A member of the Executive Committee may be removed from office by resolution of the Association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.

(b) The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.

(c) The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.

(d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc, to the incoming Secretary.

(e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting, present all records for auditing each year, and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the Association may receive any monies, issue receipts and either deposit the monies in an Association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

## **6) Casual Vacancies**

Any casual vacancy on the Executive shall be filled by a ballot of the members of the Association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the Association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfill the functions of the position.

## **7) Annual General Meeting**

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination and, where necessary, by ballot of members. All nominees shall be members of the Association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an Office-Bearer of the Association shall be appointed. The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of Association auditor. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an Officer of the Association.

## **8) General Meetings**

A general meeting shall be held at least once during each school term.

## **9) Special Meetings**

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

## **10) Quorum**

Where the Association has a current membership of 50 or more, the quorum at all meetings of that Association shall be 11 members. Where the Association has a current membership of less than 50, the quorum shall be set according to the rules of that Association but shall not be less than five.

## **11) Liability**

(a) A member or Officer of the Association is not, by reason only of being such a member or Officer, liable 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.

(b) The Association must effect and maintain approved public liability insurance, unless the Association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance which an Association incorporated under the Associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

## **12) Subscriptions**

The annual subscription shall be set by the rules but shall not be less than 50 cents.

## **13) Subcommittees**

The Association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the Association and follow any directions received from the Association. The Association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the Association.

## **14) Dissolution**

(a) The Association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.

(b) The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.

(c) Where the Association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the Association. In particular, where the Association maintains a deductible gift fund (such as a school building fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the Association. Any records given to a kindred organisation will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the Association, and only after the books of account have been audited as provided under Clause 16. If the Association is registered for GST, dissolution shall not be finalized until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the Association's Business Activity Statement.



(d) Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

### **15) Rule-Making Power**

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the Association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the Association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

### **16) Accounts**

The funds of the Association shall be banked in the name of the Association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more Officers of the Association delegated in that behalf by the Association. No commitment shall be entered into for the expenditure of Association funds, except by resolution of a meeting of the Association. The Association must make such financial reports about its affairs (including annual reports of its auditors) as are required by its rules or by the Minister for Education and Training.