

## **TINONEE PUBLIC SCHOOL P&C Association Inc. Canteen Sub-committee Rules**

### **1. Name**

The committee shall be known as the Tinonee Public School P&C Association Canteen Sub-committee.

### **2. Aims**

- (a) To provide a balanced and nutritious food service to children of the school at a reasonable cost.
- (b) To maintain standards of health care in relation to the preparation, supply and service of food at the canteen.
- (c) To provide a service to the school community.
- (d) To support the school in its health education program.

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

The committee shall consist of six (6) members elected annually at the annual general meeting of the P&C Association. Membership will consist of: a Canteen Convenor/Chair, a Canteen Scribe/Minute Taker, a representative of the Treasurer (this can be the Treasurer him/herself) and three (3) other members of the P&C Association. Both the Principal and P&C President shall be members ex-officio of the committee. The Principal is ultimately responsible for the canteen, its operations, and any risks associated with those operations.

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

- (a) The committee shall organise and manage the full administration of the canteen. However, the committee shall be responsible in all its actions to the P&C association which shall have the right to reorganise, disband or close the committee, such decisions to be supported by 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 six (6) financial members of the P&C Association. Further, such notice shall be communicated to all members at least seven (7) days in advance of the general or special meeting.
- (b) The committee shall present a report to each general meeting of the P&C Association.
- (c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for presentation to each general meeting of the association.

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

- (a) The committee shall meet at least once a month during school term time.
- (b) The quorum for all meetings shall be five (5) members

# **TINONEE PUBLIC SCHOOL P&C Association Inc. Canteen Sub-committee Rules**

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- (c) A special meeting may be summoned by the Canteen Convenor/Chair on a written request signed by at least two (2) members of the committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the committee.

## **6. Funds**

- (a) All money received by the committee shall be deposited in an account in the name of the Tinonee P&C Association.
- (b) All accounts are to be paid by cheque. Cheques are to be signed by any two (2) of the Tinonee P&C president, treasurer or secretary. All income received by the Canteen shall be given to:
  - (i) Canteen maintenance and replacement of stock or equipment.
  - (ii) The purchase of additional equipment for the efficient running of the Canteen.
  - (iii) The provision of wages, superannuation and/or long service leave, as may be required.
  - (iv) The general funds of the Tinonee P&C Association
- (c) Capital purchases exceeding \$500 must secure prior approval from the P&C Association or its Executive Committee.

## **7. Canteen operation rules**

- (a) A stock-take shall be undertaken at the end of each term.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen body shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with the mandatory guidelines developed under the NSW Healthy School Canteen Strategy. All P&C run canteens must adhere to these guidelines from the beginning of Term 1, 2004. Updated information will be available through the P&C Federation Journal, the P&C Federation term newsletter and their website.

## **8. Employees**

- (a) The Tinonee P&C Association may appoint and employ a canteen manager and other necessary staff and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements as it thinks fit, provided that the Shop Employees (State) Award is adhered to.
- (b) The canteen manager shall be responsible to the committee for the proper conduct of the canteen.

# **TINONEE PUBLIC SCHOOL P&C Association Inc. Canteen Sub-committee Rules**

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- (c) The committee shall ensure that the Tinonee Public School P&C Association (parent body) has obtained workers compensation insurance to cover all employees and public liability insurance. The premium payable on any such policy or policies shall be charged to the canteen funds.

## **9. Audit**

The accounts of the Canteen committee shall be audited annually as part of the audit of the Tinonee P & C Association accounts.

## **10. Alterations**

No alterations shall be made to these rules except at a general or special meeting of the association.

The Tinonee Public School P&C Association Inc. Canteen Sub-committee Rules: Initial adoption by Tinonee Public School P&C Association Inc. in 2013.