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## 2023 AGM – TREASURER’S REPORT

I am thrilled to report that PnC exceeded its fundraising target, and it is with great pleasure to share some of our very successful milestone fundraising events.

Firstly, our fence advertising campaign generated a total revenue of \$11,246. This is an excellent result and would not have been possible without the support of the local businesses who have generously contributed to our fundraising efforts. We have 12 signs across the school, sponsored by 8 local businesses- 4 new businesses onboarded compared to 2021.

Secondly, our Disco was a huge success, raising a total \$8,612 in sales. This was an incredibly fun and enjoyable event, and special thanks to all those who attended and supported it.

Thirdly, our Mother’s and Father’s Day stalls were also very successful, generating a shared revenue of \$11,500. This was a fantastic result, and we are grateful to all those who supported this event.

Fourthly, our numerous BBQ sausage sizzles were a hit, raising a total of \$4,185.

Lastly, our Container 4 Change fundraising initiative raised \$2,718 last year. This was an innovative and unique fundraising idea that we will continue to run yearly.

Congratulations and well done to the executive team, members, volunteers, and school families for a great fundraising effort, enabling the PnC to delivery some very exciting, fun and memorable events.

Tabled at the 2023 Annual General Meeting are the audited financial statements for 2022, conducted by Graeme Whyte- Principal Auditor of Metro Audit Services in Cleveland. The Financial Statements have been certified by the auditor as being true and correct without qualification.

The P&C bank accounts as at **31/12/2022** were:

### 2022 CASH POSITION

Main Account	\$104,972.00
Debit Card Account	\$ 595.00
<b>TOTAL</b>	<b>\$105,567.00</b>

### 2022 BALANCE SHEET

Cash on hand	\$105,627.00
Assets	\$ 20,333.00
Total Assets	\$125,960.00
Liabilities	\$ 0.00
<b>NET ASSETS</b>	<b>\$125,960.00</b>

### 2022 PROFIT AND LOSS

Total Income	\$86,948.00
Less Total Expenditure	\$70,773.00
<b>NET PROFIT/(LOSS)</b>	<b>\$16,175.00</b>

### Treasurer's Notes

- In 2022, the P&C achieved approximately \$57,067 income comprising from all P&C operations and fundraising events. Total income, including grants was approximately \$87,000.
- Cash on hand increased from \$90,236 in 2021 to \$105,627 in 2022.
- Net asset increased from \$109,785 in 2021 to \$125,960.00 in 2022
- Net Profit decreased from in 2021 to \$16,175 in 2022 largely due to payments made to the softfall project acquittal in July 2022 for \$34,914, and a total of \$4,786 attributed towards various planning and consultation costs for the Connection Corridor project.

### OTHER BUSINESS UNIT PROFIT AND LOSS

#### 2ndhand Uniform Shop

Total Income \$3,132.00  
Net Profit \$(737.00)

Net Loss Margin 23.5% (due to GM decision to pay out all consignment items sold at the end of each term)

#### Swim Club

Total Income \$1,110.00  
Net Profit \$ 289.00

Net Profit Margin of 26%. Swim Club concluded operation on 31/03/2022.

#### Fencing Advertising

Total Income \$11,246.00  
Net Profit \$11,246.00

Net Profit Margin of 100%

### FUNDRAISING AND GRANT ACTIVITIES

Total Income \$71,460.00

The fundraising activities undertaken in 2022 included:

- Berry Fundraiser
- BBQ fundraisers
- Christmas Raffle
- Commbank interest income
- Commission from Mt Cotton Newsagent
- Container for Change
- Disco
- Donations
- Easter Raffle
- Father's Day Stall and Raffle
- Grant income
- Homestyle Bake
- Krispy Kreme
- Mother's Day Stall and Raffle
- Ponytails School Ribbon

## BUDGET 2022

- Fundraising target of \$25,000 and Grants target of \$10,000.
- Launch Toilet Transformation Project campus wide.
- Commence the first physical implementation of Connection Corridor initiatives including the creek line revegetation, yarning circles, and pathway planting.
- Increase awareness and utilisation of the 2<sup>nd</sup> Hand Uniform shop, increasing donations and stock levels.
- Increase fence advertising revenue to cover operational expenses.

## REGULAR PAYMENT LIST

The companies (as listed below) are regular supplies to the P&C, motion to support payment of bills with expenses ratified at the following meetings.

- Coles
- Woolworths
- Commonwealth Bank
- Rafflelink
- Mt Cotton Road News
- Xero
- Officeworks
- Kmart
- P&C Qld
- Graeme Whyte – Metro Audit Services
- Scholastic Australia
- 2<sup>nd</sup> hand Uniform Consignments
- WIX (Website)
- ALDI mobile data plan
- Kaspersky
- Ventra IP (Domain)
- Connecting Up Incorporated (discount subscription)

## SPECIAL THANKS

As I step down from the treasurer role after three fulfilling years, I want to express my heartfelt gratitude to each and every one of you, but especially to the amazing executive team. It has been an honour to serve as the Treasurer of the PnC, and I am grateful for the trust and support you have shown me throughout these years. I am proud to have been part of this incredible team.

Working with all of you has been an amazing experience, and I have learned so much and see it as a privilege to have worked with the school on so many wonderful events and projects for our students.

Now that I'm focusing on my own personal project, I will continue to support the PnC and the school in any way I can. I will not be far away.... Once again, thank you for giving me this opportunity, and I wish you all the very best!

*Michelle Martin*

P&C Treasurer

**Capalaba State College P&C Association**

**Financial Statements  
For the year ended 31 December 2022**

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# Profit and Loss

## Capalaba State College P&C Association For the year ended 31 December 2022

2022

### Trading Income

2ndhand Uniform Sales	3,132
Christmas Raffle	1,894
Container for Change	2,718
Disco Sales	8,612
Father's Day Raffle	1,553
Father's Day Sales	5,963
Fence Advertising Sales	11,246
Interest Income	289
Krispy Kreme Fundraiser	3,836
Mother's Day Raffle	1,087
Mother's Day Sale	5,534
Other Fundraisers	733
P&C BBQ Fundraiser	4,185
Scholastic Book Club Sales	543
Scholastic Book Fair Sales	1,302
Swim Club - Canteen (Drinks)	193
Swim Club - Canteen (Hot food)	718
Swim Club - Canteen (Other food)	91
Swim Club - Memberships	60
Swim Club - Merchandise	48
<b>Total Trading Income</b>	<b>53,733</b>

### Gross Profit

53,733

### Other Income

Commission on Books	2,637
Donations	578
Sponsorship and Grants	30,000
<b>Total Other Income</b>	<b>33,215</b>

### Operating Expenses

2ndhand Uniform Consignments	3,816
Bank Fees	10
Consulting & Accounting	990
Container 4 Change	117
CSC Contribution/Donation	40,666
Entertainment	117
General Expenses	400
Insurance- P&C Qld Marsh Public Liability	3,093
Office Expenses	207
P&C BBQ	1,158
P&C Disco	4,664

	2022
P&C Father's Day	3,295
P&C Krispy Kreme Fundraiser	2,677
P&C Mother's Day	3,535
P&C Movie Night	279
P&C Swim Club Supplies	539
P&C Swim Consumables	267
Printing & Stationery	533
Scholastic Book Club	543
Scholastic Book Fair	1,292
SQ fee - BBQ	39
SQ fee- 2ndhand Uniform	53
SQ fee- Disco fees	123
SQ fee- Mothers Day	11
SQ fee- Swim Club	15
Subscriptions	925
Telephone & Internet	232
Training/Education	1,176
<b>Total Operating Expenses</b>	<b>70,773</b>
<b>Net Profit</b>	<b>16,175</b>

**Capalaba State College P&C Assn**  
**Balance Sheet as at 31 December 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Assets</b>		
Current Assets		
Visa Debit Card	595	-
General Account	104,972	74,203
Stock - General	1,290	401
Stock - Swim Club	4,200	4,898
Stock - Secondhand Uniforms	3,685	4,631
Stock - Miscellaneous	3,725	3,371
Swim Club Bank Account	-	15,883
Cash Float	60	150
Trade Debtors	1,804	619
Equipment	5,629	5,629
	125,960	109,785
<b>Total Assets</b>	125,960	109,785
<b>Members' Funds</b>		
Funds at 1 January 2022	109,785	62,379
Operating Surplus	16,175	47,406
<b>Total Members' Funds</b>	125,960	109,785



## CERTIFICATE OF THE PRESIDENT, SECRETARY AND TREASURER

We have prepared the foregoing annual financial statements for the year ended 31 December 2022 pursuant to the provisions of the Financial Accountability Act 2009 and the Accounting Manual for Parents and Citizens' Associations and certify that -

1. the financial statements are in agreement with the accounts and records of the Capalaba State College School Parent and Citizens Association; and
2. in our opinion -
  - the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
  - the statements have been drawn up so as to present a true and fair view: on a basis consistent with that applied in the financial year last preceding, of the transactions of the association for the financial year to which they relate and, where they show the financial position as at the close of that year, of that financial position.



(signature)  
President



(signature)  
Secretary



(signature)  
Treasurer

## INDEPENDENT AUDIT REPORT 2022

### TO THE MEMBERS OF THE CAPALABA STATE COLLEGE PARENTS AND CITIZENS' ASSOCIATION

#### **PURPOSE AND SCOPE**

The Capalaba State College Parents and Citizens' Association was established pursuant to the *Education (General Provisions) Act 2006*. The association's function is to promote the interests of the state school and benefit all students at the school.

The financial statements have been prepared in accordance with the requirements prescribed by:

- the *Education (General Provisions) Act 2006*;
- Section 62 of the *Financial Accountability Act 2009*, with the exception that the statements are to be submitted to the appointed auditor;
- the *Accounting Manual for Parents and Citizens' Associations*

The statements have been prepared so as to provide a full disclosure of the financial operations of all of the association's activities during the financial year and the general state of affairs at the end of that period.

The attached financial reports of the Capalaba State College Parents and Citizens' Association and sub committees have been audited. While Parent and Citizens Association are exempted from certain provisions of the *Financial Accountability Act, 2009* other areas of that legislation as expanded in the department issued *Accounting for Parent and Citizens' Associations - A Financial Management Practice Manual* are deemed to be mandatory. The Executive of the association is responsible for determining the accounting policies of the association, the preparation of the annual financial returns of the association and the submissions of those returns to the Education Department in terms of the *Education (General Provisions) Act 2006*. The accounting policies adopted by the association meet the requirements of the *Accounting for Parents and Citizens' Associations - A Financial Management Practice Manual*.

The financial reports and statements have been prepared for distribution to members of the association to meet the requirements of the constitution of the association and the provisions of the *Education (General Provisions)* and for no other purpose.

Our audit has been conducted in accordance with Australian Auditing Standards Procedures included examination on a test basis of documents and disclosures

supporting the financial report with a view to forming an opinion that the financial reports present the financial position of the association.

## **STATEMENT OF ACCOUNTING PRINCIPLES**

Significant accounting principles applied to the annual financial statements .

1. Basis of accounting
2. The foregoing financial statements have been prepared on a cash accounting basis consistent with that which applied in the previous year .
3. Stock on hand
4. All stocks are valued at cost.
5. Fixed assets Items of plant and equipment, amenities and facilities when purchased from Parent and Citizen Association funds immediately become the property of the Corporation of the Minister for Education, and, as such, are listed on the Education Queensland Equipment Register
6. Contingent assets/liabilities There were no known contingent assets/liabilities of a significant nature at 31 December 2022. -

## **QUALIFICATION**

As is common for organizations of this type it is not practicable to exercise internal control mechanisms that would establish control over receipting processes prior to the initial entry into the accounting record of the association nor does this type of organization maintain records over amounts owed to the association. My audit has been conducted limiting my examination to the amounts recorded on the accounting records.

## **AUDIT CERTIFICATION**

We have examined the accounts of the Capalaba State College Parents and Citizens' Association and sub committees and certify that, in our opinion:

1. The attached financial statements of the Parents and Citizens' Association Fund established under the *Education (General Provisions) Act 2006* are in agreement with the accounts and are in the required form.
2. The prescribed requirements in respect of the keeping of accounts by the Association have been complied with, in all material respects
3. The statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the preceding year of the transactions for the financial year and the financial position as at the close of the year.



Graeme Whyte  
DIRECTOR  
27 February 2023

## Parents & Citizens Association Compliance Report for the Financial Year 20xx 2022

The P&C Compliance Report provides assurance there was adequate control over the financial operations of the P&C Association for the reporting year.

The Report has two parts and should be completed by the Executive Committee and presented at the AGM.

All questions in Part A must be answered with a Yes, No or N/A. A comment must be provided in Part B for any questions you have answered with a "No" response. N/A should only be used if the questions were not relevant to your P&C.

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
1	Financial approvals were obtained for all purchases or orders placed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Principal approved all contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Suppliers were selected based on best value for money e.g. better quality, lower cost etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	No conflict of interest with selected suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Stock takes undertaken on a regular basis ensuring stock records agreed with physical stock count. Any discrepancies were investigated and actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Stock levels monitored to ensure no under or over stocking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Suppliers paid on time unless there were disputes with the orders or invoices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All disputes with suppliers were resolved or settled.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Two independent people handled collecting and counting of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Two cheque signatories signed cheques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Cash received banked on a daily basis. For cash received outside the bank operating hours, the cash was stored in a safety deposit box/locker/cabinet and deposited as soon as the bank was open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Two bank account signatories approved and processed all electronic transfers of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Confidential information (e.g. bank account balance) not disclosed or released inappropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
14	All financial reconciliations and statements were prepared on a monthly basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Cash balances were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> <li>• Cash was available to make payments.</li> <li>• Surplus cash from sub-committee account/s transferred to the P&amp;C main account.</li> <li>• A reasonable amount of funds used or reserved to replace assets and stock.</li> <li>• Any excess funds used to benefit students directly or donated to the school for delivering educational outcomes.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Financial performance of the P&C trading activities were reviewed and monitored regularly ensuring: <ul style="list-style-type: none"> <li>• Items sold provide value for money.</li> <li>• Surplus funds used to replace assets and stock.</li> <li>• Income was sufficient to cover all costs.</li> <li>• Comparisons with prior year performance completed to identify any significant differences (increase/decrease in profit).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Fundraising activities were planned ahead ensuring the activities generated enough funds to make the effort worthwhile and provided a reasonable return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	All fundraising events undertaken in the year were appropriately processed, accounted for and recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	All transactions were GST compliant.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Financial statements were presented at the P&C meetings as per the reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	ATO reporting requirements were lodged and completed within reportable timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22	All meeting minutes outlining all official decisions were appropriately recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	All complaints were recorded and addressed appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	All financial records were maintained according to the record retention policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	All staff/s were recruited on a merit basis and there was no conflict of interest when employed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26	Unethical behaviour, misconduct or fraud, was reported, disclosed and dealt with appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Capalaba State College P&C Association

### President's Annual Report 22/03/2023

Good evening. It is a privilege to be presenting the President's report to you all on the P&C's progress from March 2022 to March 2023. This year has been one of great achievements for our P&C where we were able to build on our success of the previous year and also overcome some of the challenges making significant progress towards our fundraising and improvement goals.

As I reflect on the past year, I am reminded of the amazing people that make up our P&C and the positive impact that we are making on our children's schooling experience. This is my second year presenting the P&C president's report. I am also proud to have been a part of this wonderful community coming into now my seventh year as a P&C member.

In 2022, we focused on achieving our major initiatives, including activities from Connection Corridor project, the Mural & Artwork project, the Soft-fall playground works, and the additional chilled water bubbler to Junior Campus. These projects have had a tangible impact on our school community and have made a significant difference in the daily lives of our students and parents.

We also focused on fundraising initiatives that included a Back to School Hair Accessory Fundraiser, Mother's and Father's Day Stalls and Raffles, food fundraisers such as Krispy Kremes and Bunnings BBQ, and our Containers for Change initiative. One event that deserves a special mention was our Superhero Junior Disco. Despite having to hold it later in the year, we were pleased with the outcome, and we made significant changes to the entry and exit and better use of the outdoor space. This made a huge impact on how successful the event was. Our wider P&C community came together to run this event, it was a massive effort, and the turn-out and feedback were amazing, as were the costumes from students and volunteers alike. This event success was a testimony to our amazing group effort.

Overall our fundraising efforts as a P&C were successful, with us raising just over \$70,000 through these various events, initiatives, and grant applications. This is an impressive effort which reflects the hard work and dedication of our volunteers and supporters. And also not bad for a P&C without any major commercial operations.

Throughout the past year, our Connection Corridor project has progressed significantly, and we have accomplished several notable milestones, including:

- Collaborating with the College to meet with Elders in Council to incorporate indigenous culture and education into the design of the Corridor.
- Developing and distributing four Request for Quotes, representing not only the scope of works but also buy-in from the College on project specifics. These RFQs were for creekline revegetation, nature play tree planting, junior campus yarning circle, and senior campus yarning circle. The creekline revegetation has been secured with BLC to complete the works over the April school holidays.
- Celebrating our first physical milestone for the project, where our junior captains planted the first tree at the commemorative event held on March 14th. Special thanks goes to Karen Purdy and the volunteers who made the event a success. This event left me feeling proud of our P&C, humbled in a way I had not quite expected, and it reminded me of how fortunate I am to help bring this project to life. It also highlighted the need for more celebrations like this, as acknowledging each other in meetings or words is not quite the same.

Our discretionary funding program underwent a name change to "Wish List funding" last year and has continued to make an impact on the College. In 2022, we awarded funding for several important projects, including a PA

Amplifier for the senior campus to support the lunchtime radio program, indigenous sport houses designs to support the College's efforts to change the house names and designs, refurbishment of a non-operational robot battery to support the makerspace initiative on the senior campus, and replacement of game pieces, including chess, in the senior campus library to promote student wellbeing and respond to student interest.

In 2023, we plan to focus on further rebranding the program and marketing it more extensively throughout the college. We also aim to collaborate with the college leadership to identify areas where the program could be best utilised to meet the needs of the college community.

During 2022, our P&C launched a website with the tireless efforts of Brad Aldcroft, who built, wrote, and designed it. The website has been instrumental in improving our communications and modernising of our P&C image. 2022 saw our team learning how to use the website for fundraising and marketing purposes, and just this month we launched the online P&C membership form and position expression of interest (EOI) form, making it easy for people to join. As we continue to explore the website's additional functionality, such as blogs and linking it more with our Facebook posts, we hope to further use the website to improve the profile of our P&C. Our profile, which know, is instrumental to bringing more volunteers on board.

Our Grant Working Group, chaired by Karen, has also thrived since the last AGM. Grants have become a crucial part of our ability to make a difference, and we would love to see more people involved in searching for grants, writing them, and overseeing the projects they fund. Noteworthy grant activity from 2022 include the finalisation of improvements to the Year 7 playground and the completion of the Junior Campus sandpit, as well as being awarded \$20k as part of the Queens' jubilee grant. I think securing grant funding has such promise for growth and impact for our P&C and is an area we should continue to focus and resource.

2022 also marked the successful launch of our containers for change initiative, thanks to the dedicated efforts of Karensa. Her collaboration with the school ensured the program was built on a solid foundation, with the collection drive now linked to free dress days on a termly basis. By the end of 2022, the initiative has become fully integrated into college life, and our families contributed to its success by donating over 17,645 containers, raising \$1,760 in the process. In March 2023, our joint C4C communications with the college further raised the initiative's profile, advertising both the free dress and drive day in one email. This is because of improved efforts and planning between the P&C and the College. We hope to continue this collaboration and encourage more families to contribute to the Mural and Art Project by donating their containers.

There are countless wonderful activities that the P&C is involved in, and I cannot possibly mention them all in this report. However, I want to express my appreciation for every person who dedicates their time to planning, attending, supporting, and encouraging one another. Together, we work towards providing better opportunities for our students, and every effort is valued.

I also want to extend my thanks to the College for their support and commitment to the projects, communications, and the joint efforts to raise the profile of volunteering. We appreciate your ongoing partnership.

As we look back on the progress made during 2022-2023, it is also important that I acknowledge the exceptional contributions of my fellow P&C Executive Committee. I would like to extend a special thanks to Lauren and Cassie, who joined the P&C at the 2022 AGM as not only new families to the College, but immediately stepping up as P&C Executives. They have brought enthusiasm, humour, and innovative ideas to the table, as is particularly evident in our new humorous communications and Facebook posts. Working alongside both of you is brilliant and I'm grateful for it.



As I come to the end of my report, I also want to take a moment to acknowledge two Executive Committee members who won't be seeking re-election at tonight's AGM. To Desma and Michelle, I want to express my heartfelt gratitude for everything you've done for our P&C. Your tireless efforts, passion, and commitment have left a lasting impact on our community.

Desma, who has been my comrade in crime since we took on the role of Class Stall Coordinators at Fete 2019. We've shared so many moments together - from celebrating successes with glasses of wine to supporting each other through tough times. In 2020, Desma took on the role of P&C President and joined me as an Executive Committee Member. What a year 2020 was! For everyone. In 2021, Desma sought election as Vice-President and I as President, which resulted in us effectively swapping our roles. I want to take this opportunity to express my gratitude for all that Desma has done for our community, including contributing to the amazing uplevelling of our Mother's and Father's Day Stalls, and the tireless efforts put into transitioning us to improved operations and better communications throughout her entire P&C volunteering life. Desma, I will personally miss working with you, and I want to thank you for everything you've done for our community. Your efforts have genuinely helped improve our P&C, and we are forever grateful.

Michelle, you've brought a fantastic energy to the P&C which has been an inspiration to us all. I remember when you joined, and my desire to just tell you to put your hand up, it was like a courtship where I hinted and hinted until you caved in. You were genuinely made for this role. Your willingness to tackle your role as treasurer and fundraiser, and work tirelessly to improve our operations has been remarkable. You leave a legacy as our Treasurer and I can say you are definitely going out with a bang with just recently yet another amazingly successful Bunnings BBQ and the completion of one of the P&C projects being the installation of chilled water bubbles in the junior red area. You are our organising queen and BBQ queen, and we will miss having you on our executive committee.

As a token of our appreciation, we have prepared gifts to express our gratitude for your invaluable contributions to the P&C Executive Committee. Thank you both.

If we can pause my report for a moment whilst we present you with these gifts.

It's on that note that I finish up my P&C President report.

I look forward to our continued success and our plans for 2023-2024.

Thank you.

Cass Aldcroft P&C President Capalaba State College

# From the College Principal

## Mar 20 Principal's Report (AGM)

I begin today by acknowledging the Traditional Custodians of the Quandamooka region on which we gather today. I pay my respects to their Elders, past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

On behalf of the College Staff, I want to take this opportunity to express our sincere gratitude and thanks to every one of our P and C volunteers for the remarkable support and dedication you have shown to our school.

With your tireless efforts, our school continues to grow and experience success. From organizing school events to fundraising to helping out in classrooms, your contributions have been invaluable in creating a positive and nurturing environment for our students.

Your involvement, support, and encouragement are essential to the success of our school, and we genuinely appreciate all that you do. Together, we can continue to build a strong, vibrant, and inclusive school community that will benefit our students for years to come.

To those leaving us at this point in the journey, thank you for your hard work. You have definitely made an impact on the College community.

Thank you once again everyone, for your commitment and support. I look forward to working with the committee through to the 2024 AGM.

**Lachlan Thatcher**  
Principal



**Capalaba State College**

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## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### GRANTS WORKING GROUP

#### PURPOSE

- To operate within the delegations of the Parents & Citizens Association (P&C).
- Identify and apply for grants on behalf of the P&C and/or College.
- Be actively involved in the lifecycle of grants being awarded.

#### MEMBERSHIP

- Persons who participate in the group should have an affiliation and/or interest in the College.
- Volunteers should have a desire to contribute to the betterment of the College and be willing to play an active role in the grant process.
- The coordinator of the Grants Working Group should be drawn from and agreed on by its members.

#### DELEGATION

- The P&C determines the scope of the grants working group at recommendation from the working group.

#### MEETINGS

- The Grants Working Group will communicate on a regular basis as required to identify, write and apply for grants.

#### MINUTES / REPORTS

- Formal minutes or reports are not required. The group should keep notes about grants applied for and potential grants identified. These notes can be summarised and forwarded to the P&C at a General Meeting to keep the P&C updated.

#### ROLES

- **Coordinator:** Act as spokesperson if required, send updates to the P&C. Monitor the grants P&C email account. Act as the point of contact for grant submissions.
- **Members:** attend any meetings, communicate as required, work with other members of the group, actively find grants.



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### FUNDRAISING WORKING GROUP

#### PURPOSE

- To operate within the delegations of the Parents & Citizens Association (P&C).
- Develop the fundraising strategy for the P&C.
- Be actively involved in organising and running fundraising events as taken on by members of the group.
- Be actively involved in determining the allocations of funds raised from fundraising events.

#### MEMBERSHIP

- Persons who participate in the group should have an affiliation and/or interest in the College.
- Volunteers should have a desire to contribute to the betterment of the College and be willing to play an active role in the fundraising process.
- The Chairperson of the Fundraising Working Group should be drawn from and agreed on by its members.

#### DELEGATION

- The P&C determines the scope of the fundraising working group at recommendation from the working group.

#### MEETINGS

- The Fundraising Working Group will meet on a regular basis as required to implement fundraising activities.

#### MINUTES / REPORTS

- Formal minutes or reports are not required. The group should keep notes after meetings to document agreed actions or important points. These notes can be summarised and forwarded to the P&C at a General Meeting to keep the P&C updated.

#### ROLES

- **Chair:** chair meetings, act as spokesperson if required, send updates to the P&C
- **Members:** attend meetings, attend events, work with other members of the group.



# Capalaba State College

## P&C Association

### Student Protection

### Risk Management Strategy

*A strategy for managing risks to children & young people.*

This Strategy is effective from 20<sup>th</sup> March 2023 and is to be reviewed and updated annually in time for endorsement at the following AGM. This is an annual requirement of the P&C Association.

**Disclaimer:** This document has been compiled by P&Cs Qld to assist P&C Associations to comply with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*. It is a guide only and should not be considered legal advice or a legal document. P&C Associations should seek the professional advice of Blue Card Services should they have any questions regarding Student Protection Risk Management.

**Capalaba State College**  
**Parents and Citizens Association**  
**Student Protection Risk Management Strategy**  
**2023**

**Purpose**

This Student Protection Risk Management Strategy is developed to enable the P&C Association to comply with the legislative requirements specified in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* for the protection of children and young people from harm and the risk of harm.

**Policy**

**Statement of Commitment**

Capalaba State College P&C Association is committed to the safety and wellbeing of the students in the care of Capalaba State College and requires volunteers and P&C employees to model and encourage behaviour that upholds the dignity and safety of students. The P&C Association supports the Department of Education's (the Department) Child and Student Protection Policy and Student Protection Procedure:

[Department of Education Child and Student Protection Policy](#)

[Department of Education Student Protection Procedure](#)

All Volunteers and P&C employees must:

- Not cause harm to students in the care of the school
- Actively seek to prevent harm to a student in the care of the school
- Report suspected student harm in accordance with their accountabilities
- Inform themselves about the content of this strategy

**Principles**

In keeping with principles outlined in the Department's Student Protection Procedure the P&C Association asserts that the safety, wellbeing and best interests of children are paramount and all children have a right to protection from harm.

**Harm** includes any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing.

Harm can be caused by amongst other things:

- Physical abuse
- Psychological or emotional abuse
- Neglect
- Sexual abuse, exploitation or sexual assault

## Categories of Harm

For the purpose of this policy, harm to students is considered as being categorised as:

- Harm caused by a school employee **or volunteer** or P&C employee **or volunteer**
- Harm caused by another student
- Harm caused by a person not employed by the Department or the P&C Association including family members, strangers, parent helpers, volunteers, school visitors or unknown
- Self harm

## Student Protection

- All volunteers and P&C employees receive some form of student protection training, as determined by the principal
- The safety, wellbeing and best interests of the student are paramount\*
- Every student has a right to protection from harm\*
- Volunteers and P&C employees must ensure that their behaviour towards and relationships with students is of the highest professional standards.
- Failure by a volunteer or P&C employee to act in accordance with the requirements of this policy will constitute a breach and the principal will advise on appropriate action to be taken.

\* Sections 5A & 5B *Child Protection Act 1999*

## Accountabilities

All volunteers and P&C employees:

- Are not expected to be experts in the area of harm and should err on the side of caution in terms of reporting their suspicions, to enable those who are experts to investigate further.
- Who have any suspicion that a student is being harmed or is at risk of harm **MUST** report their concerns to the Qld Police Service and the Principal\*.
- OSHC staff are to report their concerns to the Qld Police Service, the Principal and the OSHC Coordinator who will:
  - Complete the appropriate documentation in accordance with OSHC Policies and Procedures for the licensee (P&C President or Vice President (OSHC) to report to the Department of Children, Youth Justice and Multicultural Affairs (Child Safety).
- **MUST** report suspected sexual offending against a child by another adult to the Qld Police Service and the Principal#
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- Actively seek to prevent harm to a student in the care of the school including protecting students from the risk of another adult committing sexual offences against a student#.
- Must apply for and be successful in obtaining a positive suitability notice from Blue Card Services if they are required to do so by law.
- Must immediately notify the principal in writing if they are charged with or convicted of an offence.
- Must undertake training in student protection procedures as determined appropriate by the principal.

*\* If you suspect the principal is responsible for causing harm to a student report this to the Qld Police Service and the Regional Director at the local Regional Office of the Department of Education.*

*# Changes to the Criminal Code in Qld, which took effect from 5 July 2021, mean all adults must report sexual offending against children to the police unless they have a reasonable excuse **AND** adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.*

### **Code of Conduct**

A Code of Conduct provides direction and guidance on responsibilities and the expected standards of behaviour while undertaking activities that reflect on the school and the P&C Association. The code places an obligation on all of us to take responsibility for our own actions.

A Code of Conduct for volunteers and P&C employees includes:

- Compliance with the P&C Code of Conduct
- Personal privacy is of paramount importance. Information gathered or obtained as a result of the role as a volunteer or P&C employee **MUST** be considered confidential and is only to be passed on to the relevant school authority.
- Treating all people with Dignity, Courtesy, Honesty and Fairness at all times.
- Constructive criticism is healthy while personal attacks are destructive and to be avoided.
- Discrimination on racial, ethnic, or religious grounds is **FORBIDDEN**, as is any form of sexual discrimination and / or harassment.

*The Standards of Behaviour Fact Sheet is provided under templates for distribution*

### **Procedures**

#### **Recruitment**

A volunteer, who is not a parent of a child of the school or exempt, **MUST** have a Blue Card before they start volunteering regardless of how often they come into contact with students.

Executive Committee members of a P&C Association that operate an Outside School Hours Care facility **MUST** have a Business Blue Card, or proof of a submitted application for a Blue Card.

Paid employees must have a blue card before they commence employment with the P&C.

All written advertisements for volunteer or paid employment will include information regarding Blue Card requirements.

A current Blue Card is an essential requirement for any applicant who is successful in applying for any paid position.

#### **Training**

Volunteers and P&C employees access some form of training as determined by the principal, to meet the legislative requirements of Blue Card Services.

For example:

- School based Student Protection training through workshops and seminars provided by the Principal
- Display Student Protection Fact Sheet in P&C areas of operation and also with the Volunteer Register or refer to the location where the Student Protection Fact sheet is displayed.



## Management

The following procedures are to be followed to ensure compliance with the legislation:

- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes – this can be via organisation portal or the form available on Blue Card Services website.
- Volunteers should apply for their Blue Card online then provide the card details to the P&C executive to have the card linked to the P&C Association via the organisation portal.
- Volunteers and P&C employees who already have a Blue Card must provide the card details to the P&C executive to have the card linked to the P&C via the organisation portal.
- Maintain a Blue Card Register for volunteers and P&C employees
- Blue Card Register maintained by the authorised officer, determined by the principal, within the school to guarantee confidentiality of private information.
- Maintain a Volunteer Register at every site and activity at which volunteers are working.
- The Volunteer Register MUST indicate if the volunteer has a blue card or not (see templates)
- Volunteer Register to be checked regularly against the Blue Card Register. (On a term basis as a minimum requirement) by a designated person in liaison with the authorised officer
- The designated person checking the Volunteer Register MUST inform the principal / P&C President of those volunteers or P&C employees who are non compliant.
- Currency of the Blue Card for volunteers who are required to have a Blue Card is a condition of their unpaid employment.
- Non current volunteers will be contacted by the principal / P&C President and advised of the risk management procedures and advise them that they need to amend the situation before they can continue in their current capacity
- Currency of the Blue Card for P&C employees is a condition of employment and is to be monitored by the P&C President.
- A Student Protection Activity Risk Management Plan (see template) should be completed for each activity in order to identify the potential risks and put appropriate strategies in place to minimize the risks.
- A Training Register is maintained by an authorised person, as determined by the principal, and lists the volunteers and P&C employees who have achieved the minimum requirements of Student Protection training.
- The annual checklist (see template) is to be completed to ensure that procedures continue to be followed.
- Suspected breaches of this Student Protection Risk Management Strategy MUST be reported to the principal/P&C president.

## Offences and Penalties

P&C Associations MUST ensure that a Student Protection Risk Management Strategy is implemented, reviewed annually and updated as necessary to ensure compliance.

There is a range of penalties for breaches of the *Working with Children (Risk Management and Screening) Act 2000*.

## Blue Cards

### Volunteers

Volunteers need a blue card if their usual function includes or is likely to include:

- providing services at a school that are directed mainly towards children; or
- conducting activities at a school that mainly involve children.

Volunteers do not need a blue card if they are:

- a "registered teacher"; or
- a volunteer parent of a child attending the school;
- a guest of a school or "recognised body":
  - for the purpose of observing, supplying information or entertainment to 10 or more people, and
  - the activity is for 10 days or less on no more than two occasions per year, and
  - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organised by a school or "recognised body" (operating at a state or national level):
  - for a sporting, cultural or skill based activity, and
  - the event is attended by more than 100 people, and
  - the work is for 10 days or less on no more than two occasions per year; and
  - the person is unlikely to be physically present without another adult being present.
- a child under 18 years of age volunteering (except "trainee students" undertaking a course of study with an "education provider")

Executive Committee members of a P&C Association operating an Outside School Hours Care facility must have Business Blue Cards whether they are a parent of a child at the school or not.

### Paid employees

Paid employees must have a blue card before they commence employment with the P&C.

More information on Blue cards can be found at <http://www.bluecard.qld.gov.au/index.html>

## Student Protection Activity Risk Management Plan

The Student Protection Activity Risk Management Plan records details of the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results. (See Template).

All Student Protection Activity Risk Management Plans need to be filed together for reference and referral when necessary. This process needs to be completed as a provision of conducting activities that involve students. Risks identified at a high level MUST be reported to the principal before the activity is approved.

## Definitions

Terminology used in this strategy is as defined in the Department's Student Protection Procedure:

### [Department of Education Student Protection Procedure](#)

In addition:

- A **P&C Employee** is any person employed by the Parents and Citizens Association (P&C) on a temporary, casual, permanent or contract basis.
- A **Volunteer** is any person who is engaged for a specific purpose in an unpaid capacity.
- A **Blue Card** is issued by Blue Card Services once it has carried out the Working with Children Check to see if a person is eligible. If a person is eligible, they are issued a positive notice and a blue card.
- A **Working with Children Check** is a detailed national check of a person's criminal history, including any charges or convictions. Also considered is:
  - Disciplinary information held by certain professional organisations for teachers, child care providers, foster carers, nurses, midwives and certain health practitioners, and
  - Police investigation information into allegations of serious child-related sexual offences, even if no charges were laid because the child was unwilling or unable to proceed.

## Source of information

- Child Protection Act 1999:  
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>
- Working with Children (Risk Management and Screening) Act 2000:  
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>
- Working with Children (Risk Management and Screening) Regulation 2020:  
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2020-0131>
- Department of Education Student Protection Procedure:
- <https://ppr.qed.qld.gov.au/pp/child-and-student-protection-policy>
- Department of Education Code of school behaviour:  
<https://education.qld.gov.au/initiatives-and-strategies/behaviour>
- Education (General Provisions) Act 2006:  
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>
- Anti Discrimination Act 1991:  
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>

# Reporting of Harm Templates

*These are for the P&C Association to use to assist in the processes and procedures as outlined in this model Strategy. They can be utilised as the P&C Association need to be able to ensure the implementation and management of the provisions, as outlined, are met.*

- **P&C Association Student Protection Annual Checklist**
- **Standards of Behaviour Fact sheet**
- **Blue Card Register**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**

# Capalaba State College P&C Association Student Protection Risk Management Annual Checklist

Year 2023

<b>Currency of Blue Cards</b>	
1. Volunteers / P&C employees are entered into the Blue Card Register?	Y Yes / Y No
2. All cards are current?	Y Yes / Y No
3. Any volunteers / P&C employees with cards that are not current are not currently working/volunteering, and have completed new applications online?	Y Yes / Y No
4. Any persons with a negative or suspended notice are not currently employed	Y Yes / Y No

## **Risk Management**

1. Annual review of strategy has been completed?	Y Yes / Y No
2. Training accessible to volunteers and P&C employees?	Y Yes / Y No
3. Activities for the year have been evaluated for risks to students?	Y Yes / Y No
4. Updated Risk Management Policy approved at P&C AGM?	Y Yes / Y No
5. Risk Management Strategy and information is easily accessible to all volunteers and P&C employees?	Y Yes / Y No

**\* This checklist needs to be completed and presented with the updated Student Protection Risk Management Strategy for adoption at the P&C Association's AGM. A copy of this checklist is to be provided to the Principal.**

## Standards of Behaviour Fact sheet

The following tables include, but are not limited to, the specific *standards of behaviour* in relation to working closely with students in any situation:

<b>Language</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students</li> <li>• Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities</li> <li>• Ensure both verbal and non verbal communication are non abusive or bullying</li> <li>• When possible, frame communication from the positive perspective in interactions with students</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>• Become involved in inappropriate conversations of a sexual nature</li> <li>• Make sexually suggestive comments</li> <li>• Use language that could be offensive to another</li> <li>• Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students</li> </ul>

<b>Relationships with Students</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students</li> <li>• Dress appropriately while working with children and young people, in a way that models respect for the students</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>• Spend inappropriate time with a student</li> <li>• Inappropriately give gifts to a student</li> <li>• Show special favours to a student</li> <li>• Expose student to sexual behaviour of others including displays of pornography</li> <li>• Persuade a student that a 'special' relationship exists</li> </ul>

<b>Physical contact</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Respect the personal space of student and limit physical contact generally</li> <li>• Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student</li> <li>• Limit hugging when initiated by the student by sitting on the floor with child next to you</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>• Hit, kick, slap or push a student</li> <li>• Allow student to sit on your lap</li> <li>• Touch parts of a student's body usually covered by a swimming costume</li> <li>• Change nappies or engage in toileting practises</li> </ul>



# Capalaba State College P&C Association Blue Card Register

## Working with Children Check through Blue Card Services

- Register is to be regularly updated and made available to the Principal (through the designated person managing Blue Card applications for the whole school).
- All details are private and confidential and MUST be stored safely within the school.
- Ensure a copy of the positive notice or a declined notice is attached with the register.
- All volunteers and P&C employees need to ensure they renew their blue card and update details with the designated person managing Blue Card applications.

Name of Employee / Volunteer				Blue Card Details						
Last Name	First Name	Middle Name	Employee Volunteer E/V	Application date	Date additional information supplied	Date of Birth	Registration number	Date card suspended / cancelled	Expiry Date of card	Signature of authorised officer



## Capalaba State College P&C Association Volunteer Register

The P&C Association holds insurance for all volunteers participating in school activities. All volunteers MUST complete the register for each activity.

Term \_\_\_ Area of School: \_\_\_\_\_ (classroom, facility, activity, event)

Coordinator / Teachers name: (if applicable)

Date	Name	Time started	Volunteer signature	Time finished	Volunteer signature	Volunteering Location / duties	Blue Card Y / N/ NA	Supervisor's name who cited evidence of Blue Card	I have read the Student Protection Fact Sheet Sign below.	If applicable, Evidence of vaccination and date (specify)	Supervisor's name who cited evidence of Vaccination Status

If you are NOT a parent of a child at the school and are not exempt then you MUST have a Blue Card before you can volunteer in any area of the school or its activities. Please check with the person for whom you are volunteering.

## Capalaba State College Parents & Citizens Association Student Protection Activity Risk Management Plan

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Activity	Eg:			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory/unsatisfactory
Harm caused by school or P&C employee.				
Harm caused by another student.				
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers				
Self harm				

- L = Low, M = Middle, H = High.



## **PARENTS & CITIZENS' ASSOCIATION CONSTITUTION**

**FOR**

**CAPALABA STATE COLLEGE**

**DATE ADOPTED: 20/03/2023**

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Capalaba State College Parents and Citizens' Association Constitution – adopted [20/03/2023

## Preamble

The *Education (General Provisions) Act 2006 (Qld)* (the Act) states that all Parents & Citizens' Associations must have a constitution and that such constitutions will have no effect unless approved by the Director-General (or delegate) of the Department of Education (the Department). Under section 38(3) of the *Education (General Provisions) Regulation 2017 (Qld)* (the Regulation), the Director-General of the Department may prepare a model constitution for P&C Associations. This model constitution (the Constitution) has been prepared under that section and will replace your current constitution.

## Part I – General

### 1 DEFINITIONS

In this Constitution, unless the context otherwise requires and subject to the provisions of the Act:

**“Accounting Manual”** means the latest version of the document titled “P&C Accounting Manual” that is published by the Department as amended from time to time.

**“Act”** means the *Education (General Provisions) Act 2006* as amended from time to time.

**“Association”** means the [name of School] Parents and Citizens' Association.

**“Constitution”** means this model constitution and all schedules thereto.

**“Department”** means the Department of Education or the State Government Department responsible for administration of the Act.

**“Director-General”** means the Director-General of the Department or such other person as may from time to time hold the position as chief executive of the Department and includes, where context permits, an appropriately qualified officer of the Department to whom the chief executive's functions under the Act have been delegated in accordance with section 432 of the Act.

**“Executive Committee”** means the executive committee of the Association as referred to in clause 16.1.

**“Gazette”** means the Queensland Government Gazette <https://www.forgov.qld.gov.au/publish-gazette>

**“Minister”** means the Minister responsible for administering the Act and includes, where context permits, an appropriately qualified person to whom the Minister's functions under the Act have been delegated in accordance with section 431 of the Act.

**“Officers”** mean the officers of the Association as elected in accordance with clause 15.1.1.

**“P&C Association”** means a parents and citizens' association established under Chapter 7 of the Act.

**“Parent”** of a child has the meaning given in [section 10 of the Act](#).

**“Principal”** means the Principal of the School for which the Association is formed.

**“Principal's supervisor”** means, in relation to the Principal of a School, the officer employed in the Department who holds the position of the Principal's supervisor.

**“Regulation”** means the *Education (General Provisions) Regulation 2017 (Qld)* as amended from time to time.

**“Relevant Agreement”** means an agreement benefiting persons who receive educational instruction at the School.

**“Responsible Person”** means, for the purpose of establishing and maintaining a school building fund, a person who has a degree of responsibility to the general community including, for example a person who:

performs a significant public function

- a) is a member of a professional body having a code of ethics or rules of conduct
- b) is officially charged with spiritual functions by a religious institution
- c) is a director of a company whose shares are listed on the Australian Stock Exchange
- d) has received formal recognition from government for services to the community, or
- e) an office holder of a community organisation (for example, the President of a P&C Association).

**“SBFA Act”** means the *Statutory Bodies Financial Arrangements Act 1982 (Qld)*.

**“School”** means the Capalaba State College, being the State instructional institution, as defined in the Act, for which the Association has been formed.

**“School Council”** for a School, means the school council established for the School under the Act.

## Part II – Functions and Powers

### 2 NAME

The name of the association is the [Capalaba State College Parents and Citizens' Association (the Association)].

### 3 OBJECTIVES

The objectives of the Association are to work in productive partnership with the principal and school community to promote the interests of the school, facilitate its development and further improvement, and to achieve the best possible outcomes for students.

### 4 STATUS OF ASSOCIATION

- 4.1 The Association is an unincorporated association established under Chapter 7 of the Act.
- 4.2 Section 133 of the Act provides that the Association is a statutory body under the *Statutory Bodies Financial Arrangement Act 1982 (Qld)* (SBFA Act) and the Association's powers under the Act are affected by Part 2B of the SBFA Act.
- 4.3 The Association is considered to be a government entity by the Australian Taxation Office (ATO) and is income tax exempt, when the association complies with P&C 'model constitution' requirements.
- 4.4 The Association is sanctioned under the *Collections Act 1966 (Qld)* to conduct fundraising activities that align with their objective of school improvement, but cannot be registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC).

## **5 FUNCTIONS**

In pursuit of the Association's objectives, the functions of the Association are to:

- 5.1 foster community interest in educational matters
- 5.2 try to bring about closer co-operation between the Parents of children attending the School and other members of the community, staff members of the School and students of the School
- 5.3 if asked by the principal, or of its own volition, give advice and recommendations to the principal about:
  - a) issues relating to persons who receive educational instruction at the School
  - b) the general operations and management of the School
- 5.4 give, or assist in the giving of, financial or other resources or services for the benefit of persons who receive educational instruction at the School
- 5.5 perform any other functions, not inconsistent with the Act, as the Minister may decide.

## **6 PERFORMANCE OF FUNCTIONS**

- 6.1 In the performance of its functions, the Association must comply with the Act and any written directions the Minister may give the Association about:
  - a) complying with Departmental policies that apply to the Association, or
  - b) any matter relevant to the performance of the Association's functions.

## **7 GENERAL POWERS**

- 7.1 The Association has the powers conferred on it by, or derived by it from, the Act, the Regulation, the SBFA Act and any other legislation (including subordinate legislation) relevant to Parents & Citizens' Associations including the powers listed in this clause.
- 7.2 The Association may establish subcommittees in accordance with clause 17.
- 7.3 The Association may conduct at the premises of the School a tuckshop or other amenity if the Association reasonably believes the tuckshop or amenity is likely to:
  - a) help staff members of the School in their professional duties, or
  - b) help students of the School in their studies.
- 7.4 The Association may employ such persons as considered necessary for the purposes of the Association, subject to relevant laws, industrial awards and employment agreements.
- 7.5 The Association may enter into Relevant Agreements provided that:
  - a) where the Association alone proposes to enter into the Relevant Agreement, it has the written approval of the Principal generally for the type of Relevant Agreement or for the particular Relevant Agreement
  - b) the Association deals with any money it receives under the Relevant Agreement as the Principal may direct or, otherwise, as the Association believes appropriate, consistent with its objectives, and
  - c) the Relevant Agreement contains any conditions required by the Principal by notice given to the Association or published in the Gazette.
- 7.6 Where an Association makes a resolution to enter into a Relevant Agreement, the Association's President may sign the agreement.

- 7.7 The Association may commence proceedings in the name of the Association in accordance with clause 13.
- 7.8 Subject to and in accordance with the SBFA Act, the Association may:
- a) borrow money
  - b) invest money
  - c) operate a deposit and withdrawal account with a financial institution
  - d) establish a school building fund in accordance with clause 9 of this Constitution, and
  - e) enter into certain other transactions or arrangements in accordance with the SBFA Act, subject to any necessary approvals being obtained as required under the SBFA Act.

## **8 SCHOOL COUNCIL**

- 8.1 If a School Council exists at the School, the Association's President is an official member of the School Council.
- 8.2 As an official member, the Association's President is not eligible to be an elected member or appointed member of the School Council.
- 8.3 An Association's President may appoint another Association member (the **alternative association member**) to attend meetings of the School Council in place of the Association President, when the Association President cannot attend meetings.
- 8.4 The Association's President must give notice to the School Council's chairperson about the appointment of an alternative association member, in accordance with the School Council's constitution.
- 8.5 The alternative association member may exercise the rights and duties of the Association's President at the School Council meeting provided that, if the Association's President is the chairperson of the School Council, the alternative association member may not preside at the School Council meeting, unless the alternative association member is chosen to preside by the School Council members.
- 8.6 An elected member or appointed member of the School Council is ineligible for appointment by the Association President as the alternative association member.
- 8.7 With regard to the School Council, the Association must approve the draft School Council constitution in accordance with sections 109(4) and 109(6) of the Act.
- 8.8 Where a School Council for the School exists, the elected Parent members of the School Council must be elected under this Constitution as follows:
- a) prior to holding a meeting for the purpose of electing Parent members, the Association must ascertain from the Principal the number of Parent members to be elected to the School Council
  - b) any two members of the Association (the Nominating Members) may nominate a Parent of a child attending the school (the Candidate) to be an elected parent member of the School Council
  - c) the nomination may be made:
    - i) in person, by the Nominating Members, at the relevant meeting, or
    - ii) if the Candidate cannot be present at the relevant meeting, by giving the Secretary, before the relevant meeting, a nomination in writing signed by the Nominating Members and the Candidate
  - d) if there is only one nomination for a position, the Candidate who receives the votes of a majority of the members present at the meeting will be an elected to the position, and



- e) if there is more than one nomination for a position, the Candidate who receives the most votes of the members present at the meeting will be elected to the position.

## **9 SCHOOL BUILDING FUNDS (SUNSET PROVISIONS)**

NOTE: P&Cs CAN NO LONGER ESTABLISH A SCHOOL BUILDING FUND

- 9.1 Where a P&C operated a school building fund prior to 14 December 2022 and has been granted permission by the ATO to retain and expend the fund until an agreed date (or prior to 13 December 2025), the Association must comply with the following rules set out in clauses 9.2 to 9.10 of this Constitution.
- 9.2 The Association must credit interest earned on the fund to the fund.
- 9.3 The Association must not credit any new gifts or other money, other than interest, to the fund.
- 9.4 The school building fund must be controlled by a subcommittee of the Association, the majority of whom must be Responsible Persons such that the school building fund satisfies the requirements to be a public fund.
- 9.5 The Association must use the school building fund solely for the acquisition, construction or maintenance of a building used, or to be used, as a school or college by the School.
- 9.6 The Association may use the money in the school building fund to pay for the reasonable costs of managing the school building fund. Examples of costs include bank fees and charges, accounting and audit fees relating directly to the school building fund.
- 9.7 The Association must not distribute directly or indirectly any portion of the school building fund or its income to its members or their associates.
- 9.8 The ATO must be notified of any changes made to this Constitution that affect the school building fund's rules or dissolution or winding up provisions.
- 9.9 The ATO must be notified at the first occurrence of:
  - a) the winding up of the school building fund
  - b) the dissolution of the Association, or
  - c) dissolution of the fund.
- 9.10 The Association must document schedules, dates and procedures to either wind up (close off) or transfer DGR funds to a registered school DGR fund prior to December 2025. It is advisable to close off the association DGR fund as early as possible (not in December 2025).

## **10 CONSTITUTION SUBJECT TO APPLICABLE LAWS**

This Constitution (including the powers of the Association referred to in it) is subject to, and must be read in conjunction with, all applicable laws, including:

- a) the Act and Regulation
- b) the SBFA Act
- c) the *Auditor-General Act 2009 (Qld)*.

## **11 CONSENT OF THE DIRECTOR-GENERAL FOR CERTAIN ACTIVITIES**

If the object of an activity of the Association is, or includes, one or more of the following matters, the consent of the Director-General must be obtained before the activity is carried out:

- a) the construction of improvements to the premises of the School
- b) the addition of a fixture to the premises of the School

- c) the purchase of furniture for the School.

## **12 AUTHORITY OF ASSOCIATION**

The Association may, without derogating from the authority of the Principal in the Principal's capacity as the person in charge of the School, exercise the authority in relation to the School that is consistent with the functions of the Association, **provided that** the Association must not exercise any authority over the staff, or over the control or management, of the School.

## **13 PROCEEDINGS**

- 13.1 Subject to clause 13.2, a proceeding may be started and conducted in the name of the Association by:
  - a) the Association's President, or
  - b) another member of the Association appointed in writing for that purpose by the President.
- 13.2 The Association must obtain the Minister's approval before starting any proceeding.
- 13.3 A document starting proceedings against the Association (including for example, a notice of claim under the *Personal Injuries Proceedings Act 2002*) and any other document relevant to the proceeding must be served on a member of the Association's Executive Committee.
- 13.4 As soon as practicable after being served with a document, the person served with the document must give the Director-General a copy of the document.
- 13.5 The Minister may give the Association a written direction about a proceeding started by or against the Association under this clause and the Association must comply with the direction.

## **Part III – Members, Officers and Bodies**

### **14 MEMBERSHIP**

#### **14.1 Eligibility**

14.1.1 The following persons are eligible to be members of the Association:

- a) a Parent of a child attending the School
- b) a staff member of the School, or
- c) an adult who is interested in the school's welfare

14.2 The Principal/Acting Principal of the School is automatically a member of the Association.

14.2.1 An employee of the Association is eligible to be a member of the Association.

#### **14.3 Membership of the Association**

14.3.1 A person must apply for membership of the Association by completing and submitting, personally, by post or email an application for membership to the Association in the form of the example at Schedule 3.

14.3.2 The Association requires a person who applies for membership of the Association and who is an adult who is not either the Parent of a child attending the School or a staff member of the School, to hold a current and valid Blue Card (or exemption) and to provide the current Blue Card number in the application for membership.

- 14.3.3 Membership of the Association is renewable each year at the annual general meeting of the Association. A member who wishes to reapply for membership must complete and submit personally, by post or email, a new application for membership to the Association in the form of the example at Schedule 3 prior to or at, the annual general meeting.
- 14.3.4 Persons applying for membership at an annual general meeting of the Association need not be present at the annual general meeting to have their application considered.
- 14.3.5 Persons applying for membership at a general meeting need not be present at the meeting of the Association at which their application is considered.
- 14.3.6 A person who applies for membership of the Association is taken to be a member if membership is not refused by the Association within two months after the person applies for membership.

#### **14.4 Refusal of Membership**

- 14.4.1 The Association may refuse an application for membership in accordance with this clause 14.4.
- 14.4.2 A person is refused membership of the Association if the Association gives the person notice of the refusal **and** the reasons for the refusal within two months after the person applies for membership.
- 14.4.3 However, membership is not refused if the person receives notice of the association's refusal of the application but does not receive notice of the reasons for the refusal within two months after the person applies for membership.

#### **14.5 Consideration of grounds for refusal by Association**

- 14.5.1 The Association must determine (by secret ballot) by a majority vote of members present at a meeting of the Association, whether a ground exists to refuse a person's application for membership. For example, it may be a ground for refusal of membership of a person, if the person has, at the time of application for membership, committed any act or done anything which, if the person was already a member of the Association, would be grounds for removal under clause 20.3.
- 14.5.2 If the Association considers a ground exists to refuse a person's membership, the Association must give the person written notice stating:
  - a) the action the Association proposes to take under this clause
  - b) the grounds for the proposed action;
  - c) an outline of the facts and circumstances forming the basis for the grounds; and
  - d) an invitation for the person to show, within a stated time of at least 14 days, why the proposed action should not be taken.

#### **14.6 Consideration of submissions from refused person**

- 14.6.1 The Association must consider all written representations made to it within the stated time at a general meeting or special meeting and determine by a majority of votes of members present (by secret ballot) whether a ground to refuse membership of the person still exists.

- 14.6.2 If the Association still considers that a ground exists, the Association must notify the person of the Association's decision to refuse membership of the person by written notice to the person within 14 days after the Association makes its decision. If the decision was made to refuse membership, the notice must state:
- a) the reasons for the decision
  - b) the date on which the Association's decision to refuse membership of the person takes effect
  - c) that the person may make a submission to the Minister for a review of the decision
  - d) the Minister's name and address, and
  - e) the way in which the submission may be made.
- 14.6.3 A person who is refused membership of an Association may make a submission for a review of the decision to the Minister, which must:
- a) be in writing
  - b) include an address in Australia to which notices for the person who is refused membership may be sent
  - c) state fully the grounds for the submission and the facts relied on
  - d) include a copy of the notice of refusal of membership, and
  - e) be given to the Minister within 14 days of the notice of refusal of membership being given to the person, or, if the Minister allows a later time for the giving of the submission, the later time.
- 14.6.4 A person who is dissatisfied with the review decision may also apply, as provided under the Queensland Civil and Administrative Tribunal (QCAT) Act for a review of the decision to refuse membership, as if the person had been a member of the Association and been removed from the Association.

#### **14.7 Register of Members**

- 14.7.1 The Association must establish and maintain a register of members of the Association (Schedule 1) which must contain the following information:
- a) each member's name and postal address or email address
  - b) the date each member of the Association became a member
  - c) for a person who ceases to be a member of the Association, the date the person ceased to be a member
  - d) for a person who is not a Parent of a student attending the School or a staff member of the school or institution established under section 14 of the Act, a current and valid Blue Card number, and
  - e) for honorary life members of the Association, the date honorary life membership was awarded and the basis for the award.
- 14.7.2 The register of members should be available at each meeting of the Association.

#### **14.8 Membership Fees**

Members of the Association are not required to pay a membership fee.

#### **14.9 Resignation of Members**

A member may resign from the Association at any time by giving notice in writing to the Secretary of the Association. The notice of resignation takes effect when the notice is given or, if a later time is stated in the notice, the later time.

#### **14.10 Award of Honorary Life Membership**

- 14.10.1 An Association, other than an interim P&C Association, may decide to award a person who is or was a member of the Association honorary life membership of the Association only on the basis that person has given long and meritorious service to the Association.
- 14.10.2 Honorary life membership may be proposed by any member of the Association in confidence through the Executive Committee or as otherwise determined by the Association at an annual general meeting.
- 14.10.3 The decision to award a person honorary life membership must be made by a two-third majority vote of the members present at an annual general meeting of the Association.
- 14.10.4 A person who is the subject of a proposed resolution to award the person honorary life membership must not:
  - a) be present during discussions about the proposal, or voting on it, at a meeting of the Association
  - b) vote on the proposal.

### **15 OFFICERS OF THE ASSOCIATION**

#### **15.1 Officers and Eligibility to Hold Office**

- 15.1.1 Subject to clauses 15.1.3, 15.1.4 and 15.3 below, at each annual general meeting of the Association, the members of the Association must elect the following Officers from its members:
  - a) a President
  - a) at least one Vice-President
  - b) a Secretary
  - c) a Treasurer
  - d) any additional Officers as decided by the Association.
- 15.1.2 The Officers of the Association hold office in an honorary capacity.
- 15.1.3 The office of Treasurer must not be held by the person who is the President or Secretary of the Association.
- 15.1.4 The Principal may not hold a position as an Officer of the Association.
- 15.1.5 Subject to the restrictions elsewhere in this Constitution, a retired Officer or former Officers are eligible for re-election.
- 15.1.6 Subject to the restrictions elsewhere in this Constitution, School staff are eligible for election as an Officer, although the number of relevant staff members of the School who may be members of the Executive Committee must not be more than one-third of the number of members of the Executive Committee.
- 15.1.7 No employee (including a contractor) of the Association or its subcommittees is eligible to hold a position as an Officer.

## 15.2 Vacancies

- 15.2.1 The position of an Officer becomes vacant if the Officer:
- a) dies
  - b) resigns his or her Office by signed notice given to:
    - i) in the case of the President - a Vice-President or the Secretary or Treasurer of the Association, or
    - ii) in the case of another Officer - the President of the Association
  - c) is absent from three consecutive meetings of the Association where:
    - i) there is a quorum for each meeting not attended
    - ii) the member has been given notice of the meetings in accordance with this Constitution
    - iii) the absences have been without the Association's leave and without reasonable excuse.
- 15.2.2 For the purpose of calculating whether the Officer has been absent from three consecutive meetings, if the Officer attends a meeting during the relevant period, where there is no quorum, this is counted as attendance at a meeting.
- 15.2.3 A notice under clause 15.2.1(b) takes effect on the date the notice is given or, if a later time is stated in the notice, the later time.
- 15.2.4 An election to fill a casual vacancy in the position of an Officer of the Association may be held at a general meeting of the Association.
- 15.2.5 A position which is not filled at an annual general meeting may be filled by election at the next general meeting of the Association.

## 15.3 Election

- 15.3.1 At each annual general meeting of the Association, members of the Association at the meeting must elect Officers of the Association.
- 15.3.2 Officers of the Association may only be elected as follows:
- a) any two members of the Association (the **Nominating Members**) may nominate another member (the **Candidate**) to be an Officer
  - b) the nomination may be made:
    - i) in person, by the Nominating Members, at the relevant meeting, or
    - ii) if the Candidate cannot be present at the relevant meeting, by giving the Secretary, before the meeting, a nomination in writing signed by the Nominating Members and the Candidate.
  - c) if there is only one nomination for a position, the Candidate will be elected to the relevant office if the Candidate receives the votes of a majority of the members at the meeting
  - d) if there is more than one nomination for a position, the Candidate who receives the most votes will be elected to the relevant office.
  - e) if 2 or more candidates each receive an equal number of votes, that are more than those received by any other single candidate, the candidate elected to the office must be decided, at the meeting, by lot between the 2 or more candidates;
  - f) if each candidate receives an equal number of votes, the candidate elected to the office must be decided, at the meeting, by lot between all candidates.

## 15.4 Notification of Officers

The Secretary of the Association must, as soon as practicable upon the formation of the Association and after each annual general meeting (or, in the case of an election to fill a casual vacancy, the relevant general meeting), give to the Regional Director the name and postal address or email address of each of the elected Officers.

## 16 EXECUTIVE COMMITTEE

### 16.1 Executive Committee

16.1.1 The Association has an Executive Committee that is comprised of the following Officers of the Association:

- a) the President
- b) the Vice-President or Vice-Presidents
- c) the Secretary
- d) the Treasurer.

16.1.2 Subject to clause 16.1.3, when Officers of the Association are elected at an annual general meeting, the number of relevant staff members of the School who may be members of the Executive Committee must not be more than one-third of the total number of members of the Executive Committee. In this clause 02, the term “relevant staff member” means a staff member of the School who is not a parent of a child attending the School.

16.1.3 Clause 02 does not apply to the Association if:

- a) the Director-General reasonably believes that complying with that requirement would prevent all of the positions of the Executive Committee being filled; and
- b) the Director-General notifies the Association that it is not required to comply with that clause or its statutory equivalent (being section 126(2) of the Act).

### 16.2 Roles and Responsibilities of Executive Committee

16.2.1 The following describes the key functions of the Officers of the Association:

- The **President** provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations. The President is an official member of the school council for the School, if one exists.
- The **Vice-President** provides essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations.
- The **Secretary** collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the Association.
- The **Treasurer** has the overall responsibility for the financial management of the Association, including all subcommittee accounts. In their role they must comply with

the Accounting Manual in all respects. They prepare an annual budget and annual operational plan for the Association in consultation with other members of the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

### **16.3 Authority of Executive Committee in Matters of Urgency**

- 16.3.1 The Executive Committee may, by a majority vote of the Executive Committee, take any necessary action regarding urgent matters relating to the performance of the Association's functions.
- 16.3.2 The Executive Committee may not remove a person as a member or an Officer of the Association.
- 16.3.3 All Officers of the Executive Committee have an equal vote when voting on matters of urgency.
- 16.3.4 Full particulars of the action taken by the Executive Committee under clause 16.3.1, must be tabled at the next scheduled general meeting of the Association or at a special meeting called for that purpose. However, a failure by the Executive Committee to comply with this clause, does not affect the validity of the action.

## **17 SUBCOMMITTEES**

- 17.1 The Association may establish subcommittees it considers appropriate for purposes consistent with the objectives and functions of the Association (including for example, subcommittees for special purposes such as a swimming club or tuckshop).
- 17.2 Subcommittees may only act within the scope of the authority given to the subcommittee by the Association and must follow any direction given by the Association to the subcommittee.
- 17.3 Without limiting section 17.2, subcommittees will operate under the general supervision of the Association, and will be subject to conditions the Association considers appropriate.
- 17.4 Subject to clause 17.6, the Association must appoint particular members of the Association to be the Chairperson, Secretary and, if funds are to be raised or spent by the subcommittee, Treasurer of the subcommittee.
- 17.5 Officers of the Association are eligible to hold positions on subcommittees.
- 17.6 The Chairperson or Secretary of the subcommittee cannot be the Treasurer of the subcommittee.
- 17.7 Each subcommittee of the Association will, subject to a contrary direction by the Association, provide a written report of its progress to every general meeting of the Association. If the subcommittee is authorised by the Association to raise or spend funds, then the Treasurer of the subcommittee will present a written financial statement, at every general meeting of the Association. The subcommittee accounts will be subject to an audit as part of the Association's accounts.
- 17.8 The timing and frequency of meetings of each subcommittee will, subject to an alternative direction by the Association, be determined by a majority of the votes of the members present of the relevant subcommittees.
- 17.9 Matters arising at a meeting of a subcommittee are decided by a majority of the votes of members present at the subcommittee meeting, where each member present has a vote on the matter. If the votes on a question are equal, the person presiding at the meeting also has a casting vote.



17.10 If a quorum is not present at a subcommittee meeting, the meeting will adjourn to a date determined by its members, subject to an alternative direction by the Association.

17.11 The tenure of each subcommittee is at the discretion of the Association.

## **18 DISPUTE RESOLUTION**

18.1 The Association must endeavour to work together, with their community and with the School, in compliance with the Code of Conduct for P&C Association (Schedule 2 of this Constitution) and in an open and collaborative manner.

18.2 If a dispute arises between members of the Association, the President should lead a process acting as a facilitator to resolve the dispute.

18.3 If the President is involved in the dispute, the Vice-President should lead the dispute resolution process.

18.4 If both the Principal and the President are involved in the dispute, the President/Principal should submit a written request for mediation to the Principal's supervisor.

## **19 FINANCIAL INTEREST**

19.1 In this clause 19, "**relevant entity**" means:

- a) the Association, or
- b) the Executive Committee, or a subcommittee, of the Association.

19.2 If a member of a relevant entity (the "Interested Member") has a direct or indirect financial interest in an issue being considered, or about to be considered, by the relevant entity and the interest could conflict with the proper performance of the Interested Member's duties in relation to the consideration of the issue then, as soon as practicable after the relevant facts come to the Interested Member's knowledge, the Interested Member must disclose the nature of the interest to a meeting of the relevant entity. The disclosure must be recorded in the relevant entity's minutes.

19.3 Unless the relevant entity directs, the Interested Member must not be present when the relevant entity considers the issue or take part in a decision of the relevant entity about the issue.

19.4 The Interested Member must not be present when the relevant entity is considering whether to give a direction under clause 19.3.

19.5 If there is another member of the relevant entity (the "Second Member") who must, under clause 19.2, also disclose an interest in the issue, the Second Member must not:

- a) be present when the relevant entity is considering whether to give a direction under clause 19.3, or
- b) take part in making the decision about giving the direction.

19.6 If:

- a) because of this clause 19, a member of the relevant entity is not present at a meeting of the relevant entity for considering or deciding an issue, or for considering or deciding whether to give a direction under section 19.3, and
- b) there would be a quorum for the relevant entity if the member were present, then, the remaining members of the relevant entity present are a quorum for the relevant entity for considering or deciding the issue, or for considering or deciding whether to give the direction, at the meeting.

## **20 REMOVAL OF MEMBERS AND OFFICERS OF AN ASSOCIATION**

### **20.1 Nominated Persons and Removed Persons**

In this clause 20:

- a) **“Nominated Person”** means a person who is a member, or a member and Officer, of the Association
- b) **“Remove”** a Nominated Person means:
  - i) if the person is a member only of the Association – remove the person as a member of the Association, or
  - ii) if the person is a member of the Association and an Officer – remove the person as a member and Officer of the Association, or as an Officer of the Association only
- c) **“Removed Person”** means a Nominated Person who has been Removed by the Association under clause 20.4
- d) **“Notice of Removal”** means a notice, under clause 20.4.6 from an Association to a Nominated Person Removing the Nominated Person.

### **20.2 Removal of Nominated Person**

The Association may remove a Nominated Person only in accordance with this clause 20.

### **20.3 Grounds for Removal of Nominated Person**

Each of the following is a ground for Removing a Nominated Person:

- a) the Nominated Person is convicted of an indictable offence
- b) the Nominated Person, without reasonable excuse, contravenes the Act or this Constitution
- c) for a Nominated Person who is an Officer of the Association, the Nominated Person, without reasonable excuse, fails to perform the duties of the office held in a competent manner
- d) the Nominated Person, engages in other conduct that is injurious or prejudicial to:
  - i) the promotion of the interests of, or the facilitating of the development and further improvement of the School, or
  - ii) the good order and management of the School.

### **20.4 Procedure for Removal of a Nominated Person**

20.4.1 The Association must determine by majority vote of members present at a general meeting or a special meeting convened for the purpose of considering the removal of the Nominated Person, whether a ground to Remove the Nominated Person exists.

20.4.2 If the Association considers a ground exists to Remove a Nominated Person, the Association must give the Nominated Person written notice stating:

- a) the action the Association proposes to take (proposed action) under this clause
- b) the grounds for the proposed action
- c) the relevant facts and circumstances forming the basis for the grounds, and
- d) an invitation for the Nominated Person to show, within a stated time of at least 14 days, why the proposed action should not be taken.

- 20.4.3 The Nominated Person remains a member of the Association until the removal decision of the Association takes effect and should be permitted to attend and vote at meetings, including all meetings called to consider the subject of their removal.
- 20.4.4 The Association must consider all written representations made to it within the stated time at a general meeting or special meeting and determine by majority of votes of members present (in a secret ballot) whether a ground to Remove the Nominated Person exists.
- 20.4.5 If the Association still considers that a ground exists to Remove the Nominated Person then the Association may:
- a) if the proposed action was to Remove the Nominated Person as a member only – Remove the Nominated Person as a member, or
  - b) if the proposed action was to Remove the Nominated person as an Officer only – Remove the Nominated Person as an Officer, or
  - c) if the proposed action was to Remove the Nominated Person as both a member and an Officer – Remove the Nominated Person as both a member and an Officer, or as an Officer only.
- 20.4.6 The Association must notify the Nominated Person of the Association's decision to Remove the Nominated Person by written notice to the Nominated Person within 14 days after the Association makes its decision and the notice must state:
- a) the reasons for the decision;
  - b) the date on which the Association's decision to Remove the Nominated Person takes effect in accordance with clause 20.4.7;
  - c) that the person may make a submission to the Minister against the decision;
  - d) the Minister's name and address; and
  - e) the way in which the submission may be made.
- 20.4.7 Subject to clause 20.4.8 the decision referred to in clause 20.4.6 takes effect on the day on which the notice is given to the Nominated Person, or if a later day is stated in the notice, the later day.
- 20.4.8 If the Nominated Person is Removed as an Officer of the Association because the Nominated Person is convicted of an indictable offence:
- a) the Removal does not take effect until:
    - i) the end of the time to appeal against the conviction,
    - ii) if an appeal is made against the conviction, the appeal is finally decided, and
  - b) the Removal has no effect if the conviction is quashed on appeal.

## 20.5 Submissions Against Removal of Removed Person

- 20.5.1 A Removed Person may make a submission for a review of the decision to the Minister, which must:
- a) be in writing
  - b) include an address in Australia to which notices for the Removed Person may be sent
  - c) state fully the grounds for the submission and the facts relied on

- d) include a copy of the notice of removal, and
  - e) be given to the Minister within 14 days of the notice of removal being given to the Removed Person, or, if the Minister allows a later time for the giving of the submission, the later time.
- 20.5.2 A person who is dissatisfied with the review decision may also apply, as provided under the Queensland Civil and Administrative Tribunal (QCAT) Act for a review of the decision to remove membership, as if the person had been a member of the Association and been removed from the Association.
- 20.5.3 A Removed Person who resigns or purports to resign from the Association as a member or Officer after receipt of the Notice of Removal may not make a submission against their Removal to the Minister.

## **Part IV – Meetings and Voting**

### **21 MEETINGS**

#### **21.1 Presiding at Meetings**

- 21.1.1 The President of the Association must preside at all meetings of the Association at which the President is present.
- 21.1.2 If the President is absent from an Association meeting, but a Vice-President of the Association is present, a Vice-President nominated, and confirmed by majority vote at the meeting, must preside at that meeting.
- 21.1.3 If neither the President nor a Vice-President is present at an Association meeting, or those offices are vacant, a member elected by those present at the meeting must preside.

#### **21.2 Minutes of Meetings**

The Secretary, or nominee, will record proceedings of any meeting of the Association in writing by way of concise and accurate minutes. The person presiding at that meeting, or the person presiding at the next meeting, will sign the minutes of the meeting verifying the accuracy of the minutes as accepted by the Association.

#### **21.3 Annual General Meetings**

- 21.3.1 The annual general meeting of the Association must be held by 31 March in the year following the end of the preceding financial year of the Association.
- 21.3.2 Subject to clause 21.3.1, at the last general meeting for the year (to be held before 31 December) the Association may determine the date of the following year's annual general meeting.
- 21.3.3 At least **14 days** before the day of the annual general meeting, notice of the annual general meeting must be given in writing personally, or by post or email to each member of the Association. However, a resolution passed at the annual general meeting is not invalid merely because a member of the Association did not receive notice of the meeting.
- 21.3.4 A quorum for an annual general meeting of the Association is ten members of the association
- 21.3.5 No business of an annual general meeting will be conducted unless a quorum of members is present.

- 21.3.6 If a quorum is not present at an annual general meeting then the meeting will be adjourned and the Officers will determine another date for the meeting and the Secretary will give notice of the meeting in accordance with clause 21.3.3.
- 21.3.7 If a quorum lapses during an annual general meeting, the meeting will be adjourned to a later date as determined by the Officers and the Secretary will give notice of the meeting in accordance with clause 21.3.3.
- 21.3.8 A member may place an item of business of the Association on the agenda for an annual general meeting by notifying the Secretary in writing, prior to the meeting.
- 21.3.9 The order of business to be conducted at an annual general meeting of the Association must be undertaken in the following order:
- a) welcome to members and introduction of any special visitors
  - b) apologies
  - c) confirmation of minutes of the previous annual general meeting
  - d) business arising from the minutes of the previous annual general meeting
  - e) receipt and adoption of the Association's audited annual financial statement and Treasurer's report (to include all relevant subcommittees' audited financial statements) [should the audit not be available the meeting cannot proceed and must be adjourned until such time as the audit is available for consideration by the members]
  - f) receipt and adoption of the President's annual report
  - g) receive applications for membership (to include renewal of existing membership and new membership)
  - h) declare vacancies of existing Officer/Executive Committee
  - i) election of Officers/Executive Committee
  - j) motion to change bank signatories to the newly elected Officers (if required)
  - k) confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)
  - l) appointment of the Association's Auditor
  - m) adoption of the Student Protection Risk Management Strategy
  - n) adoption of new model constitution (if any)
  - o) honorary life membership awards (if any)
  - p) general business.
- 21.3.10 Existing members of the Association are permitted to vote on all items of business from and including clause 21.3.9 (a) to 21.3.9 (g). New and existing members whose applications for membership and renewal of membership respectively, have been received and accepted and who are present are able to vote from 21.3.9 (h) onwards.

#### 21.4 **General Meetings (other than Annual General Meetings)**

- 21.4.1 General meetings of the Association are held as the Association decides (usually once each month), provided that, a meeting of the Association must be held at least three times per semester.

- 21.4.2 Clause 20.4.1 does not apply to an Association during the year in which it is formed. During the year in which the Association is formed, it will hold a sufficient number of general meetings in which to undertake the functions and business of the Association.
- 21.4.3 The scheduling of general meetings of the Association will be determined by a resolution of the Association.
- 21.4.4 A quorum for a general meeting of the Association is seven members of the Association
- 21.4.5 No business of a general meeting will be conducted unless a quorum of members is present.
- 21.4.6 If a quorum is not present at a general meeting then the meeting will be adjourned and the Officers will determine another date for the meeting and the Secretary will, at least **7 days** before the day of the meeting, give notice of a general meeting to each member of the Association. However, a resolution passed at a general meeting is not invalid merely because a member of the Association did not receive notice of the meeting.
- 21.4.7 If a quorum lapses during a general meeting, then the meeting will end. All unfinished business will be placed on the agenda for the next general meeting. Any matters of urgency may be considered by the Executive Committee.
- 21.4.8 A member may place an item of business of the Association on the agenda for a general meeting by notifying the Secretary in writing, prior to the meeting.
- 21.4.9 The order of business at a general meeting of the Association is as follows:
- a) apologies
  - b) confirmation of the minutes of the previous general meeting
  - c) business arising from the minutes of the previous general meeting
  - d) correspondence received since the previous general meeting- inward and outward
  - e) business arising from the correspondence
  - f) table Executive Committee's decisions (if any)
  - g) treasurer's report and financial statement, and any business arising from Treasurer's report and financial statement
  - h) subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements
  - i) other reports
  - j) motions on notice
  - k) general business
  - l) applications for membership and recording of new members.

## 21.5 Special Meetings

- 21.5.1 The Secretary will, at least **7 days** before the day of any special meeting, give notice of a special meeting in writing, personally or by post or email to each member of the Association. However, a resolution passed at a special meeting is not invalid merely because a member of the Association did not receive notice of the meeting.
- 21.5.2 The purpose for which a special meeting is convened will be the only business of the meeting.

- 21.5.3 A quorum for a special meeting of the Association is seven members of the Association.
- 21.5.4 No business of a special meeting will be conducted unless a quorum of members is present.
- 21.5.5 If a quorum is not present at a special meeting, then the meeting will be cancelled and the Officers will determine another date for the meeting and the Secretary will give notice of the meeting in accordance with clause 21.5.1.
- 21.5.6 If a quorum lapses during a special meeting, the meeting will be adjourned to a later date as determined by the Officers and the Secretary will give notice of the meeting in accordance with clause 21.5.1.
- 21.5.7 A Special Meeting may only be convened for:
- a) the tabling of actions of the Executive Committee in dealing with matters of urgency
  - b) proposed amendments to this Constitution
  - c) proposed removal of a member of the Association
  - d) proposed removal of an Officer of the Association
  - e) proposed dissolution of the Association
  - f) business determined by resolution of members of the Association at a general meeting of the Association to be dealt with at a special meeting
  - g) business determined by the Officers of the Association to be dealt with at a special meeting, or
  - h) business determined by written request to the Secretary of a majority of Association members to be dealt with at a special meeting.

## **22 VOTING**

- 22.1 A question at an Association meeting is, subject to this Constitution, decided by a majority of the votes of the members present.
- 22.2 Members who are listed as current members in the register of members are entitled to vote at any duly constituted meeting of the Association.
- 22.3 Each member present at an Association meeting has a vote on each question to be decided and if the votes on a question are equal, the person presiding at the meeting also has a casting vote.
- 22.4 Voting by proxy is **not** permitted.

## **Part V – Finance, Audit and Records**

### **23 FINANCE**

#### **23.1 Association is a statutory body under the SBFA Act**

The Association is a statutory body under the SBFA Act and its financial powers and responsibilities are set out in both the Act and the SBFA Act. The Association's performance of its powers and responsibilities in Part V of this Constitution is subject to, and must be performed in accordance, with the Act, the Regulation and the SBFA Act.

#### **23.2 Financial Year**

The financial year of the Association is the period of twelve months starting on 1 January in a year and ending on 31 December in that year.

### **23.3 Accounting for P&C Associations**

The Association and its members are bound to comply with the latest version of the Accounting Manual.

### **23.4 Responsibilities**

- 23.4.1 The responsibilities of the Officers, Principal, subcommittees and members of the Association not set out in section 16.2 of this Constitution are set out in the Accounting Manual.
- 23.4.2 The Officers are responsible for ensuring that the Association and its subcommittees follow appropriate financial management procedures and comply with the Accounting Manual.
- 23.4.3 Responsibility for the proper collection, management and disbursement of money of the Association rests with the President and Treasurer.
- 23.4.4 The Treasurer is responsible for complying with the financial accountability requirements of the Association in accordance with the Accounting Manual and must keep proper accounts in relation to the Association, including proper accounts of receipts and expenditure.

### **23.5 General Matters**

- 23.5.1 All money raised by and on behalf of the Association will be provided to the Treasurer of the Association, to be managed in the name of the Association.
- 23.5.2 Subject to clauses 23.5.3 and 23.6, income and property of the Association must be applied solely, at the direction of the Minister, to the following:
  - a) firstly, in paying expenses lawfully incurred by the Association
  - b) secondly, in achieving the objectives and performing the functions of the Association.
- 23.5.3 The Association must deal with money it receives under a Relevant Agreement as the Minister may direct or, otherwise, as the Association believes appropriate, consistent with its objectives.
- 23.5.4 Subject to clauses 23.5.2 and 23.5.3, money raised by the Association for a particular purpose must be used for that purpose.
- 23.5.5 Proper books and accounts must be kept and maintained by the Association showing correctly the financial affairs of the Association.

### **23.6 Banking**

- 23.6.1 The funds of the Association will be lodged in a basic institutional account with an approved financial institution or another institution determined at the annual general meeting of the Association and approved by the Minister.
- 23.6.2 The basic institutional account may be operated by any two Officers of the Association.
- 23.6.3 All money received by the Association, including by subcommittees of the Association, must be receipted and banked as soon as possible.



- 23.6.4 Electronic banking may be used where the financial institution's software provides necessary functionality and security.
- 23.6.5 Electronic funds transfer may be used where the functionality complies with the mandatory requirements set out in the Accounting Manual.
- 23.6.6 The Association must authorise at least two Officers to be financial institution account signatories.
- 23.6.7 The signatories must not be:
  - a) the Principal or an Association employee, or
  - b) two members of the same family, except in exceptional circumstances.
- 23.6.8 Any change to account signatories must be authorised by the Association at a meeting of the Association.

### **23.7 Expenditure**

- 23.7.1 No expenditure, except as a matter of urgency as approved by a majority of the Executive Committee, may be incurred without the prior approval of the Association.
- 23.7.2 All expenditure must be submitted for approval of payment at a general meeting or special meeting of the Association.
- 23.7.3 If the Association resolves at an annual general meeting to have a petty cash fund, the amount of the petty cash fund of the Association will be \$100 or an amount as determined by resolution of the Association at the annual general meeting of the Association.
- 23.7.4 The Treasurer will maintain a record of expenditure from the petty cash fund together with receipts. The Treasurer will submit a report of expenditure from the petty cash fund to the general meeting of the Association.
- 23.7.5 All expenditure will be paid by any of the following methods of payment:
  - a) direct deposit using electronic funds transfer (EFT) (authorised by two account signatories)
  - b) debit card (amounts of \$1000 and under)
  - c) prepaid card (amounts of \$500 and under)
  - d) cheque (authorised by two account signatories)
  - e) petty cash (amounts of \$100 and under).

### **23.8 Borrowing and Investing**

When borrowing or investing, the Association must comply with the Act, the Regulation, the SBFA Act, the Accounting Manual and any directions of the Minister.

### **23.9 Subcommittee Funds**

- 23.9.1 Any funds raised by a subcommittee are the Association's funds and under the Association's control. Such funds are also subject to the provisions of clauses 23.5.2 to 23.5.4.
- 23.9.2 If a subcommittee is authorised by the Association to raise and spend funds, the Treasurer of the subcommittee must:

- a) be provided with all amounts received by the subcommittee and manage those amounts
  - b) keep a proper record of receipts and expenditure of the subcommittee
  - c) ensure amounts received by the subcommittee are deposited promptly in an account with a financial institution in the name of the subcommittee, or in another account, as directed by the Association.
- 23.9.3 If a subcommittee has been authorised by the Association to raise or expend funds, the Association will determine the operating funds of the subcommittee.
- 23.9.4 If a subcommittee is authorised to operate a bank account in its own name:
- a) the account will be held at the same financial institution as the Association
  - b) the account will be operated by any two of the Chairperson, Secretary and Treasurer of the subcommittee
  - c) the subcommittee must authorise at least two executive officers of the subcommittee to be account signatories, and
  - d) the subcommittee must comply with the Accounting Manual.
- 23.9.5 All income of the subcommittee in excess of its approved operating funds and after paying all expenses lawfully incurred by the subcommittee, must be transferred to the nominated bank account of the Association as soon as possible or as the Association decides.

#### 23.10 **Mandatory Insurance Cover**

The Association must purchase and maintain the insurance cover required by the Director-General by notice published from time-to-time in the Gazette.

### 24 **AUDIT**

#### 24.1 **Association Must Be Audited**

The accounts of the Association and its subcommittees for each financial year must be audited annually, in accordance with the Act, Regulation and the Accounting Manual.

#### 24.2 **Appointment of Auditor**

- 24.2.1 All of the accounts of the Association must be audited each year by a person (the "**Auditor**") who is appointed at the annual general meeting or a special meeting convened for that purpose.
- 24.2.2 A member of the Association may be the Auditor only with the approval of the Director-General.
- 24.2.3 The Auditor must, to the extent practicable, be a local person aware of the activities of the Association and be:
- a) a member of CPA Australia Ltd ACN 008 392 452 who is entitled to use the letters 'CPA' or 'FCPA', or
  - b) a member of Chartered Accountants Australia and New Zealand ARBN 084 642 571 who is entitled to use the letters 'CA' or 'FCA', or
  - c) a member of the Institute of Public Accountants Ltd (ACN 004 130 643) who is entitled to use the letters 'MIPA' or 'FIPA', or

- d) an employee of a public sector entity (as defined in the *Auditor-General Act 2009 (Qld)*) who has the commercial skills and experience to audit the accounts of the Association, or
  - e) an employee of an insurance company, financial institution or other financial or commercial organisation, who has the commercial skills and experience to audit the accounts of the Association.
- 24.2.4 The Auditor is to be appointed in an honorary capacity provided that, where this is not possible, the [Executive Committee] will negotiate and confirm the Auditor's fees prior to the Auditor's appointment.
- 24.2.5 The [Executive Committee] should review the Auditor periodically to ensure independence is maintained.
- 24.2.6 The Association's choice of Auditor cannot be:
- a) an employee or Executive Committee member of the Association
  - b) a member of the Association
  - c) a relation of an Executive Committee member of the Association, or
  - d) the service provider of another service to the Association.
- 24.2.7 As soon as practicable after the appointment of the Auditor, the President will give written notice to the Regional Director for the School, of the Auditor's name, address and qualifications.

### 24.3 Annual Audit

- 24.3.1 As soon as practicable after the end of the financial year, but prior to the annual general meeting, the Treasurer will submit to the Auditor, and the Auditor will examine, the books and accounts of the Association and its sub-committees, which include:
- a) minutes of meetings
  - b) records of collections
  - c) records of payments
  - d) cashbooks
  - e) records of assets and liabilities
  - f) such other records of the Association, as the Auditor considers appropriate.
- 24.3.2 The Auditor must verify with financial institutions with which the Association has accounts (the "**Financial Accounts**") the financial balance held or owing at the end of the relevant financial year, so as to be able to certify whether or not, in the Auditor's opinion:
- a) the Association's financial statements are in agreement with the Financial Accounts and in a form that complies with the Accounting Manual and the requirements of the Director-General in relation to the keeping of accounts by the Association
  - b) the financial statements have been prepared to present a true and fair view of the Association's transactions for the relevant financial year, and the Association's financial position at the end of that year, on a basis consistent with the basis for preparing the Association's financial statements for the preceding financial year.

24.3.3 Upon completion of the audit, the audited financial statements, with all signed certificates appended, will be presented to the President and Officers and, as soon as practicable thereafter, to the annual general meeting of the Association.

24.3.4 The Secretary must, by 31 May of the year following the financial year, give, by post or email, a copy of the Association's audited financial statements for the financial year to the Regional Director.

## **25 HANDING OVER OF ACCOUNTS TO SUCCESSORS**

25.1 The Treasurer of the Association, or of a subcommittee, must transfer to the successor-in-office all records and accounts of the Association and its subcommittees in their possession, custody or control as soon as practicable after that successor has been appointed.

25.2 If the Treasurer of the Association, or of a subcommittee, resigns or is removed during their term of office, the Association will arrange for an audit of the records and accounts of the Association or its subcommittees to be carried out as soon as practicable and the incoming Treasurer to be provided the financial records and accounts of the Association to allow business to continue.

## **26 NO DISTRIBUTION TO MEMBERS**

No portion of the Association's funds, income or assets will be distributed, paid, or transferred directly or indirectly to members of the Association, provided that the Association may transfer employee payments and entitlements to a member who is a paid employee of the Association or subcommittee of the Association.

## **27 RECORDS**

27.1 The Association must store and maintain all records (including financial records and accountable forms) in a safe and secure location (preferably at the School) which may only be accessed by duly authorised persons.

27.2 The Association must keep complete and accurate financial records and accountable forms in accordance with the Accounting Manual.

# **Part VI – Adoption and Amendment of Constitution**

## **28 ADOPTION OF CONSTITUTION**

28.1 This Constitution has no effect unless it is approved by the Director-General.

## **29 AMENDMENT OF CONSTITUTION**

29.1 The Association may resolve to amend this Constitution by a resolution passed by a majority of its members present at an annual general meeting or special meeting of the Association.

29.2 The Association must have regard to this Constitution and any subsequent model constitution for P&C Associations prepared under section 38(3) of the Regulation prior to amending this Constitution.

29.3 The Association must also have regard to the Act and the Regulation prior to amending this Constitution.

29.4 The Principal should notify their supervisor of any approved amendments.

29.5 Amendments to this Constitution are effective from the date of approval by the Director-General and such amendments will have no effect unless and until approved by the Director-General.

## **Part VII – Dissolution of the Association**

### **30 DISSOLUTION**

30.1 The Association is dissolved if:

- a) the School is closed
- b) the number of members of the Association is two or less, or
- c) the question of dissolution is put and resolved in the affirmative on a three-fourths (75%) majority vote of its members present and entitled to vote at a special meeting of the Association called to consider the question.

30.2 An Association which is the approved provider for an outside school hours care service must provide a minimum of four weeks' notice to the Principal upon its decision to dissolve.

30.3 On dissolution of the Association, the Principal's supervisor must, as directed by the Minister, deal with all property in the name of the Association and the Association's funds, after payment of any expenses lawfully incurred by the Association.

## SCHEDULE 1– P&C ASSOCIATION MEMBERSHIP REGISTER

*THE FOLLOWING IS AN EXAMPLE TEMPLATE FOR YOUR P&C ASSOCIATION MEMBERSHIP REGISTER*

**PARENTS AND CITIZENS' ASSOCIATION**

YEAR:

Name	Email OR Address	Date membership first commenced*	Date membership ceased (if relevant)	Member is: <i>(Choose A or B)</i> A. a school staff member or parent of child attending the school; OR B. not a school staff member or parent of child attending the school – record current Blue Card number	Phone	Signature

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\* Where a member is granted honorary life membership, please note the date the honorary life membership was awarded and the reason it was awarded on a separate sheet and attach it to this record of membership.

## **SCHEDULE 2 – CODE OF CONDUCT FOR P&C ASSOCIATION**

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.

SCHEDULE 3– EXAMPLE APPLICATION FOR P&C MEMBERSHIP

**Application for P&C Membership for 20[23]  
[Capalaba State College] P&C Association**

Please complete and return to the P&C Secretary (in person or by email: *insert email address*)

**Name:**

**Address:**

**Email address:**

**Phone number:**

**I am:**

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare.

If you are an adult interested in the school's welfare, please provide:

- Current Blue Card number: \_\_\_\_\_
  - Expiry date: \_\_\_\_\_
  - Date of birth\*: \_\_\_\_\_

If applicable, please provide details of your children who are students at [name of school]:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**I am:**

- applying for new membership
- a returning member.

**I apply for membership of the [Capalaba State College] Parents and Citizens' Association and I undertake to:**

- a) promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

**Signature:**.....

**Date:**.....

P&C Secretary Use

Date received: ...../...../..... Date accepted: ...../...../.....

Secretary's signature: ..... Entered in P&C Register.

\* Date of birth details are required to link with Blue Card portal





**CAPALABA STATE COLLEGE**  
**PARENTS & CITIZENS ASSOCIATION**

## **Code of Conduct**

### **Capalaba State College P&C Association**

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should always adhere to the Code of Conduct. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the Education (General Provisions) Act 2006, the Education (General Provisions) Regulation 2017 and the Department of Education's policies and procedures relevant to P&C Association operations
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.
- ensure that behaviour and comments on all P&C and College social media platforms remains respectful, courteous and positive at all times. Any negative comments that reflect badly upon the P&C to the public will be removed and repeat offenders will be banned from those social media pages and have their P&C membership revoked.
- negative speech about the P&C and its members is not to be aired to the college community and all opinions/grievances are to be addressed via the appropriate channels and not in a public forum

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### Debit Card Procedure

Approved 22<sup>nd</sup> June 2020

#### 1. Rationale

The purpose of this policy is to establish rules and procedures for the purchases of goods and services, approved by Capalaba State College P&C Association (P&C), with the use of a debit card. The use of debit cards replaces the practise of people using their personal funds for P&C related expenses and claiming reimbursements of those expenses. It also streamlines P&C banking practices whilst ensuring compliance with the P&C Accounting Manual.

#### 2. Responsibility

- 2.1 The P&C Treasurer is responsible for the operation and monitoring of the cards and has authority to place on lock/hold/cancel any card suspected of being misused. Cards will have a daily maximum cumulative transaction limit of \$500.
- 2.2 A member of the Executive Committee will recommend the issuing of a card to a P&C member and will take responsibility to ensure the P&C member has read the procedures in relation to the use of the card.
- 2.3 The P&C Treasurer will conduct regular checks/reports of the card account transactions including a monthly reconciliation.
- 2.4 A "Debit Card Register", with the details of who has been issued each card, the dates that cards are received and returned, and signatures as appropriate, will be maintained by the P&C Treasurer.
- 2.5 The P&C Treasurer will review the Debit Card arrangements at least annually and confirm the continuation of arrangements, if appropriate, at the Annual General Meeting.
- 2.6 If cards are to be returned, they are to be returned directly to the P&C Treasurer and the Debit Card Register returned sheet completed.

#### 3. Debit Card Bank Account Set Up

- 3.1 A separate bank account (with the same financial institution) is to be set up for the purpose of issuing debit cards
- 3.2 The debit cards ARE NOT to be linked to the P&C's main bank account. If a debit card is linked to the P&C's main bank account, there is a potential risk that the cardholder would have access to the entire account balance of the P&C's main account.
- 3.3 A motion is to be passed at a P&C Meeting (and recorded in the minutes) about who is authorised to be signatory to the debit card bank account.
- 3.4 To help eliminate any risk and/or fraud, each debit card is to have a daily cumulative transactional limit of no more than \$500.
- 3.5 Deposit only sufficient funds to the debit card account to cover the upcoming authorised transactions for the month (keeping the amount to only what is required and no more than \$1000).

#### **4. Obtaining a Card**

- 4.1 The P&C Treasurer is responsible for establishing card accounts and the issuance and cancellation of cards.
- 4.2 Request for cards should be forwarded to the P&C Treasurer.
- 4.3 A motion is to be passed at a P&C Meeting (and recorded in the minutes) about who is authorised to be issued the debit cards.
- 4.4 It is recommended that only one debit card be issued per committee, unless a resolution is passed at a General Meeting to authorise multiple cards with reason.

#### **5. Use of the Card**

- 5.1 The card is only permitted to be used by the nominated cardholder and not to be 'loaned' out in any circumstances.
- 5.2 The cardholder must acknowledge that they are aware of the responsibilities and restrictions placed on their use of the card prior to taking possession of the card
- 5.3 The cardholder must acknowledge they are responsible for the security of the card and must not allow it to be used by any other person.
- 5.4 Expenditure, other than urgent, unforeseen expenses, must be approved in advance by the P&C Association at a General Meeting and recorded in the minutes. Expenditure may be approved as a budget, within reason, where the exact dollar figure is unknown.
- 5.5 Urgent, unforeseen expenses must be approved by majority of the executive committee, and the decision tabled and minuted at the next P&C Association meeting.
- 5.6 Debit cards must not be used to withdraw cash, and direct debit arrangements cannot be attached to the debit card account.
- 5.7 The cardholder must not exceed their daily cumulative transactional limit of \$500.
- 5.8 If the debit card has a "PayWave" or "PayPass" facility, the cardholder will be responsible for treating the card as securely as they would cash to safeguard against unauthorised "tap and pay" transactions.
- 5.9 The card may be used for telephone/internet purchases by giving the card number over the telephone or internet after receiving prior approval for the purchase.
- 5.10 On receipt of the goods or services the cardholder is to obtain an itemised cash sales receipt or copy of the tax invoice detailing purchase made. These receipts must be submitted to the P&C Treasurer directly or via the Subcommittee Treasurer if applicable.
- 5.11 The card is NOT to be used to purchase goods for personal use.

*Note: Misuse of the card will necessitate the P&C Association taking disciplinary and/or legal action against the cardholder.*

#### **6. Lost or Stolen Cards**

- 6.1 If a debit card is lost or stolen, it is the responsibility of nominated cardholder to immediately contact CBA Bank Card Services and report it. CBA Card Services 24/7 phone number is 13 2221 or (02) 999 3283
- 6.2 Furthermore, immediate notification is to be given to P&C Treasurer, including details of the stolen or lost card

#### **7. Card Record Keeping**

- 7.1 Retain receipts for all transactions to verify and enable the monthly account reconciliation.

- 7.2 If the transaction is via the internet, a copy of the transaction must be obtained as evidence. This will allow you to keep within the total credit limit and assist in reconciliation with the online card statement.
- 7.3 The P&C audit will annually review integrity of the online card statements

#### **8. Card Expense Queries**

- 8.1 Where a card user has a query on their Statement, the first contact should be with the supplier. If the supplier agrees that the charge is incorrect, or the goods have not been delivered or incorrectly delivered, they must organise for a credit to be issued. The cardholder is responsible for this enquiry and to ensure that credits, where agreed, ultimately appear on the statement.
- 8.2 Where agreement cannot be reached with the supplier, the transaction should be marked as a disputed transaction and a Disputed Transaction form, available online, completed and faxed to the CBA Bank who will take up the complaint with the supplier.

(Refer to P&C Qld Fact Sheet – Debit Cards Updated May 2019, in conjunction with the P&C Accounting Manual Version 4.2 July 2019)

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## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### Additional Explanatory Notes to be read in conjunction with the Debit Card Procedure and Cardholder Agreement

- The bank account holding the debit funds to have a maximum limit of \$1,000. This is a maximum balance only, with only sufficient funds to cover upcoming authorised transactions for the month to be transferred. This is in accordance with [P&C Qld Fact Sheet – Debit Cards \(Updated May 2019\)](#)
- Debit cards to have a maximum daily expenditure of \$500 per card per day (can be over multiple transactions). This is in accordance with [Page 23 – Debit Cards of the P&C Accounting Manual \(July 2019\)](#)
- Holding a card does not automatically authorise the cardholder to spend. All Expenses are approved either at a P&C General Meeting or by majority of the executive committee. This is in accordance with [Page 22 of Expenditure of the P&C Accounting Manual \(July 2019\)](#) AND [Part 20.7.1 - Expenditure, of the P&C Constitution for Capalaba State College](#)
- The exact dollar figure of some expenditures are not known ahead of time, e.g. swim club canteen. Instead, a budget may be known prior to season and can be approved via motion at a General Meeting. An approved budget would allow the card to be used for that purpose within that scope. Therefore, it is possible that all expected upcoming expenditures for the card are approved ahead of time, whether it be by a budgeted amount, or an actual dollar figure.
- The preference will be for one only card issued per sub-committee unless approved otherwise at a General Meeting by resolution. It is good financial practise to limit cards to only those necessary and this also reduces the monthly burden on the P&C Treasurer.
- The suggested procedure has been developed to reflect the following:
  - [Accounting Manual](#)
  - [Debit Card Guide](#)
  - Constitution



**CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION**

**AUTHORISED CARDHOLDER AGREEMENT**

In accordance with Capalaba State College P&C Association DEBIT CARD PROCEDURE the undersigned is hereby authorised to accept, use, and be responsible for a Capalaba State College P&C Association Debit Card. This authorisation shall remain effective until terminated by the P&C Association, the CBA Bank, upon transfer to another user, or resignation from the Capalaba State College P&C Association.

**AS A DEBIT CARD CARDHOLDER:**

- I agree to not incur personal or unauthorised purchases on the Debit Card. I understand personal and unauthorised use may result in disciplinary action, removal from the P&C Association and/or legal action against me.
- I agree to only use the Debit Card for authorised purchases.
- I agree to comply with the all applicable Policies, Procedures, laws and regulations when using the debit card.
- I agree to not use the debit card for cash advances, or purchase of negotiable instruments such as money orders or gift cards.
- I agree to not allow another person to borrow or use my Debit Card or Debit Card number.
- I agree to return the Debit Card to the Treasurer upon termination of the card, or upon request by the Executive Committee of the P&C Association.
- I agree to abide by Capalaba State College P&C Association procedure governing Debit Card use for Purchases/Payment.
- I understand that the P&C Association will review my Debit Card transactions for unauthorised use and reconciliations.
- I understand that I will be required to repay charges for unauthorised charges.
- I understand the Debit Card may be suspended or cancelled at any time.

I ACKNOWLEDGE I HAVE RECEIVED DEBIT CARD # \_\_\_\_\_, AND UNDERSTAND AND ACCEPT THE TERMS OF THIS AGREEMENT:

**Cardholder Signature**..... **Date** .....

The above cardholder is authorised to use this Debit Card in accordance with the above terms.

**Signature** ..... **Date** .....  
President, Capalaba State College P&C Association

**Signature** ..... **Date** .....  
Treasurer, Capalaba State College P&C Association

If President/Treasurer is Cardholder, one alternate Executive Committee Officer signature is required below in lieu of Cardholder’s Signature

**Full Name**..... **Members Position**.....

**Signature** ..... **Date** .....



Updated 20<sup>th</sup> May 2020 DRAFT

## Debit Card Register

Debit Card #	Cardholder Full Name	Date – Issued	Cardholder Signature	P&C Exec Member Signature	Date – Returned	Cardholder Signature	P&C Exec Member Signature



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### Video Conferencing Procedure

Updated 23<sup>th</sup> March 2020

Accepted by motion 27<sup>th</sup> April 2020

Amended by motion 24<sup>th</sup> August 2020

Updated 21<sup>st</sup> March 2022

#### 1. Rationale

Capalaba State College P&C Association (P&C) is committed to providing a safe and secure meeting environment which promotes participation in the school community and acknowledges the diversity and personal commitments of Association members.

#### 2. Aims

P&C is committed to providing an inclusive environment where all members can attend. Video Conferencing is made available to ensure members who cannot attend in-person meetings are still able to participate. This procedure aims to provide an effective, efficient and controlled video conferencing facilities.

#### 3. Meeting moderator

A meeting moderator (“host”) is appointed by the Executive Committee prior to the meeting. This individual:

- 3.1 Sets up the Virtual Meeting Space (VMS)
- 3.2 Monitors Quorum during the meeting
  - Takes Record of Quorum at the beginning of the meeting plus on each vote/motion.
  - Notifies the meeting chair should Quorum lapse for more than 5 minutes during the meeting. It may be necessary to momentarily adjourn the meeting especially in the instance a lapse in Quorum has been caused by technology drop-outs.
- 3.3 Assist members with accessing the VMS, including:
  - Responding to chat questions during the meeting
  - Muting members whose audio is on when they aren’t actively speaking
  - Records the meeting (if applicable)

#### 4. Participation

All members will be forwarded an invitational link to participate in video conferencing by the P&C Executive for each general meeting.

Members attending via video conferencing shall ensure that they adhere to all security measures as required by this Procedure.

- 4.1 The participant is required to access the video conference with their full name and must be identifiable by the P&C Executive. If the identity of the participant cannot be verified the video conference link to them will be terminated.



- 4.2 The participant shall abide by the same protocols as those members physically attending a general meeting. They shall adhere to the Code of Conduct, Standing Orders and Association Conventions.
- 4.3 Only one participant should speak at a time. A participant may indicate they wish to speak by raising a virtual hand (if function available within the software), an actual hand on the video, or making it briefly known their intention to speak. The Chair (or person leading discussion) will call upon the individual by name when it is time for them to speak.
- 4.4 The etiquette of adding new agenda items via advance notice or question to the committee should be adhered to.
- 4.5 The participant must be in a private setting where they cannot be overheard or overlooked for the duration of the meeting.
- 4.6 Microphones should be muted when not in use to ensure that background noise does not impact on the integrity of the meeting.
- 4.7 The participant shall ensure that any connection is suitable for video conferencing purposes and that the quality of the video and audio is of the standard required by the Association. If the participant wishes to turn off their video during the meeting, they will be required to turn it back on should they wish to speak (unless they do not have facilities to do so). It is preferable that all members keep their video on, just like a normal face-to-face meeting.
- 4.8 The participant will ensure that no recording of the video conference is conducted and that all recording options are disabled. Failure to comply with this directive will result in the membership of the participant being revoked. Only the Moderator may record the meeting (if applicable).
- 4.9 The participant will ensure that at the conclusion of the meeting, all connections to the video conference will be disengaged and that no credentials or passwords are saved to avoid unauthorised access.

## **5. Voting**

Members attending a general meeting via video conferencing shall be counted in the quorum for such meeting and shall have voting rights. Secret votes can be set up using survey software with individual links to the survey only given in the VMS once a need for it is called upon. Members attending via video conference shall be provided the opportunity to address any motions put forward, as per the rights of all members physically in attendance, and any relevant information or objection shall be recorded in the minutes of the general meeting together with the result of the vote.



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

# Second-Hand Uniform Shop Procedures

Updated 20<sup>th</sup> March 2022

Proposed amendments for review 20<sup>th</sup> March 2023

### 1 Rationale

Capalaba State College Parents & Citizens (P&C) Association is committed to providing the school community with an affordable uniform option to purchase second-hand uniforms through the second-hand uniform shop (the uniform shop). The aim is to give every student the opportunity to wear the Capalaba State College (the College) Uniform with pride by providing access to affordable clothing options. These procedures are reviewed annually at each P&C annual general meeting for continued acceptance by the association.

The operating guidelines include (but are not limited to):

- processes and procedures
- reporting expectations and processes
- annual operation plan
- budget (including expected income, planned expenditure, working capital and special purpose funds) process for the return of surplus funds.

### 2 Location

The uniform shop is hosted within the P&C room located on the Junior Campus near the tennis courts on School Rd, Capalaba.

### 3 Opening times

By appointment only.

### 4 Volunteers (including Coordinator)

Must be members of the P&C. All roles are honorary and therefore engaged on a volunteer basis. The Coordinator is the only uniform shop role endorsed annually at the P&C Annual General Meeting.

The Uniform Shop volunteers must participate in annual training, which includes the Department of Education's Mandatory All-Staff Training Program (updated annually) and Asbestos Awareness. The declaration for the mandatory all-staff training program and asbestos awareness must be returned to the P&C.

All volunteers for the uniform shop must sign in and out using the sign in sheets provided at the entrance, this may be in the form of an electronic register (including attendance records kept within the electronic appointment management system).

### 5 Reporting

An update of 2<sup>nd</sup> Hand Uniform Shop activities is to be provided to the P&C Secretary [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au) 10 days prior to each General Meeting. A Coordinator's attendance at P&C meetings is not required however is encouraged.

## **6 Health, Safety and Wellbeing**

- The wellbeing of volunteers is important. Appointments only with volunteers managing their own availability helps manage their wellbeing and workload.
- In the event of any incidents, please report to [president@capalabascpandc.com.au](mailto:president@capalabascpandc.com.au) and [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au).
- The WH&S Checklist must be completed and submitted annually by the end of Term 3 to ensure compliance and identify areas that need to be addressed prior to reopening for the next year. The checklist may include, but not limited to:
  - Cleaning process
  - First Aid kit provisions
  - Safety Data Sheets for all approved hazardous substances on site
  - Mandatory Training
  - Signage
  - General Housekeeping
- All volunteers should make efforts before each appointment to ensure the room is clean, tidy and in good order, paying particular attention to any obvious hazards and risks (e.g., trip hazards). In the event of wet weather regular mopping is advised.

## **7 Stock and Equipment**

All stocked and equipment purchased for the running of the 2<sup>nd</sup> Hand Uniform Shop remains the property of the P&C Association. Should items be needed for another P&C purpose they should be made available at the request of the P&C executive, where the request is reasonable and does not interfere with the purpose or function of the 2<sup>nd</sup> Hand Uniform Shop. If any P&C owned stock or equipment is kept in locked storage, a key must be held by one of the P&C executive team.

## **8 Stocktake**

Stocktakes must be completed at least every quarter (at the end of each term). To conduct a stocktake, one person should count while another checks and records. When stock take is completed a breakdown of both consignment and P&C stock should be noted.

## **9 Opening Procedure**

1. Collect keys from admin office (including any uniforms to be sold, if any)
2. Open and secure door
3. Turn on lights/fans.
4. Sign in.
5. Wash/sanitise hands.
6. Open windows and blinds if necessary
7. Remove tablet and square reader from safe
8. Connect tablet and square reader to chargers.
9. Turn on, set up and prepare tablet and square ready for sales

## **10 Closing Procedure**

1. Email any new consignment forms to P&C Treasurer
2. Print out the daily sales sheet from SQUARE and staple to all tags from uniforms sold.
3. Wipe /disinfect all tables, benches light switches and door handles
4. Ensure all product is neat and room in tidy

5. Vacuum floor/ mop if necessary
6. Close windows and blinds if opened
7. Sign out.
8. Wash/sanitise hands.
9. Turn of lights/fans
10. Engage lock on door.
11. Close/lock door
12. Double check that door is locked.
13. Return keys to the admin office.

## **11 Cleaning schedule**

*Weekly – or as per appointment timeslot (many hands make light work if everyone does a little at a time!)*

1. Wipe /disinfect all tables, benches, light switches, and door handles
2. Ensure all product is neat and room in tidy
3. Vacuum floor/ mop if necessary
4. If any dishes/cups/cutlery have been must, they must be washed, dried, and packed away.
5. Rubbish bin is to be cleared, with a new rubbish bin liner to be replaced

## **12 Consignment**

Consignment is the process where an individual sells items through the uniform shop and the seller receives a portion of the sale. In the case of consignments the following conditions are relevant:

- Items must be part of the CURRENT Capalaba State College uniform.
- Each item must be labelled with the seller’s consignment number.
- Items must be CLEAN, IRONED & IN GOOD REPAIR.
- The seller will be requested to nominate a selling price; however, the P&C will alter the nominated sale price if the condition of the uniform does not meet the specified standards.
- Twenty- five percent (25%) is taken off the sale profit for Capalaba State College P&C, this accommodates the SQUARE transaction fee (currently 1.9%).
- Condition of Sale agreements are valid for 12 months from the date the contract was signed. After this date, all sold items will be paid to the seller’s account and any remaining/unsold items will become the property of Capalaba State College P&C unless indicated otherwise by the seller on the consignment form.
- If the seller does not wish to donate the remaining items, the seller MUST collect them immediately, or by an agreed arranged. If still not collected within one Term, the uniform will then become the property of Capalaba State College P&C. Sellers must be notified of this at the time of making the arrangement.

### **12.1 Condition of Sale agreement**

All consignments must have a completed, signed, and dated Condition of Sale agreement. If they do not, we must contact the seller to come and complete the form. If unsuccessful then the uniform will be considered as a donation to the P&C.

Steps required:

1. Seller details to be completed in full.
2. Condition of Sale to be explained to the seller. If the form was received via the admin office and has been completed and signed by the seller- then assumption can be made that the seller is fully aware of the conditions and by signing the form, agree to them.
3. Confirmation of whether the seller would like to donate the un-sold items or collect them upon expiry.

4. Description of item, including date, size and asking price.
5. A new identification number is allocated to the seller and written in the top right hand side box.
6. The agreement is then filed in the Consignment Uniform folder, with the use of plastic sleeve (a supply of sleeves can be found in the Uniform filing cabinet).

### **12.2 New Consignments**

- Condition of Sale agreement to be completed in full and signed and dated by the seller. If not dated, then the coordinator is able to do this, on the day they receive the items.
- Any garments without Condition of Sale agreement attached/provided will be treated as a donation to the P&C.
- The seller will be requested to nominate a selling price, however the nominated sale price may be altered by the P&C upon consultation with the seller, if required.
- A tag slip is to be placed on each item, containing the consignment number, item number, item description, size, and price.
- An consignment identification number is allocated, using the next unassigned consignment number located in the Consignment Number Listing. As each consignment has a separate contract of sale, a new consignment should be generated even if that person has previously or currently holds a consignment.
- Place the uniform on the clothes racks, with other like items- ready for sale.
- A copy of the consignment should be emailed to P&C Treasurer
- Each item is then written in the Consignment Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and write down the consignment number, size, and price.

### **12.3 Existing Consignments (Condition of Sale agreement already in place)**

- Any additional uniform brought in by the seller should be considered a NEW CONSIGNMENT and a new contract of sale completed. Follow the New Consignments process.

### **12.4 Sold Consignments**

- When consignment uniform is sold, it is marked off the Condition of Sales agreement, with the sold date recorded and signed by the coordinator dealing with the sale. This can be done later by the coordinator when reviewing the docketts saved from sale days.
- The item is marked as SOLD in the Consignment Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and locate the uniform item. Record the sold date and initial of the coordinator, next to it.
- Once the all the items of the seller, as per the Condition of Sale agreement, have been sold, then a **Payment Request Form**, is to be completed and provided to the P&C Treasurer for verification and payment.
- If the seller, no longer wants to continue with consignments, the Condition of Sale agreement is now ceased and the Condition of Sale agreement is provided to the P&C Treasurer for electronic filing, and the original safely destroyed.
- Should the seller continue to sell on consignment, the Condition of Sale agreement will remain valid along with their identification number.
- The P&C Treasurer will email a copy of the Payment Request Form to the once payment is made.

### **12.5 Expired Consignment (Condition of Sale agreement)**

- Condition of Sale agreements expire after 12 months from the contract date. Upon this, all sold items are paid to the seller's account and any remaining/unsold items become the property of Capalaba State College P&C (unless indicated otherwise by the seller).

- If the seller declines to donate, then they MUST collect them within an agreed timeframe (usually 2 weeks). If still not collected within by the end of the Term, the uniform will then become the property of Capalaba State College P&C. Sellers must be notified of this at the time of making the arrangement.
- The Condition of Sale agreement is then completed by the coordinator, noting whether the remaining items are to be donated or collected by seller.
- The Condition of Sale agreement is now ceased, and the Condition of Sale agreement is provided to the P&C Treasurer for electronic filing, and the original safely destroyed.

## **12.6 Donations**

Whether uniform has been donated to the P&C or provided because of expired consignment agreements- the uniform is to be assessed and determined whether appropriate to sell in the shop, or not. Each uniform must be: Current uniform CLEAN, IRONED & IN GOOD REPAIR

If the uniform is in average condition i.e., has paint stains, missing buttons, broken zips, it is up to the coordinator to determine whether it is to remain in stock at a reduced price, or placed in donation (located in the P&C room).

## **12.7 Tagging System**

All uniform, whether on consignment or donated to the P&C, are to be tagged using one of the tag slips (see enclosed). The tag slip contains information such as:

- Consignment Number (contract of sale agreement number) (if none, then P&C or PNC is to be noted)
- Item Code (generated using SQUARE)
- Item Name
- Size
- Price

## **13 P&C Uniforms**

### **13.1 New P&C Uniforms**

- All garments/uniform are to be assessed and determined whether they meet the following criteria:
  - Items must be part of the CURRENT school uniform.
  - Items must be CLEAN, IRONED & IN GOOD REPAIR.
- The coordinator will nominate a selling price based on the items condition with reference to the pricing of existing stock on hand.
- A tag slip is to be placed on each item, stating P&C (or PNC) as the seller, item description, size, and price.
- Each item is then written in the P&C Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and write down the size and price.
- Then place the uniform on the clothes racks, with other like items- ready for sale.

### **13.2 Sold P&C Uniform**

When P&C uniform is sold, it is marked as SOLD in the P&C Uniform spreadsheet. Each tab contains each uniform type (e.g., Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and locate the uniform item. Record the sold date and initial of the coordinator, next to it.

## **14 Money handling and Payments**

### **14.1 Shop money handling**

A Samsung tablet and a SQUARE card reader are provided for electronic payments. Noting that in early 2023 the Uniform Shop adopted cashless operations in an effort to support volunteer workload.

- A Samsung tablet and a SQUARE card reader are provided for all electronic payments and recording of all cash payments.
- Receipts are optional and can be requested by the purchaser at the time of purchase, either via a txt message or email.
- When it is time to close, the total takings are recorded for the day using sales report that is printed out within the SQUARE app on the receipt printer.

#### **14.2 Consignment Payments**

When consignment uniform is sold, it is marked off the sellers Condition of Sales agreement, with the sold date recorded and signed by the coordinator dealing with the sale.

Once a Term, items that have sold are paid out. This is to occur post Stocktake and upon review by the P&C Treasurer for verification and payment.

Discretion is given to the coordinators to authorise part payment to sellers for some items sold, particularly if the sellers are parents of the school and who will remain as consignors from prep right up to senior level. Payment will be made with notation of the payment details recorded on their Condition of Sale agreement. It will then remain valid along with the seller's identification number.

Should the seller, no longer want to continue with their consignment, the Condition of Sale agreement now ceases, and the Condition of Sale agreement is provided to the P&C Treasurer for electronic filing, and the original safely destroyed.

A copy of the Payment Request form will be emailed to the seller, by the P&C Treasurer once payment has been made.

#### **14.3 Consignment Payment Request Form**

A new Payment Request Form is now available. A Payment Request Form is required, when any consignments have ceased and/or completed and payment is due. Payment Request Forms must be completed in full and provided to the P&C Treasurer for verification and payment.

Steps required:

1. Confirm, all items pertaining to the Consignor have sold? Tick if yes, if no, then provide details in the note section
2. Consignors (aka "Seller) full details
3. A total list of items sold.
4. Name and signature of the coordinator authorising the Payment Request
5. Total amount payable to the consignor
6. If the seller requires a copy, please indicate in the "Notes" section with the seller's email address to send to.

If there are any missing information e.g., bank details, please contact the seller directly with the details provided on the Condition of Sale agreement. Only until all the information is provided, can the P&C Treasurer adequately verify the transaction and hence payment made.

### **15 Record handling**

Currently all records are kept and maintained manually in hard copy format. It hopeful that records can be transitioned to completely electronic in the future.

Folders have been provided with current information. These folders are:

1. **Consignment Uniform**- this folder contains all the information pertaining to Capalaba State College P&C Consignments. Items in the folder, include.
  - a. A list of all Consignment numbers#, past, present, and unallocated
  - b. Active consignment contracts, detailing the seller's details (i.e., name, address, phone number, email, and bank account details).
  - c. An updated list of all uniform under consignment, currently in stock.
2. **P&C Uniform** – this folder contains a detailed list of all the uniforms donated and are currently in stock. All P&C uniforms are identified using the tagging system (see “Point 21”)
3. **Policy and Procedure for the Second-Hand Uniform Shop**- this folder contains the approved Second-Hand Uniform Shop Procedure document, as well as provides guidelines on how to perform daily tasks relating to the operation of the shop. These guidelines include:
  - a. Actions required when dealing with Consignment uniform (see enclosed)
  - b. Actions required when dealing with P&C uniform (see enclosed)
  - c. Actions required when filling in the forms (see enclosed)

The objective is to have procedures and guidelines in place, to create transparency and to assist with all training requirements. Lastly, the folder, contains a supply of forms to be used for the Second-Hand Uniform Shop.

## **16 Donating to Families**

Uniform considered to be in average condition, can be donated to assist families as being in hardship and/or requiring urgent help.





Capalaba State College

Procedure & Policies  
Guidelines and Forms



CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION

P&C Second Hand Uniform Shop

## Consignment Payment Request

Confirmed, all items pertaining to the Consignor have sold?  (Please tick)

Date:	Notes:
Consignment No.:	
Name:	
Phone/Mobile:	
Email:	
BSB#:	
ACC#:	

ITEMS SOLD		
Description	Qty	Price
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
		\$ .
Authorised by: _____	Sub-Total:	\$ .
Signature: _____	Less P&C Fee 25%:	\$ .
	<b>TOTAL PAYMENT:</b>	<b>\$ .</b>

(P&C Only)	CONFIRMED PAID
Verified by:	
Date:	
Signed:	





## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### Honorary Life Membership Policy

Drafted 21<sup>st</sup> March 2022  
Amended 11<sup>th</sup> March 2023

#### Policy Statement

Life membership is an honour awarded to a P&C member in recognition of an extraordinary contribution to the Parents & Citizens' Association. This award enables the P&C Association to publicly express appreciation, encourage long-term participation within the P&C, and acknowledge and define exemplary standards of service.

#### Sources

Parents and Citizens Association Constitution for Capalaba State College P&C Association.

#### Application of this policy

This policy applies to all members of the P&C Association in relation to the awarding of Honorary Life Membership. There will be only one Honorary Life Member each year unless under exceptional circumstance the P&C Association agrees to award a maximum of two Life Members.

An interim P&C Association is unable to decide to award a person honorary life membership.

#### Benefits of Being a Life Member

- Award of the Life Membership of the Capalaba State College P&C Association
- Has the rights of a P&C Member
- Opportunity to present at P&C related functions

#### Award of Honorary Life Membership Nominees

- Nominees can be current or past members and must meet ALL of the criteria in order to be eligible for Life Membership;
- Any member of the P&C Association may put forward a nomination in confidence to the Capalaba State College P&C Executive Committee;
- Members are unable to self nominate;
- The nominee must not:
  - be present during discussions about the proposal, or voting on it, at a meeting of the Association
  - vote on the proposal.

#### Honorary Life Membership Award Panel

- There will be a Life Membership Award Panel consisting of the School Principal and at least two representatives of the P&C Executive Committee;
- The panel will convene only when nominations are received;
- Panel members must exclude a person who has nominated someone for Life Membership or anyone who has a potential conflict of interest with a nominated person (e.g. spouse);
- The panel will determine if the nominees have met minimum requirements before putting nominations forward for a vote by the P&C Association.

#### Nomination Process

- The P&C Association accepts any members to nominate someone for Life Membership via nomination form at least one week before the AGM. All nominations are to be sent to the P&C Secretary at [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au)

- The Life Membership Award panel will assess all nominations and only put forward those that meet the criteria.
- The P&C Association will vote on the proposed nominations.
- All nominations will remain confidential until life membership is confirmed.
- Where a two thirds majority vote is not achieved, or the application fails to be endorsed the by Life Membership Award Panel, the nominator will be notified in writing of the unsuccessful nomination.
- All documentation related to the nomination and awarding of Honorary Life Membership will be stored on the P&C Shared drive.

### **Criteria for Assessing Nominees**

It is a minimum requirement that nominees meet one criteria:

- long and meritorious service to the P&C Association.

The following additional criteria should also be considered as part of the assessment process:

- An outstanding contribution to the Capalaba State College Parents and Citizens Association and school community, well beyond that of a typically active member;
- Positive attitude and conduct that reflects a dedication to the values of the P&C Association and school;
- Demonstrated commitment to the purpose of the P&C Association;
- An active member of the P&C Association that served at least 7 years as a P&C Member;
- An office bearer, executive member, or other voluntary position holder (e.g. uniform, canteen, subcommittee, working group member) of the P&C Association for at least 7 years or delivered an equivalent impact for the benefit of the P&C Association and school;
- Enhanced the reputation and future of the P&C Association.

### **Voting by the P&C Association**

- Only members of the P&C Association are eligible to vote;
- The vote will be conducted by show of hands and must gain the approval of a minimum of two thirds of the membership present at an Annual General Meeting (AGM);
- There will be no voting by proxy.
- The nominee/s must not:
  - be present during discussions about the proposal, or voting on it, at a meeting of the Association;
  - vote on the proposal.

### **Retraction of Honorary Life Membership Award**

It is expected that HLMA recipients will uphold the values and behaviours consistent with the P&C Association and its Constitution. In the event that a recipient conducts themselves in a way that breaches this expectation and directly and adversely impacts the reputation or activities of the P&C Association or school, the P&C may retract their HLMA status. The HLMA member will be provided an opportunity to present their case to maintain their HLMA standing. This provision will only be exercised in exceptional circumstances and will require full support of the Capalaba State College P&C Association Executive.



**CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION**

**APPENDIX A**

**Nomination Form: Honorary Life Membership Award**

**Details of the person you are nominating**

Name (please print): \_\_\_\_\_

Contact Details - Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of P&C membership: \_\_\_\_\_ years

Positions held: \_\_\_\_\_

The nominee has the following criteria:

- Long and meritorious service to the P&C Association (mandatory)
- An outstanding contribution to the P&C Association and school community, well beyond that of a typically active member
- Positive attitude and conduct that reflects a dedication to the values of both the P&C Association and school.
- Demonstrated commitment to the purpose of the P&C Association.
- An office bearer, executive member, or other voluntary position holder (e.g. uniform, canteen, subcommittee, working group member) of the P&C Association for at least 7 years or delivered an equivalent impact for the benefit of the P&C Association and school;
- The member enhanced the reputation and future of the P&C Association.

Why are you nominating this person? Please briefly explain why the nominee should be considered for life membership by addressing the nomination criteria above. If there is insufficient space below, attach an additional page.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nominator's Details**

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the Capalaba State College Parents and Citizens Association Honorary Life Membership Award.

Name (please print): \_\_\_\_\_

Contact Details - Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Secunder's Details**

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the Capalaba State College Parents and Citizens Association Honorary Life Membership Award.

Name (please print): \_\_\_\_\_

Contact Details – Phone \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email the nomination form to: [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au)**