

**CANNING VALE PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC
CANTEEN COMMITTEE
TERMS OF REFERENCE**

1.0 NAME:

- 1.1 The Committee shall be called the Canning Vale Primary School P&C Association Canteen Committee.

2.0 COMPOSITION:

- 2.1 (a) Not more than ten (10) members one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be ex-officio a member.
(c) The Canteen Supervisor shall be included in the committee in an advisory capacity only.
- 2.2 The members shall be elected each year by the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The Committee when formed shall elect from its members a Convener, a Secretary and a Treasurer or one person as Secretary/Treasurer.

3.0 RESPONSIBILITIES:

- Subject to direction of the P&C Association the Committee shall be responsible for:
- 3.1 The financial management of the canteen
3.2 Establishing a canteen policy
3.3 Establishing nutritional guidelines
3.4 Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to.
3.5 Acquiring all suitable stock and goods for sale in the canteen, fix and frequently review prices and menus in consultation with the canteen supervisor.
3.6 Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association. Establishing a reserve account for the purpose of equipment replacement and long service leave provision for employees.
3.7 Operating a bank account at a level sufficient for the trading capital requirements of the canteen.
3.8 Recruiting volunteers as shall be considered necessary.
3.9 Appointing and paying canteen staff.
3.10 Negotiating individual employee/employer agreements including wages, duties and conditions.
3.11 Providing minutes to all general meetings of the P&C Association and when required to the Executive Committee.
3.12 Establishing credit accounts with suppliers as required for the operation of the canteen.
3.13 Ensuring that Grievance Settlement/Dispute Resolution Procedures adopted by the P&C Association are followed.

4.0 DUTIES OF CANTEEN COMMITTEE CONVENER:

- 4.1 The Convener when present shall preside at all meetings of the Committee. In the event of the convener being absent the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report/minutes of the activities of the canteen is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meeting of the P&C association. The report to include a written

financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE CANTEEN COMMITTEE SECRETARY:

5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association.

6.0 DUTIES OF THE CANTEEN COMMITTEE TREASURER:

6.1 The Treasurer shall keep such books of account related to canteen activities as shall be directed from time to time, by the P&C Association. The canteen treasurer is responsible to the P&C treasurer.

6.2 Arrange for paying of wages and deduction of taxation and superannuation etc.

6.3 Take out and keep current necessary insurance (eg Workcover and stock insurance).

6.4 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually and all books passed to the P&C Treasurer for audit by the Association's honorary auditor.

6.5 The Treasurer shall submit a written report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s to the canteen committee.

6.6 Make payments as necessary for the day to day running of the canteen as authorised by the canteen committee. Cheques can only be signed those signatories identified in the P&C Association September 2001 Constitution at rule 12.5. All cheques must be signed by two persons, eg any two of the P&C President, Treasurer, Secretary, Vice-President of the Association and one member of the Executive Committee who is appointed for such purpose at the Annual General Meeting of the Association. Associated documentation such as invoices etc should be attached to the cheque.

6.7 The Treasurer shall, after establishment of the reserve account and trading capital, transfer to the general fund of the P&C Association all surplus funds.

6.8 Ensure that all books of the committee are made available to the P&C Association Treasurer as required and for the purpose of annual auditing.

7.0 MEETINGS:

7.1 Meetings of the Committee shall be at such times and places as determined by the committee provided that not less than forty-eight (48) hours notice is given. (Suggest seven days notice. It is desirable to meet at least once a month preferably just prior to a general meeting of the P&C to enable a report to be prepared)

8.0 QUORUM

8.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

9.0 VOTING:

9.1 All members and ex-officio members of the Canteen Committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

10.0 ALTERATIONS TO RULES:

10.1 All proposed amendments to these rules must be approved by the general meeting of the P&C Association.

NOTES:

1. *It is not a requirement that the principal be a member of the Canteen Committee. However if the P&C Association wish the principal to be a member the principal can be either elected or ex officio.*
2. *The Treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all monies received or expended by the canteen.*
3. *The name of the bank account is to be Canning Vale Primary School P&C' Association Inc Canteen Account).*
4. *The canteen account is an account of the P&C therefore cheques must be signed by those persons identified in the P&C constitution (Sept 2001) Rule 12.5 of these terms of reference cannot be amended. NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.*
5. *Remember all funds in the Canteen Committee Account are the property of the P&C Association.*

The Committee is at all times responsible to the General Meeting of the P&C Association.