



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

P&C President: Desma Hsu
EMAIL: president@capalabascpandc.com.au

A.G.M **FEBRUARY 2020** **MINUTES**

Date: 24th February 2020

Venue: Metropolitan East Meeting Room

Time: 7pm

Chair: Carly Lougoon, Lachlan Thatcher

Present: as per sign in sheet

Apologies: None noted

Late arrivals: None noted

INTRODUCTION

Carly Lougoon welcomes everyone to the meeting.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

Chris Webster suggested a correction to the wording used in the Honorary Life Members. To read as follows:

“The Executive nominated Natasha Simpson as an Honorary Life Member.

All in attendance passed this unanimously.”

Trish Biggs moved a motion to accept the 2019 AGM Minutes with the above amendments.

Seconded: Chris Webster

BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

N/A

RECEIPT AND ADOPTION OF THE ASSOCIATION'S AUDITED ANNUAL FINANCIAL STATEMENT AND TREASURER'S REPORT

Income sources 2019	Incomings (Receipts)	Outgoings (Expenses)	Profit/Loss
2nd Hand Uniform	\$4,454.45	\$4,583.97	-\$129.52
Fence Advertising	\$12,165.11	Nil	\$12,165.11
Swim Club	\$10,785.06	\$5,059.65	\$5,723.41
Fete	\$55,760.85	\$34,518.62	\$21,242.23
Stationary	\$2,342.66	Nil	\$2,342.66
Parent Annual Contributions	\$285.50	Nil	\$285.50
Fundraisers & Events	\$8,781.91	\$4,836.34	\$4,232.07

As mentioned in the AOP, the secondhand uniform shop loss figure is because the consignments meant for December 2018 payment were not submitted until January 2019, thus skewing the figures.

Barry Biggs moved a motion to accept Treasurer's report.

Seconded: Desma Hsu

Barry Biggs moved a motion for the Executive to pay all bills from regular suppliers/companies (as listed below) throughout the year and ratify at the following meeting.

- Australian Tax Office
- Australia Post
- Coles
- Commbiz Fees
- Commonwealth Bank

- Load & Go Cards (Fete/P&C) – later to become Debit VISA Cards
- Marsh Advantage Insurance
- Mt Cotton Road News
- MYOB
- Officeworks
- P&C Qld

- PJS Accountants
- Scholastic Australia

Seconded: Stuart Greenway

PRESIDENT'S REPORT – Carly Lougoon (prepared for the AGM)

Our students, their successes and improving the College for their benefit, always remains at the forefront of the Association which aims to be a forum for Parents/Caregivers, staff and students to communicate effectively for the benefit of our College and its students. We, as parents and local citizens, support the College by fundraising through various events. We work collaboratively with the College and Campus Principals, as well as the administration, to run these events.

In 2019 we hosted key events like Mother's and Father's Day stalls, Junior Disco, as well as facilitating Mother's and Father's day breakfasts. We also held BBQ's on Athletics day and of course, hosted our biannual Fete

Held in September last year, we saw many new faces join the committee with fresh ideas. Having had some experience behind us, it enabled us to better prepare and as always, the more help, the better the event. This time round, we managed to increase our profit to an impressive \$21,242.23. This exceeded expectations and the feedback we received from attendees and stall holders was how well it was run, and positive comments from the College community.

I would like to extend a very big thank you to the dedicated volunteers who help out at these events, without you, the P&C could not function.

A big thank you also to our Acting College Principal Lachlan Thatcher, and Campus Principals, Brad French and Karen Moss – who has left us this year, and BSM Carlie Freeman, for the time they gave to our P&C. The camaraderie between us and your input and support has been greatly valued.

On a more personal note, I wanted to touch on how the P&C has changed over the years this Executive has been in place. What a journey I've had with these two amazing people. When we took over, to put it mildly, it was a mess. There were many procedures and policies not being adhered to, meetings lacked structure and could go on for hours, our

tuckshop was running at a loss and relationships between the College administration and P&C, as well as the parent perception of our association, were not positive nor conducive to getting things done.

As a team, and alongside our conveyors Tash and Niki, we brought the tuckshop back from a loss of just over \$5,000, to a profit of over \$5,000 before handing it to the College to run so that we could focus on more fundraising projects. We created structure for meetings, followed guidelines, instilled proper procedures and ensured we were adhering to policies as governed by P&C QLD. We worked tirelessly to repair the relationship between College administration, including Principals, Teachers, teacher aides, schools officers, cleaners, and most importantly, our Parent community. We received so much positive feedback to the changes being made, and the way in which the P&C communicated, that we managed to bring back the ever-elusive volunteers.

Collectively as an association, we have managed to take the annual profit from just over \$5,000 in 2016, to a staggering \$42,699 in 2019. For you numbers orientated folk - that's an average of just over \$36,000 per year since 2017! We have introduced new fundraising events to the College, and also encouraged the help of Senior Students for our discos which doubles as learning experience and an assessment piece. We have also helped to facilitate the adoption of new ways to help the College such as the ensuring the Student Representation policy was correctly in place, the additions last year, of the Year 12 Formal and Year 6 Shirts assistance and introduced the 'Natasha Simpson Memorial, P&C Community Spirit Award' honouring our late conveyor who sadly passed away in 2018. During our time, the P&C have helped fund the purchase of 8 College branded marquees in house colours, Buddy benches for Junior campus, the water bottle filling station for Junior, new games for Preps and there is \$20,000 currently allocated to putting soft-fall under the playgrounds on Junior and Gym on Senior.

I want to thank you all for your support and the opportunity given to me to represent the P&C for the last 4 years and to thank my fellow exiting Executives, Barry Biggs and Trish Biggs. It's been great to work alongside you both to ensure the most effective operation of the P&C. I've gained a lot of personal achievements, confidence and skills but most of all, friends for life. Thank you Cass also for coming on board in 2019 and helping to further streamline procedures and for your fresh ideas.

From all of us, we wish the oncoming Executive every success in the continuation of the positive teamwork of the Association and a big year of fundraising.

Carly Lougoon
(President)

**Carly Lougoon moved a motion to accept President's report.
Seconded: Angela Burrows**

Carly Lougoon handed the Chair to College Principal Lachlan Thatcher.

PRINCIPAL'S WELCOME

Lachlan welcomes everyone.

Lachlan Thatcher accepts all 24 Memberships for 2020.

Lachlan called for Election of new Officers and explained the roles, what it involves, and the kind of people suited to taking on such roles.

POSITION: PRESIDENT

Lachlan calls for nominations for the President position for 2020.

Riona Robinson nominated **Desma Hsu**

Seconded: Carly Lougoon

All in favour.

Meeting Chair handed to Desma Hsu.

POSITION: VICE PRESIDENT

Desma Hsu called for nominations for the Vice President position for 2020.

Riona Robinson nominated **Cassandra Aldcroft**

Seconded: Cathy Howie

All in favour

POSITION: TREASURER

Desma Hsu called for nominations for the Treasurer position for 2020.

No nominations received. Decision to put out notice to College community with a view to have a Treasurer by April meeting. Any nominations for Treasurer must be brought to a

meeting for voting, or a Special Meeting called with 7 days notice advertising the position.

POSITION: SECRETARY

Desma Hsu called for nominations for the Secretary Position for 2020.

Chris Webster nominated Nichole Barker

Seconded: Riona Robinson

All in favour.

MOTION TO CREATE NEW POSITION of Assistant Secretary

Desma Hsu moved that the position of Assistant Secretary be created.

Seconded by Riona Robinson

All in favour

POSITION: ASSISTANT SECRETARY

Desma Hsu called for nominations for the Assistant Secretary Position for 2020.

Riona Robinson nominated Sam Johnson

Seconded: Carly Lougoon

All in favour.

MOTION TO CHANGE THE BANK SIGNATORIES TO THE NEWLY ELECTED EXECUTIVES

Desma Hsu moved a motion to add Desma Hsu, Cassandra Aldcroft and Nichole Barker as signatories on the main P&C bank account and to remove Barry Biggs and Carly Lougoon as signatories.

Seconded: Angela Burrows

MOTION TO CHANGE THE BANK ONLINE ACCESS TO THE NEWLY ELECTED EXECUTIVES

Desma Hsu moved a motion to grant Desma Hsu, Cassandra Aldcroft and Nichole Barker, NetBank & Commbiz access to the main P&C bank account.

Seconded: Lachlan Thatcher

CONFIRMATION OF CONTINUING SUBCOMMITTEES OF THE ASSOCIATION

Fete Subcommittee

Trish Biggs tabled the Subcommittee minutes.

Chairperson: Carly Lougoon

Secretary: Trish Biggs

Treasurer: yet to be filled by end of Term 2.

Desma Hsu moved a motion to endorse the Fete Subcommittee and accept positions.

Seconded: Lachlan Thatcher

MOTION TO CHANGE THE BANK SIGNATORIES TO THE NEWLY ELECTED FETE SUBCOMMITTEE OFFICERS

Desma Hsu moved a motion to add **Patricia Biggs** as a signatory on the Fete bank account and to remove **Barry Biggs** as a signatory.

Seconded: Angela Burrows

MOTION TO CHANGE THE BANK ONLINE ACCESS TO THE NEWLY ELECTED FETE SUBCOMMITTEE OFFICERS

(President) moved a motion to grant **Patricia Biggs** and **Carly Lougoon** NetBank & CommBiz Access to the Fete bank account and to remove **Barry Biggs**.

Seconded: Riona Robinson

Capalaba State College Amateur Swim Club Subcommittee

Celena Stephen tabled the Subcommittee AGM minutes.

Chairperson: Celena Stephen
Vice Chairperson: Lorraine Eggers
Secretary: Brad Aldcroft
Treasurer: Chris Webster ending 30/06/2020
Brian Gleeson starting 01/07/2020

Desma Hsu moved a motion to endorse the Swim Club Subcommittee and accept positions.

Seconded: Carol Philp

MOTION TO CHANGE THE BANK SIGNATORIES TO THE NEWLY ELECTED SWIM CLUB SUBCOMMITTEE OFFICERS

Desma Hsu moved a motion to remove Barry Biggs as signatory from the Capalaba State College Amateur Swim account.

Seconded: Stuart Greenway

MOTION TO CHANGE THE BANK ONLINE ACCESS TO THE NEWLY ELECTED SWIM CLUB SUBCOMMITTEE OFFICERS

Desma Hsu moved a motion to grant Celena Stephen, Brad Aldcroft and Chris Webster, NetBank and CommBiz Access to the Swim club bank account and to remove **Barry Biggs**.

Seconded: Carly Lougoon

CONTINUATION OF OTHER ROLES WITHIN THE ASSOCIATION

Book Club Coordinator

Cassandra Aldcroft has been nominated for this role.

Desma Hsu moved a motion to accept coordinator.

Seconded: Lorraine Eggers

Grants and Sponsors Coordinator

Karen Purdy, Lorraine Eggers, Catherine Forrister and Rebecca Grugan have been nominated. They will work together to find and prepare applications for Grants and seek Sponsorship.

Desma Hsu moved a motion to create a formal working group for Grants/Sponsorship.

Seconded: Riona Robinson

All in favour: 20 Abstained: 2

Student Banking Coordinator

Michelle Martin has been nominated for this role.

Desma Hsu moved a motion to accept coordinator.

Seconded: Nichole Barker

APPOINTMENT OF THE ASSOCIATION'S AUDITOR

PJS Accounting Capalaba

Desma Hsu moved a motion to accept Association Auditor.

Seconded: Cassandra Aldcroft

Barry Biggs asked that consideration be made next year to find a new Auditor, in line with P&C Qld recommendations to change every few years.

ADOPTION OF THE STUDENT PROTECTION RISK MANAGEMENT STRATEGY

No changes to previous.

Desma Hsu moved a motion to accept and adopt.

Seconded: Carly Lougoon

ADOPTION OF THE CONSTITUTION

There have been no updates to the Constitution this year, we table the existing constitution tonight. Members will be emailed a copy to keep up to date and for new members to read.

Desma Hsu moved a motion to adopt the model Constitution.

Seconded: Rebecca Grugan

BUDGET/A.O.P

The Executive tabled the A.O.P. for 2020. (See attached copy)

HONOURARY LIFE MEMBERS

We would like to nominate Tina Davey to be inducted as life member. Tina has been involved in P&C for over 10 years. Her efforts and time running the Second Hand Uniform Shop and being an very active P&C member at events has earned her the honour of Life Member.

Desma Hsu moved a motion to induct Tina Davey as a Life Member of Capalaba State College P&C.

Seconded: Trish Biggs

All in favour.

GENERAL BUSINESS

N/A

DATE OF NEXT AGM: As per usual, we would again like to propose holding future AGM's immediately following the February General Meeting. This allows a month to transpire before any incoming Executive's need to chair a General meeting and allow for any outgoing Executives to spend time with the new Executive doing a handover.

Therefore, we propose the next AGM be held on Monday 22nd February 2021 at 7pm.

CLOSE: 7:48pm

*Please note minutes prepared are subject to approval at the next AGM meeting. Any amendments will be made on the night and minutes signed off.

RATIFIED WITH AMENDMENT 22ND MARCH 2021

2021 AGM – TREASURER’S REPORT

What a year it was!! 2020 was a year like no other... One with many challenges, both professionally and equally personally for all. A positive we can happily take from 2020, is that it showed how resilient and supportive our community remained during this time.

With the effects of Covid, it was of little surprise, that the Capalaba State College P&C did not achieve its budget forecast for 2020. The main reason being its inability to carry out most of the fundraising opportunities and events, as seen in previous years.

Tabled at the 2021 Annual General Meeting are the audited financial statements for 2020, conducted by Graeme Whyte- Principle Auditor of Metro Audit Services in Cleveland. Due to changes in the audit independence requirements and legislation, implemented in 2020, we were advised by our previous Auditor- Lisa Haberfield from PJ Accountants on 18/01/2021, that they were no longer able to attend to our audit going forward. Graeme was therefore recommended to us, by Lisa Haberfield, meeting all P&C Qld audit requirements and auditors qualifications.

Mr Graeme’s first audit of Capalaba State College P&C accounts was satisfactory, with NO material errors affecting the financial statements. The only query raised was in regards to an ATO credit, which was from 2017 when PAYG was applicable. This credit has now been released to the P&C.

2020 CASH POSITION

The P&C bank accounts as at **31/12/2020** were:

Main Account	\$29,741.00
Fete Subcommittee	\$100.00
Swim Club	\$14,331.00
TOTAL	\$44,172.00

2020 BALANCE SHEET

Cash on hand	\$44,172.00
Assets	\$18,207.00
Total Assets	\$62,379.00
Liabilities	\$0.00
NET ASSETS	\$62,379.00



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

2020 PROFIT AND LOSS

Total Income	\$33,441.00
Less Total Expenditure	\$46,520.00
NET PROFIT/(LOSS)	\$(13,079.00)

Treasurer's Notes

- Despite the difficult times of 2020, we had some small wins, with our fundraising initiatives. It was a new world of doing things, which meant learning quickly how to adapt to the new Covid regulations, effectively the 'new way'.
- In support of our business community, a pause on fencing advertising invoices was decided in May 2020, and undoubtedly was welcomed by our community, as they too were learning to navigate through the tough times of Covid. By August, we had all but one fencing advertising client, resume with us and continue their support of the P&C.
- The Net loss experienced in 2020, was mostly contributed by the distribution of funds to the College for the Softfall project equating to \$21,242.23- which was approved in 2019.
- Sundry income encompasses funds received from the Mental Health Grant \$2,000 plus miscellaneous donation of \$10.20, whereas donations of \$312.00 were from student families.

OTHER BUSINESS UNIT PROFIT AND LOSS

2ndhand Uniform Shop

Total Income	\$3,182.00
Net Profit	\$1,892.00
Net Profit Margin of 59.5%	

Swim Club

Total Income	\$7,452.00
Net Profit	\$4,639.00
Net Profit Margin of 62.3%	

FUNDRAISING AND GRANT ACTIVITIES

Total Income	\$14,684.00
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The fundraising activities undertaken in 2020 were:

- Grant income
- Mother's Day Stall
- Father's Day Stall
- Krispy Kreme
- Bunnings Sausage Sizzle
- Silver Coin Challenge
- Free dress day



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

DISTRIBUTION OF FUNDS TO THE COLLEGE

In 2020 a total of \$26,830.83 was donated to the college for a variety of projects and resources

BUDGET 2021

- Fundraising target of \$27,850 and Grants target of \$35,000. As COVID-19 is still a public health issue faced by our community, we acknowledge that we need to be flexible with our fundraising goals as the year progresses.
- Continue working with the Junior Student Management Team as an important stakeholder to feed into P&C activities.
- Improvement of the P&C Website as a complimentary forum for communication.
- Increase recognition of P&C volunteers in our school community.
- Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, and increase attendance of all fundraising events.

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
- Commbiz
- Marsh Advantage Insurance
- Mt Cotton Road News
- MYOB
- Officeworks
- P&C Qld
- Graeme Whyte – Metro Audit Services
- Scholastic Australia
- 2nd hand Uniform Consignments

THANKS

The great performance of the Association in 2020, during the difficult times of the new Covid way, is the result of the enthusiastic and dedicated Executive Officers, P&C members, volunteers and our school community- in meeting the needs of the College and the students. Without your support, resilience and positiveness, we would not have achieved as much as we have done so today. So THANK YOU!!

I look forward to a wonderful and exciting year ahead!!

Michelle Martin

P&C Treasurer

Capalaba State College P&C Association

**Financial Statements
For the year ended 31 December 2020**

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Income & Expenditure Statement

Balance Sheet

Committee's Certificate

Independent Auditor's Report

Capalaba State College P&C Assn
Income & Expenditure Statement
For the Year ended 31 December 2020

Income	2020	2019
	\$	\$
Advertising	3,495	12,165
Book Club	310	200
Closing Stock Movement	930	-2,627
Commission on Books	2,611	3,343
Disco	-	3,253
Donations	312	738
Election	-	914
Father's Day	2,300	2,449
Fete	-	37,376
Mother's Day	1,529	2,711
Athletics BBQ	-	1,106
Voluntary Contributions	140	596
Sponsorship Grants & Refunds	3,958	18,850
Swim Club	7,452	10,783
Uniforms	3,182	4,454
Banking Commission	325	-
Silver Coin Challenge	1,037	-
Sundry Income	2,010	206
Fundraising	3,850	-
Total Receipts	33,441	96,517
 Expenditure		
Accounting Fees	1,320	1,650
Athletics BBQ	-	605
Awards Night	-	12
Bad Debt	-	413
Bank Fees	334	750
Book Club	-	515
Insurance	6,628	-
Computer Expenses	-	519
Disco	-	1,384
Donations	26,831	8,186
Fundraising Expenses	1,326	-
Father's Day	1,330	1,382
Fete	-	38,024
First Aid Training	280	-
Mother's Day	1,606	2,203
MYOB	714	704
P&C Supplies	853	1,073
Prep Supplies and Expenses	-	109
Morning Tea	-	220
Printing & Miscellaneous	379	1,568
Repairs & Maintenance	-	37
Stationery	-	896
Sundry	750	393
Swim Club	2,813	5,060
Tuckshop	-	216
Uniforms	1,290	4,584
Wages	-	158
World Teacher Day	66	100
Xmas BBQ	-	13
Year 12 Tree Supplies	-	11
Total Expenditure	46,520	77,330
Surplus of Income over Expenditure	-\$13,079	\$19,187

Capalaba State College P&C Assn
Balance Sheet as at 31 December 2020

	2020	2019
	\$	\$
Assets		
Current Assets		
Craft and Uniform	-	60
Fete Subcommittee	100	100
General Account	29,741	47,866
Other Debtors - ATO	4,373	4,373
Stock - General	495	495
Stock - Swim Club	4,363	5,122
Stock - Uniforms	4,631	3,336
Stock - Miscellaneous	2,471	2,077
Swim Club	14,181	10,005
Swim Club Canteen Float	150	150
Officeworks Printing Card	5	5
Trade Debtors	619	619
Equipment	1,250	1,250
	62,379	75,458
Total Assets	62,379	75,458
Members' Funds		
Funds at 1 January 2020	75,458	56,271
Operating Surplus (Deficit)	-13,079	19,187
Total Members' Funds	62,379	75,458

CERTIFICATE OF THE PRESIDENT, SECRETARY AND TREASURER

We have prepared the foregoing annual financial statements for the year ended 31 December 2020 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



Vice President
on behalf of
(signature)
Secretary



(signature)
Treasurer

INDEPENDENT AUDIT REPORT
2020

**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 2020.


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 2021

Parents & Citizens Association Compliance Report for the Financial Year 2020

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"> • Cash was available to make payments. • Surplus cash from sub-committee account/s transferred to the P&C main account. • A reasonable amount of funds used or reserved to replace assets and stock. • Any excess funds used to benefit students directly or donated to the school for delivering educational outcomes. 	<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"> • Items sold provide value for money. • Surplus funds used to replace assets and stock. • Income was sufficient to cover all costs. • Comparisons with prior year performance completed to identify any significant differences (increase/decrease in profit). 	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
27	No P&C Committee Members or employees received any gifts of money.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	No P&C Committee Members or employees received any gifts from suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Any received gifts from suppliers were recorded and reported.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	PAYG withholding was calculated correctly and remitted to the ATO in accordance with the ATO's timeframes for all employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31	All employees' superannuation contributions were remitted to the appropriate fund and within the legislative timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32	The P&C properly insured their public liability, workers compensation and other insurance obligations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	WorkCover premiums and all other insurance payments were paid for the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	PART B: Please provide your comments for any questions you have answered with a NO response to the questions in Part A

President  15/03/2021

Treasurer  01/03/21

Capalaba State College P&C Association
President's Annual Report
22/03/2021

What a year 2020 was! It has been said so often, but it certainly was a year like no other, with a pandemic forcing change and uncertainty upon all of us. 2020 was rough, but we made it out the other side stronger than ever, thanks to the support of all of you. I want to express my gratitude to College Principal Lachlan Thatcher, Senior Campus Principal Bradley French, Junior Campus principal Maria Healy, Business manager Carlie Freeman and the amazing College staff. Thank you also to Nicole and Sam, who stepped up to help carry the Secretary role for part of the year. To my fellow Executive Committee Members, Cass and Michelle, your dedication and determination has been an absolute blessing. Much of the success of 2020 can be solidly attributed to your efforts. I appreciate your support.

The significant change for 2020 was the move to online meetings, being a necessary step to ensure the continuation of "business as usual" during uncertain times. Thank you to our members who have taken it all in their stride and continued to attend, contribute and help us navigate a new way of doing things.

With many of the P&C's usual fundraising events such as election BBQ's, Christmas concert and Junior disco's unable to go ahead in 2020, we were forced to embrace innovation and new ideas for fundraising by taking the Mother's Day stall online and introducing less volunteer intensive alternatives to traditional fundraising. These have proven to be very successful, with the highlight being the Krispy Kreme fundraiser. Other fundraiser events that have contributed to the success of 2020 are the coin challenge, free dress days, Father's day stall. The year finished with a wonderful partnership with the Year 12 students to run a Bunnings BBQ to contribute towards their formal.

School banking and Bookclub continued to run throughout most of 2020. In addition to the P&C run events, we supported the school with celebrations, including world teacher's day, and the Year 12 tree planting ceremony.

The first discretionary funding round in August was very well received and supported by the College. The discretionary funding allows staff to apply for funding for passion projects and resources that they may not be able to be accessed through the school budgets. In addition to this, the grants team has done a fantastic job of securing funding for infrastructure projects and cultural programs and equipment to assist our volunteers.

A clean, refresh, and review and streamlining of processes in the 2nd Uniform shop has seen a return to a good turnover and a renewed interest and support from college families. We look forward to continuing to grow this valuable service.

2021 is already shaping up to be an exciting year, returning to some of our favourite events, such as Junior disco and grant funding already awarded for softfall projects. The newly formed Fundraising group is hard at work planning the upcoming Mother's day stall and many more fantastic events.

I would again like to acknowledge our lovely P&C volunteers and members' dedication and contribution that helped make 2020 a successful year despite the challenges. It has been an honour to be the President of the P&C.

I look forward to seeing 2021 continue the upward trend of success in our P&C.

Thank you

Desma Hsu
P&C President
Capalaba State College

P and C Annual General Meeting

Monday, March 22nd 2021

Principal's Report

Acknowledgement of country

I would like to begin by acknowledging the Traditional Custodians of the land on which we all meet on today, both here and at home, and pay my respects to their Elders past and present.

Thank you

Thank you to everyone here tonight and those attending throughout the year. 2020 was tough, and we adapted well, and I thank you for leading the community in that.

The College continues to grow from strength to strength with your support. Many of the strengths would not be imaginable without your initiative and hard work.

On behalf of Brad, Maria, Carlie, all of the staff any myself; thank you to the outgoing team and I look forward to working with the new committee.

Capalaba State College P&C Association
Operating Guidelines (2021/2022)
for the
Capalaba State College Amateur Swimming Club
Subcommittee

1. NAME

The name of the clubs shall be the "CAPALABA STATE COLLEGE AMATEUR SWIMMING CLUB" and / or the "PIRANHAS SWIM CLUB", hereinafter referred to as "the club".

2. PURPOSE

- a) To act as a sub-committee of the Capalaba State College Parents & Citizens Association.
- b) To provide services and facilities for amateur swimming at the Capalaba State College Junior Campus Pool.
- c) To teach the skills and techniques to enable swimmers at the club to adapt to training and competition at various levels as well as furnishing swimmers with opportunities for discipline and sportsmanship thus enhancing a healthy participation in swimming and enjoyment in the sport.

3. MEMBERSHIP

- a) The Executive Committee of the club shall consist of the office bearers who must be members of the CAPALABA STATE COLLEGE PARENTS AND CITIZENS ASSOCIATION. The executive committee shall have the power to resolve any urgent administration and or disciplinary matters arising from time to time in conjunction with the CAPALABA STATE COLLEGE PARENTS AND CITIZENS ASSOCIATION and such decisions must be ratified at the next general meeting of the club.
- b) The subcommittee shall consist of at least 4 members of the Capalaba State College P and C Association, elected at the Annual General Meeting—at which the subcommittee is established.
- c) The committee of the club shall consist of the honorary members. (See Rule. 13)

4. OFFICER BEARERS

- a) The officers MUST be:
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
 - iv. Treasurer
- b) The officers MUST be endorsed by the Association at a duly constituted meeting.
 - i. The officers can be elected at either the meeting at which the subcommittee is established or at the AGM of the Association or,
 - ii. The elected members of the subcommittee can meet to determine who will take on the officer positions and then recommend the appointments to the next general meeting of the Association. These positions are not confirmed until approval by the Association.
- c) Officers of the Association are eligible for election as an officer of the subcommittee.

5. AUTHORITY

- a) The subcommittee will operate under the general supervision of, and be subject to, conditions imposed by the Association and reviewed at each AGM.

- b) The subcommittee is bound by the P&C Association's Constitution and the Accounting Manual for P&C Associations (Accounting Manual).
- c) The subcommittee is authorised to organise, in collaboration with Capalaba Amateur Swimming Club staff, activities necessary to achieve its purpose.
- d) All planned activities must be reported to the Association and approval sought before the activity takes place.
- e) Approval must be sought at an Association meeting before any funds can be committed or expended.

6. MEETINGS

- a) Meetings of the subcommittee shall be held at least once every month during active season (October – April) and when required during off season.
- b) The quorum for all meetings shall be 3 members.
- c) Matters arising at meetings may be resolved by a majority of votes of members present. The Chairperson, or the person presiding at the meeting, has a deliberative vote and in the event of an equality of votes, a casting vote.

7. REPORTING

- a) The subcommittee shall provide a written report to every general meeting of the Association in the form of minutes of the subcommittee meeting and a copy of the income and expenditure and bank reconciliation. The report should be signed by an executive officer of the Association.
- b) The report must include any resolved matters that are outside of normal operating activities as recommendations for approval by the Association before any action is taken.

8. FINANCE

- a) The subcommittee will be responsible in all its actions to the Association which shall have the right to disband, reorganise or wind up the affairs of the subcommittee.
- b) The subcommittee is authorised to operate a bank account in its name at the same bank as the Association. The account is to be operated by any two of the Chairperson, Secretary or Treasurer.
- c) Proper accounting records shall be kept of all moneys received and expended by the subcommittee.
- d) The subcommittee is responsible for the payment of all expenses from its own funds.
- e) All accounts shall be paid by cheque or electronic funds transfer in favour of the supplier of goods or services.
- f) All cheques are to be crossed and marked 'not negotiable – account payee only' and 'or bearer' crossed out.
- g) The subcommittee Treasurer shall oversee all financial matters including the storage of change or a float and the appropriate counting and banking of money.
- h) Petty cash may be set up for the Treasurer on the impress system.
- i) Surplus funds, in excess of operating capital of \$5,000 shall be paid to the Association at the end of each swim club season after all supplier accounts are finalised. Funds designated for a special purpose will be kept separate by the Association until required for the purpose for which it was designated.
- j) The subcommittee will ensure that the accounts are ready to be audited in conjunction with the audit of the Association's accounts by the same auditor.
- k) The subcommittee will develop an Annual Operation Plan (AOP) and budget for presentation to and approval by the Association.
- l) Approval of the AOP and budget will determine funds that will be used for a special purpose.

9. VOLUNTEERS

The subcommittee:

- a. shall invite volunteers to assist with activities.
- b. is to ensure that any volunteers who are not a parent of a swim club member, has a 'Suitability Blue Card' before including them as a volunteer.
- c. for insurance purposes, will ensure that all non-parent voluntary workers sign in and out of the volunteer register when conducting duties for club events.
- d. shall ensure that all volunteers are made aware of any policies and procedures that apply.
- e. Offer the volunteers the opportunity to become members of the Association and the subcommittee.

10. TENURE

- a. The tenure of the subcommittee is at the discretion of the association.
- b. The Association has the right to dissolve or disband a subcommittee at any time by majority vote at a duly constated meeting of the Association.
- c. Continuation of the subcommittee is subject to an affirmative vote at the AGM of the Association.

11. CHANGES

Rules of the club may be altered at the pre P&C AGM General Meeting, or at a special general meeting called for that purpose. Notice of motion to change the rules must be submitted to the Secretary at least three weeks before this meeting. These notices of motion must be circulated to the members at least two weeks prior to this meeting.

12. CLUB MEMBERSHIP

- a) Swimming membership of the club is open to any person 5 - 21 years.
- b) Application for membership must be made on the prescribed form and handed to the club registrar together with a participation fee. A birth certificate must be sighted before membership will be accepted.
- c) Only swimming members of the club who have paid the participation fee may participate in club night swims, represent the club at carnivals, may participate in Club Championships.

13. HONORARY MEMBERSHIP

- a) Honorary membership is automatically granted to parents and guardians of swimming club members. Other community members over the age of 21 who subscribe to the aims of the club may apply for honorary membership, which can be granted on a simple majority vote of those members present at a general meeting.
- b) Honorary members may participate in the adult swim training squad and swim in all club night events as prescribed in Regulation 19 and will comply with the rules and regulations as they relate to members.

14. LIFE MEMBERSHIP

- a) Life membership may be granted to anyone who has been a member of the club for a minimum of eight (8) years, and has served on the committee, and is considered to have made a significant contribution to the club.
- b) Nominations for life membership must be made in writing by a member and seconded by a further two (2) members, at least one of whom must not be an office bearer. The completed nomination and supporting statement must be presented to the secretary. The decision to grant life membership will be made by the unanimous

vote of the Executive Committee, except that where the nominee is a member of the Executive Committee, that member will be excluded from the vote.

- c) The number of life members granted in any one year shall not be restricted.

15. CONFIDENTIALITY OF RECORDS

The personal data of club members held by the appropriate designated officials shall not be made available to anyone except at the discretion of the Executive Committee or by the direction of the Chairperson.

16. FEES

Annual participation fees and pool entry fees will be charged where applicable, and such fees will be determined by the executive committee as required.

17. CLUB NIGHTS

- a) The Club's competition night will be each **Tuesday commencing at 6.30 p.m. sharp**. The decision to abandon or proceed with club night shall be decided by the Office Bearers. The Tuesday night meet may also be altered at the discretion of the Office Bearers when it clashes with other sporting or community fixtures affecting most regular club night swimmers.
- b) Nominations for club night swims must be lodged at the nomination table on the prescribed nomination cards or preferably online via the club's website no later than 6.15p.m. on the night of the meet.
- c) Nomination cards must be completed in full.

18. IMPROVEMENT POINTS SYSTEM

Swimmers will compete against their own times for points based on their club night swims. Points so gained will accumulate throughout the season and will form the basis of improvement trophy allocations at the conclusion of each season.

- a) Points for freestyle, backstroke, breaststroke and butterfly sprint events will be allocated according to the following schedule:-
- | | |
|---|---|
| • More than 1.59 seconds slower than best time | 1 |
| • Between 0.60 & 1.59 seconds slower than best time | 2 |
| • 0.59 seconds either side of best time | 3 |
| • Between 0.60 & 1.59 seconds faster than best time | 5 |
| • Between 1.60 & 2.59 seconds faster than best time | 6 |
| • Between 2.60 & 3.59 seconds faster than best time | 7 |
| • More than 3.59 seconds faster than best time | 8 |
- b) When a club night swim is cancelled after being partly swum, points will only be allocated for the strokes that have been completed in each division.

19. STROKES & DISTANCES

- a) The club program for the season will include:
- Freestyle, backstroke, breaststroke and butterfly sprint events in two (2) divisions - 25 and 50 metres.
 - There will also be provision for 12.5 meter swims at the beginning of each club night if required for young swimmers to a maximum of three swims at 12.5 metres. Young swimmers must become paid members for more than one trial swim night.

- Individual medley in two (2) divisions - 100 and 200 metres.
 - Distance freestyle in two (2) divisions - 100 and 200 metres.
 - Freestyle and medley relays - 4 by 25 metres.
- b) The strokes to be swum each night will be determined by the committee and listed in the information booklet which will be handed to swimmers at sign-on prior to the commencement of each season.
 - c) All swimmers will start in the same distance they finished in during last seasons' last club night
 - d) Those swimmers who are swimming for the first time will commence the season in the lowest distance in each stroke unless approved by the Executive Committee with proof of a faster seeding time as set in Rule 19(f).
 - e) All swimmers will begin their season on a level playing field and all will receive one (1) point for their first swim in each stroke.
 - f) The following times are to be recorded at a club night meet to qualify for promotion to the distances as shown:-

	25m. to 50m.	100m. to 200m.
Freestyle	24 sec.	
Backstroke	28 sec.	
Breaststroke	31 sec.	
Butterfly	27 sec.	
Distance freestyle		100 sec.
Individual Medley		100 sec.

- g) A swimmer who cannot swim the 100 metres distance freestyle or the 100 metres individual medley in under 150 seconds will not be eligible to nominate again for that event until the swimmer obtains a clearance from the coach or the Executive Committee.
- h) Upon swimming a time that makes a swimmer eligible to progress to a longer distance (refer Rule 19(f), the swimmer will have no option but to go to the longer distance at the next swim in that stroke.
- i) Once having graduated to a longer distance in any stroke (refer Rule 19(f) and Rule 19(g)), a swimmer may not return to a shorter distance unless the age on blocks at championships or carnival is assigned to the shorter distance.
- j) Swimmers graduating to the next distance in each stroke will take all points to their new division. Four (4) points will be awarded for the first swim in the new distance swum in each stroke.
- k) Swimmers may swim in only one division in each event on any one club night.

20. CLUB CHAMPIONSHIPS

- a) The club will conduct championship events in freestyle, backstroke, breaststroke, butterfly, individual medley and distance freestyle.
- b) Championship events will be swum in all ages from 5 to 21 years. Age champions will be named in each age group.
- c) All swimmers aged 9 and under will swim 25 metres in freestyle, backstroke, breaststroke and butterfly championship events, and will swim 100 metres in the individual medley and distance freestyle championship events.
- d) All swimmers aged 10 years will swim 50 metres in freestyle, backstroke, breaststroke and butterfly championship events, and will swim 100 metres in the individual medley and the distance freestyle championship events.
- e) All swimmers aged 11 years and over will swim 50 metres in freestyle, backstroke, breaststroke and butterfly championship events, and will swim 200 metres in the individual medley and the distance freestyle championship events.
- f) Ages for championship events will be calculated according to the actual age of the swimmer on the first day of the championship.

- g) To be eligible to compete in the club championships, a swimmer must swim a minimum of four (4) of the club night swims in the relevant stroke, two (2) medley and two (2) distance freestyle events for which they are nominated.
- h) Club champions will be awarded in the following divisions:-

Junior Girl	-	11 years and under.
Junior Boy	-	11 years and under.
Senior Girl	-	12 years and over.
Senior Boy	-	12 years and over.

- i) Overall club champion - will be the highest points scorer from the four divisions. Ages will be determined as per Rule 20(f).
- j) Club champions will be determined by adding together points gained for the club by the individual swimmer at designated club carnivals (only if able to obtain the relevant data from the host of the carnival) and points gained by the individual swimmer in club championships. For the method of allocating carnival points, see Rule 20(h).
- k) Age champions will be determined by allocating points in club championship finals on the following basis:-

1st	-	7 points.
2nd	-	5 points.
3rd	-	4 points.
4th	-	3 points.
5th	-	2 points.
6th	-	1 point.

21. SWIMMING RECORDS

- a) Club championship records shall be kept in all distances, events and all age groups as set out in Rule 20, and established and broken only at championship swims.
- b) Carnival records shall be kept in all distances and age groups for each event, and can only be established or broken at carnivals. They shall be recorded according to age on the block.
- c) Club records shall be kept in all distances and individual age groups for each event, and can be established or broken only by a financial member of the Capalaba State College Amateur Swimming Club or Piranhas Swim Club at club night swims, and shall be recorded according to age on the block.
- d) Any attempt on a record during a club night swim can only be made if notice is given at the time of nomination. Any swimmer wishing to attempt a record must have recorded a time at a club night swim that conforms with the following:
 - i. 25m all strokes within 2 seconds of existing record.
 - ii. 50m all strokes within 3 seconds of existing record.
 - iii. Distance Freestyle and Individual Medley within 5 seconds of existing record.
- e) For a record to be established or broken, the swimmer must be timed by two (2) timing devices reading 100ths of a second.

22. SUSPENSIONS AND DISQUALIFICATIONS

- a) Members must at all times obey the instructions of any official. Wilful or persistent disobedience of official's instructions or misconduct will result in the suspension of that member by the senior official present at that event.
- b) A suspended member may be summoned before the committee to show cause why membership should not be terminated.

- c) Swimmers may be disqualified, thus losing points in any particular race by the referee or senior official for:
 - i. Failing to swim in accordance with the rules of breaststroke, backstroke and butterfly as defined by Swimming Queensland Association.
 - ii. Breaking on the start as defined by the Swimming Queensland Association.

23. CARNIVALS AND COMPETITIONS

- a) Competitions may be arranged by the committee against other clubs or schools. Dates and times of these will be notified to members as they become available.
- b) *Selection for Events* - For carnivals where the number of swimmers is limited the selection of swimmers to compete in carnival events is to be based on the fastest times for that event, except that where a swimmer cannot equal his/her best time for an event within the next two (2) consecutive club night swims in that stroke, that time will not be used.
- c) The carnival selectors shall select the age groups for each home and away carnival from the following list (depending on the race age format of the club):

5 years & under	6 years	7 years
8 years	9 years	10 years
11 years	12 years	13 years
14 years	15 years	15 years & over
16 years	16 years & over	17 years
17 years & over	18 years & over	all age

- d) *Ages for Home Carnivals*. All swimmers will be selected according to their age at the date of each home and away carnival.
- e) *Carnival Selectors*. Decisions of the carnival selectors will be final and binding in every respect.
- f) *Allocation of Points*
Points will be allocated according to the table below for each of the four strokes regardless of the program at the carnival.

1ST - 7 points	4TH - 3 points
2ND - 5 points	5TH - 2 points
3RD - 4 points	6TH - 1 point

Each swimmer can only gain points for his/her best swim in each stroke.

- g) *Eligibility of Carnivals for Points*.
Points will be allocated for those carnivals which cater to a lower age limit of 6 & under, and an upper age limit of 15 & over.

24. MISCELLANEOUS

- a) Lifeguards will be provided at all competition swims. Competitors who are in trouble should support themselves on one of the lane ropes until help arrives.
- b) There must be absolute silence between the sounding of the referee's whistle and the starter's start command.
- c) Swimming apparel must be of a style and nature acceptable to the committee.
- d) The school grounds are strictly out of bounds unless otherwise notified.
- e) Every child must have an adult responsible for them, otherwise they will not be allowed into the pool enclosure.
- f) All swimmers must wear bathing caps whilst in the pool.

25. CHANGES

Changes to these operating guidelines can be made by recommendation put to a general meeting of the Association or to the AGM of the Association at which the continuance of the subcommittee and the operating guidelines is confirmed.

Date approved:

Name of President: Desma Hsu

Signature of President:

Subcommittee Chair Name: Celena Stephens

Subcommittee Chair signature:



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 22/03/2021 (date endorsed) and is to be reviewed 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
2021

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 (the Department) Student Protection Procedure, Code of Conduct and Code of School Behaviour that apply to all departmental employees and includes volunteers and P&C employees.

[Department of Education Student Protection Procedure](#)
[Department of Education Code of School Behaviour](#)

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 to the principal (or to the Regional Director if it is suspected the principal is involved).
- 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 or exploitation

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 P&C employee
- 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 including provision of the Student Protection Fact Sheet (see Templates, page 10)
- 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 of the Code of Conduct 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 principal*.
- OSHC staff are to report their concerns to the OSHC Coordinator/OSHC Assistant 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 Communities, Child Safety and Disability Services, and
 - Inform the principal.
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- 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 Regional Director, Schools at the local Departmental Regional Office.

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 Departmental 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.

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
- Student Protection Fact Sheet (see Templates, page 10)
- 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 application forms for P&C employees should be processed by the authorised officer determined by the P&C President
- The contact person in part A of the application form MUST be the P&C President
- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes. (See Templates)

- Blue card application forms for volunteers should be processed by the authorised officer determined by the Principal
- Volunteers and P&C employees who already have a Blue Card must provide a copy to the authorised officer determined by the Principal for filing
- 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 in order to guarantee confidentiality of private information.
- Ensure that current versions of Blue Card application forms are available on site
- The contact address of the person processing the Blue card applications must be the address of the school.
- Volunteers and P&C employees applying for a Blue Card for the first time, or renewing their card **MUST** be provided with a warning, by the person signing their application, that it is an offence for a 'disqualified person' to apply for a Blue Card. A declaration on the application form that this warning has been given **MUST** then be signed.
- 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.
- In accordance with the *Working with Children (Risk Management and Screening) Act 2000* all volunteers and P&C employees who have a current Blue Card from the Commission **MUST** notify the principal/P&C President of any change in their criminal history (i.e. if they are charged with or convicted of an offence). The principal / P&C President **MUST** then notify Blue Card Services
- 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*. Some offences may incur a fine of up to \$37,500 or up to five years imprisonment. (Updated as of March 2006)

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 and Guidelines. The Department's Student Protection Procedure:

<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>

In addition:

- A **P&C employee** is any person employed by the school 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:
<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>
- Code of Conduct for the Qld Public Service:
<http://education.qld.gov.au/corporate/codeofconduct/index.html>
- 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**
- **Student Protection Fact Sheet**
- **Standards of Behaviour Fact sheet**
- **Flowchart: Volunteer or P&C employee response to suspicion of harm to a student**
- **Blue Card P&C President change of contact proforma**
- **Blue Card Register**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**

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

Year _____

Currency of Blue Cards	
1. Volunteers / P&C employees are entered into the Blue Card Register?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2. All cards are current?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
3. Any volunteers / P&C employees with cards that are not current have completed new applications and we have forwarded them to the Commission?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
4. Any persons with a negative or suspended notice are not currently employed	<input type="checkbox"/> Yes / <input type="checkbox"/> No

Risk Management

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

* This checklist needs to be completed and presented with the updated Risk Management Strategy for adoption, under General Business, at the P&C Association's AGM. Copy of checklist provided to the Principal.

P&C President's Signature: _____ Date: _____

P&C President's name: _____

**Department of Education
SMS-PR-012 Student Protection
Student Protection Fact Sheet**

Student protection involves:

- Working to make schools safe and supportive places;
- Taking action to prevent students being harmed at school; and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm

All children have a right to be protected from harm.

Harm is:

Any detrimental effect of a significant nature to the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

This means anything that will have a serious and harmful effect on a student's physical health, or how they think and feel about themselves.

Any behaviour that harms a student is wrong. Sometimes a culture may have a custom or practice that harms children.

Departmental procedures say that harm to students will not be tolerated. It is **NOT** OK. In other words, culture or custom is NO EXCUSE for harming students.

Everyone who works in a school must look after the safety, wellbeing and best interests of children.

Managing your own behaviour is the first step in student protection

- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example, sending suggestive text messages or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

You must report, to the Principal, any harm to a student that is caused by:

- Someone working at the school
- Another student
- Someone from the student's family, a friend or a stranger
- The student self-harming

If you see harm occurring at school:

1. **Help** the student, who has been harmed, for example,
 - By telling the students to move away
 - Get a staff member involved as soon as possible
2. **Tell the principal** straight away about what you have seen
3. **Write** down what you saw and give the information to the Principal.

If you suspect a student has been harmed at school or outside of school:

1. **Tell the principal** straight away about what you suspect
2. **Write** down what you suspect and give the information to the Principal.

If a student tells you that they have been harmed at school or outside of school:

1. **Listen** carefully
2. **Reassure** the student that they have done the right thing by telling you
3. **Tell the student** you must tell the Principal what they have told you
4. **Tell the principal** straight away about what the student told you
5. **Write** down what the student told you and give the information to the Principal.

If you suspect the Principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local district office.

The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm tell the Principal straight away. If the Principal isn't available you must tell the Acting Principal or a Deputy 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:

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

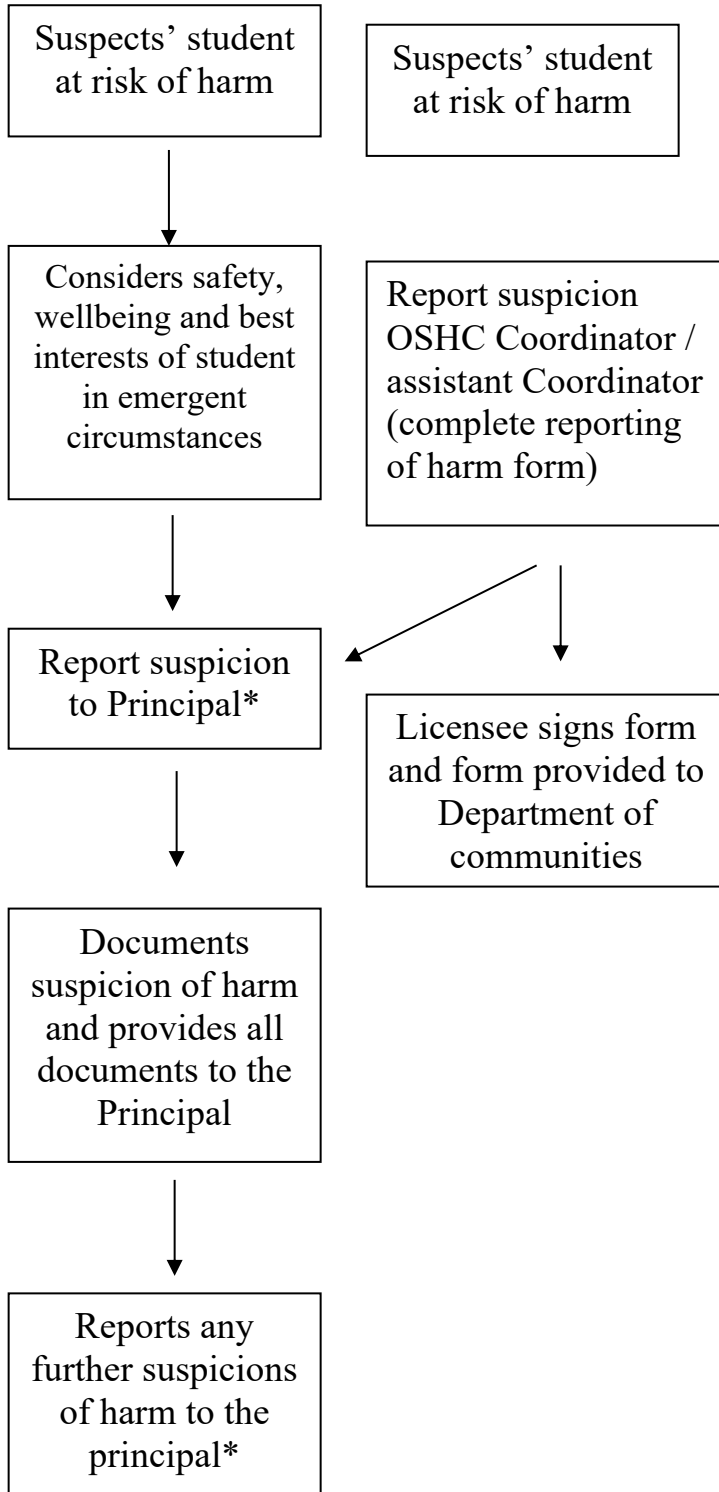
Relationships with Students	
Do	<ul style="list-style-type: none"> • Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students • Dress appropriately while working with children and young people, in a way that models respect for the students
Don't	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

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

(Adapted from information from Blue Card Services)

Flowchart: Volunteer or P&C employee response to suspicion of harm to a Student.

Volunteer &/or P&C Employee/OSHC employee



With respect to child protection issues, reporting suspected harm or risk of harm is only part of the process.

Students who may need protection can be supported through:

- Treating them with respect and dignity
- Being sensitive to their needs, feelings and concerns

Allegations of suspected harm are serious and **MUST** only be discussed with the Principal*.

The Principal will decide, who, at the school site, needs to know about the student's context and how much information is appropriate.

It is inappropriate for volunteers or P&C employees to pass on or discuss confidential information about a particular student to others, including colleagues or family members.
(Child Protection Act 1999, Part 6 Confidentiality)

* Or the Regional Director if the Principal is the subject of the allegation.

Add P&C Association letterhead

Blue Card Services
Employment Screening Services Program
PO Box 12671
Brisbane, George Street QLD 4003

Alternatively you may wish to fax to **(07) 3035 5910**.

Dear Sir/Madam,

Re: Change of contact name for Blue Card notifications

Capalaba State College P&C Association wishes to notify Blue Card Services of a change to contact details for Blue Card applications.

The previous contact name was _____

New contact details

Name of P&C President: _____

_____ (School name) _____

_____ (School address) _____

_____ (School Contact number) _____

_____ (School Fax) _____

Regards

President

Date: _____

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 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: Overnight activity			
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.	<ul style="list-style-type: none"> ○ Inappropriate person volunteers for supervision duty ○ Adult and student alone together in sleeping quarters 		<ul style="list-style-type: none"> ● Careful recruitment process including screening of all staff and volunteers attending/ involved in activity. ● Ensure appropriate child/staff ratios at all times ● Staff supervision ● Staff / volunteer training in all procedures of Student Protection & Code of Conduct 	
Harm caused by another student.			<ul style="list-style-type: none"> ● Code of conduct for student ● Protective behaviour training for students ● Buddy system for students ● Staff/volunteer training in procedures for reporting abuse 	
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers			<ul style="list-style-type: none"> ● Supervision by staff/volunteers based on site related risks ● Staff training in procedures for conduct of activities ● Training student in code of conduct, their responsibilities during activities and reporting (risks of) harm ● Protective behaviour training for students. 	
Self harm				

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



PARENTS & CITIZENS' ASSOCIATION CONSTITUTION

FOR

CAPALABA STATE COLLEGE

APPROVAL

PRINCIPAL: Lachlan Thatcher

DATE: 22/03/2021

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Capalaba State College Parents and Citizens' Association Constitution – adopted 22/03/2021

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. Under section 38(3) of the *Education (General Provisions) Regulation 2017 (Qld)* (the Regulation), the Director-General (or delegate) 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 – Functions and Powers

1 NAME

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

2 OBJECTIVES

The objectives of the Association are to promote the interests of, and facilitate the development and further improvement of the School¹, for example, by promoting parent participation and encouraging collaboration between parents, students, school communities and non-government entities to foster a commitment to achieving the best educational outcomes for children and young people.

3 FUNCTIONS

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

- 3.1 foster community interest in educational matters
- 3.2 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
- 3.3 if asked by the principal, give advice and recommendations about:
 - 3.3.1 issues relating to persons who receive educational instruction at the School
 - 3.3.2 the general operations and management of the School
- 3.4 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
- 3.5 perform any other functions, not inconsistent with the Act, as the Minister may decide.

4 PERFORMANCE OF FUNCTIONS

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.

¹The term "school" is used in this Constitution for ease of reference and should be read in conjunction with the definition set out in clause 28.

5 GENERAL POWERS

- 5.1 The Association has the powers conferred on it by, or derived by it from, the Act, the *Statutory Bodies Financial Arrangement Act 1982 (Qld)* (SBFA Act) and any other legislation (including subordinate legislation) relevant to Parents & Citizens' Associations including the powers listed in this clause.
- 5.2 The Association may establish subcommittees in accordance with clause 15.
- 5.3 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.
- 5.4 The Association may employ such persons as considered necessary for the purposes of the Association, subject to relevant laws, industrial awards and employment agreements.
- 5.5 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.
- 5.6 Where an Association makes a resolution to enter into a relevant agreement, the Association's president may sign the agreement.
- 5.7 The Association may commence proceedings in the name of the Association in accordance with clause 11.
- 5.8 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 7, 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.

6 SCHOOL COUNCIL

- 6.1 If a School Council exists at the School, the Association's President is an official member of the School Council.
- 6.2 An Association's President may appoint an 'alternative association member' to the School Council to attend meetings in place of the Association President. The alternative association member may exercise the rights and duties of the President at the School Council meeting (note: elected or appointed members of the School Council are ineligible for appointment by the president as the alternative association member).
- 6.3 With regard to the School Council, the Association:
- a) must approve the draft School Council constitution in accordance with sections 109(4) and 109(6) of the Act

- b) may suggest strategic issues and proposals for consideration by the School Council
 - c) may facilitate consultation with the members of the Association on behalf of the School Council
- 6.4 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
 - a) any two members of the Association (the **Nominating Members**) may nominate any parent of a child at the school (the **Candidate**) to be an elected parent member of the School Council
 - 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 position 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 majority of the votes will be elected to the relevant office.

7 BUILDING FUNDS

- 7.1 Subject to obtaining any necessary approvals under the Act or the SBFA Act, where consistent with achieving the Association's objectives and performing the Association's functions, and subject to resolution passed by a majority of members at a duly constituted meeting, the Association may establish, maintain and operate a school building fund in accordance with the following rules:
- 7.2 The Association may apply for endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997 (Cth)* (or as amended from time to time or under any legislative provision enacted in substitution for those provisions) for the operation of a School building fund.
- 7.3 The public must be invited to contribute gifts of money or property to the fund.
- 7.4 The Association must maintain a gift fund for the principal purposes of the school building. To avoid any doubt, the gift fund forms part of the school building fund. A separate bank account can be the 'gift fund'.
- 7.5 The Association must credit monetary gifts, interest earned, deductible contributions and proceeds of sale of gifted property to the gift fund. For example, interest earned on the gift fund bank account must be credited back to that gift fund bank account.
- 7.6 The Association must not credit money or property other than gifts into the gift fund.
- 7.7 The school building fund must be controlled by a subcommittee of the Association, the majority of whom must be Responsible Persons such that the fund satisfies the requirements to be a public fund. Responsible Person means an individual who:
- performs a significant public function
 - is a member of a professional body having a code of ethics or rules of conduct
 - is officially charged with spiritual functions by a religious institution

- is a director of a company whose shares are listed on the Australian Stock Exchange
 - has received formal recognition from government for services to the community, or
 - is an office holder of a community organisation (e.g. President of Parent and Citizens' Association).
- 7.8 The Association must use the fund solely for the acquisition, construction or maintenance of a building used, or to be used, as a school or college by the School.
- 7.9 The Association may use the money in the fund to pay for the reasonable costs of managing the fund. Examples of costs include bank fees and charges, stationery costs and accounting and audit fees relating directly to the fund.
- 7.10 The Association must not distribute directly or indirectly any portion of the fund or its income to its members or their associates.
- 7.11 If the Association issues a receipt for a gift to the school building fund, the Association must ensure that the receipt states:
- a) the name of the fund
 - b) the Australian Business Number of the Association
 - c) the fact that the receipt is for a gift
 - d) the amount of gifts of money
 - e) a description of any gifts of property, and
 - f) the date of the gift.
- 7.12 The Australian Taxation Office must be notified of any changes made to this constitution that affect the fund's rules or dissolution or winding up provisions.
- 7.13 The Australian Taxation Office must be notified at the first occurrence of:
- a) the winding up of the fund
 - b) the dissolution of the Association, or
 - c) dissolution of the gift fund.
- 7.14 On the winding up or dissolution of the fund, or if the endorsement of the Association as a deductible gift recipient of the fund is revoked by the Australian Taxation Office, any surplus assets of the fund, including contents of the gift fund, must be transferred to the school building fund of another P&C Association to which tax deductible gifts can be made under Subdivision 30-15 of the *Income Tax Assessment Act 1997 (Cth)*.

8 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
- b) the SBFA Act
- c) the *Auditor-General Act 2009 (Qld)*.

9 CONSENT OF THE CHIEF EXECUTIVE 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.

10 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 teaching staff, or over the control or management, of the School.

11 PROCEEDINGS

- 11.1 Subject to clause 11.2, 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.
- 11.2 The Association must obtain the Minister's approval before starting any proceeding.
- 11.3 A document starting proceedings against the Association (including for example, a notice of claim) and any other document relevant to the proceeding must be served on a member of the Association's executive committee.
- 11.4 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.
- 11.5 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 II – Members, Officers and Bodies

12 MEMBERSHIP

12.1 Eligibility

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

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

12.1.2 The Principal of the School is automatically a member of the Association.

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

12.2 Membership of the Association

12.2.1 A person must apply for membership of the Association by completing and submitting an application for membership to the Association in the form of the example at Schedule 3.

12.2.2 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.

12.2.3 The Association must vote (as per the process established at clause 19) to decide whether an applicant will be refused membership.

- 12.2.4 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.
- 12.2.5 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 application is made.
- 12.2.6 Membership of the Association is renewable each year (except honorary life membership) at the annual general meeting of the Association. A member who wishes to reapply for membership must complete and submit 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.
- 12.2.7 The Association may refuse an application for membership if it passes a resolution in favour of refusing the membership application at a duly constituted meeting. 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 17.
- 12.2.8 A person who is refused membership of an association may make a submission to the Minister about the refusal, and apply, as provided under the *Queensland Civil and Administrative Tribunal (QCAT) Act*, to QCAT 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.
- 12.2.9 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.
- 12.2.10 Persons applying for membership at a general meeting must be present at the meeting of the Association at which their application is considered except where an applicant member can demonstrate exceptional circumstances in writing as to why they cannot be present at the meeting at which their application is considered.

12.3 Register of Members

- 12.3.1 A register of members of the Association (Schedule 1) must be maintained and must contain the following information:
- a) each member's name and postal address or email address
 - b) the date each member became a member
 - c) for a person who ceases to be a member, the date the person ceased to be a member, and
 - d) for honorary life members, the date life membership was awarded and the basis for the award.
- 12.3.2 In addition, the register of members of the Association must contain one of the following for each member who is not a parent of a student attending the School:
- a) the member's date of birth
 - b) a record that the member has stated the member is 18 years or more, or
 - c) a record by the secretary or other person responsible for making entries in the register that the member appears to be 18 years or more.

- 12.3.3 The register of members should be available at each meeting of the Association.

12.4 Membership Fees

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

12.5 Resignation

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.

12.6 Award of Honorary Life Membership

- 12.6.1 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.
- 12.6.2 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.
- 12.6.3 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.
- 12.6.4 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.

13 OFFICERS OF THE ASSOCIATION

13.1 Officers and Eligibility to Hold Office

- 13.1.1 Subject to clauses 13.1.3, 13.1.4 and 13.3 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
 - b) at least one Vice-President
 - c) a Secretary
 - d) a Treasurer
 - e) any additional Officers as decided by the Association.
- 13.1.2 The Officers of the Association hold office in an honorary capacity.
- 13.1.3 The office of Treasurer must not be held by a person who is the President or Secretary of the Association.
- 13.1.4 The Principal may not hold a position as an Officer of the Association.
- 13.1.5 Subject to the restrictions elsewhere in this Constitution, a retired Officer or former Officers are eligible for re-election.

- 13.1.6 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 must not be more than one-third of the number of members of the executive committee.
- 13.1.7 No employee (including a contractor) of the Association or its subcommittees is eligible to hold a position as an Officer or as an executive member.

13.2 Vacancies

- 13.2.1 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, or
 - ii) in the case of another Officer - the President
 - 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.
- 13.2.2 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.
- 13.2.3 A notice under clause 13.2.1(b) takes effect on the date the notice is given or, if a later time is stated in the notice, the later time.
- 13.2.4 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.
- 13.2.5 A position which is not filled at an annual general meeting may be filled by election at the next general meeting of the Association.

13.3 Election

- 13.3.1 At each annual general meeting of the Association, members of the Association at the meeting must elect Officers of the Association.
- 13.3.2 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 majority of the votes will be elected to the relevant office.

13.4 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 Director-General and to P&Cs Qld notice of the names and postal addresses or email addresses of the elected Officers.

14 EXECUTIVE COMMITTEE

14.1 Executive Committee

14.1.1 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.

14.1.2 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 14.1.2, the term "relevant staff member" means a staff member of the School who is not a parent of a child attending the School

14.1.3 Clause 14.1.2 does not apply to the Association if the Regional Director, or Assistant Director-General, State Schools (for Independent Public Schools) reasonably believes that complying with that requirement would prevent all of the positions of the Executive Committee being filled and the Regional Director or Assistant Director-General, State Schools (for Independent Public Schools) notifies the Association that it is not required to comply with that clause or its statutory equivalent (being section 126(2) of the Act).

14.2 Description of Executive Committee

14.2.1 The following describes the key functions of the Association officers:

- 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 for P&C Associations 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.

14.2.2 All Executive Officers should ensure that all official information is securely stored.

14.3 **Authority of Executive Committee in Matters of Urgency**

14.3.1 The Executive Committee may, by majority vote of the Executive Committee, take any necessary action regarding urgent matters relating to the performance of the Association's functions.

14.3.2 The Executive Committee may not remove a person as a member or an Officer of the Association.

14.3.3 All Officers of the Executive Committee have an equal vote when voting on matters of urgency.

14.3.4 Full particulars of actions taken by the Executive Committee as matters of urgency must be tabled at the next scheduled general meeting of the Association or at a special meeting called for that purpose.

15 **SUBCOMMITTEES**

15.1 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).

15.2 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.

15.3 Without limiting section 15.2, subcommittees will operate under the general supervision of the Association, and will be subject to conditions the Association considers appropriate.

15.4 Subject to clause 15.6, the Association must appoint particular members of the subcommittee to be the Chairperson, Secretary and, if funds are to be raised or spent by the subcommittee, the Treasurer of the subcommittee.

15.5 Officers of the Association are eligible to hold positions on subcommittees.

15.6 The Chairperson or Secretary of the subcommittee may not be the Treasurer of the subcommittee.

15.7 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.

15.8 The timing and frequency of meetings of each subcommittee will, subject to an alternative contrary direction by the Association, be determined by a majority of the votes of the members of the relevant subcommittees.

15.9 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.

15.10 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.

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

16 FINANCIAL INTEREST

16.1 In this clause 16, “**relevant entity**” means:

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

16.2 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.

16.3 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.

16.4 The Interested Member must not be present when the relevant entity considers whether to give a direction under clause 16.3.

16.5 If there is another member of the relevant entity (the “**Second Member**”) who must, under clause 16.2, 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 16.3, or
- b) take part in making the decision about giving the direction.

16.6 If:

- a) because of this clause 16, 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 16.3, 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.

17 REMOVAL OF MEMBERS AND OFFICERS OF AN ASSOCIATION

17.1 Nominated Persons and Removed Persons

In this clause 17:

- 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 17.4
- d) **“Notice of Removal”** means a notice, under clause 17.4.5, from an Association to a Nominated Person Removing the Nominated Person.

17.2 Removal of Nominated Person

The Association may only Remove a Nominated Person in accordance with this clause 17.

17.3 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, the Nominated Person, without reasonable excuse, fails to perform the duties of the office in a competent manner
- d) the Nominated Person, engages in 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.

17.4 Removal of a Nominated Person

17.4.1 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 intends to take
- b) the grounds for the proposed action
- c) an outline of the facts and circumstances forming the basis for the grounds
- 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.

17.4.2 The Association must consider all written representations made to it within the stated time and determine whether the Association still considers a ground to Remove the Nominated Person exists.

17.4.3 The Association will vote on the Removal of the Nominated Person by secret ballot at a general or special meeting of the Association and the decision to Remove the Nominated Person will be determined by majority of votes of the members present.

17.4.4 If, after considering all written representations made within the stated time, 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.
- 17.4.5 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 17.4.6
 - c) that the person may make a submission to the Minister against the decision
 - d) the Minister's name and address
 - e) the way in which the submission may be made.
- 17.4.6 Subject to clause 17.4.7, the decision referred to in clause 17.4.3 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.
- 17.4.7 If the ground for the Removal of the Nominated Person is because the member 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
 - b) the Removal has no effect if the conviction is quashed on appeal.

17.5 Submissions Against Removal of Removed Person

- 17.5.1 A Removed Person may make a submission against their Removal 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
 - 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.
- 17.5.2 Notwithstanding clause 17.5.1, 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 III – Meetings and Voting

18 MEETINGS

18.1 Presiding at Meetings

- 18.1.1 The President of the Association must preside at all meetings of the Association at which the President is present.

18.1.2 If the President is absent from an Association meeting, but a Vice-President is present, a Vice-President nominated and confirmed by majority vote at the meeting must preside at that meeting.

18.1.3 If neither the President nor a Vice-President is present, or those offices are vacant, a member elected by those present at the meeting must preside.

18.2 Minutes of Meetings

The Secretary, or nominee, will record proceedings of any meeting of the Association 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.

18.3 Annual General Meetings

18.3.1 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.

18.3.2 Subject to clause 18.3.1, at the last general meeting (to be held before 31 December) the Association may determine the date of the following year's annual general meeting.

18.3.3 At least **14 days** before the day of the annual general meeting, notice will be given in writing of an annual general meeting personally, or by post to each member of the Association, or by a notice in the School newsletter and/or local newspaper. 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.

18.3.4 A quorum for an annual general meeting of the Association is ten members of the association.

18.3.5 No business of an annual general meeting will be conducted unless a quorum of members is present.

18.3.6 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 18.3.3.

18.3.7 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 18.3.3.

18.3.8 A member may place an item of business of the Association on the agenda for an annual general meeting by notifying the Secretary prior to the meeting.

18.3.9 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 out of 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) election of Officers/Executive Committee
- i) motion to change bank signatories to the newly elected Officers (if required)
- j) confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)
- k) appointment of the Association's Auditor
- l) adoption of the Student Protection Risk Management Strategy
- m) adoption of new model constitution (if any)
- n) honorary life membership awards (if any)
- o) general business.

18.4 General Meetings (other than Annual General Meetings)

- 18.4.1 General meetings of the Association are held as the Association decides (usually once each month), however a meeting of the Association must be held at least three times per semester.
- 18.4.2 Clause 18.4.1 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.
- 18.4.3 The scheduling of general meetings of the Association will be determined by a resolution of the Association.
- 18.4.4 A quorum for a general meeting of the Association is seven members of the Association.
- 18.4.5 No business of a general meeting will be conducted unless a quorum of members is present.
- 18.4.6 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 seven 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.
- 18.4.7 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.
- 18.4.8 A member may place an item of business of the Association on the agenda for a general meeting by notifying the Secretary prior to the meeting.
- 18.4.9 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.

18.5 Special Meetings

- 18.5.1 The Secretary will, at least **7days** before the day of any special meeting, give notice of a special meeting personally or by post to each member of the Association or by notice in the School newsletter and / or local newspaper. 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.
- 18.5.2 The purpose for which a special meeting is convened will be the only business of the meeting.
- 18.5.3 A quorum for a special meeting of the Association is seven members of the Association.
- 18.5.4 No business of a special meeting will be conducted unless a quorum of members is present.
- 18.5.5 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 18.5.1.
- 18.5.6 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 18.5.1.
- 18.5.7 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.

19 VOTING

- 19.1 A question at an Association meeting is, subject to this Constitution, decided by a majority of the votes of the members present.
- 19.2 Members who are listed as current members in the register of members are entitled to vote at any duly constituted meeting of the Association.
- 19.3 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.
- 19.4 Voting by proxy is **not** permitted.

Part IV – Finance, Audit and Records

20 FINANCE

20.1 Association is a Statutory Body

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 this Part IV of this Constitution is subject to, and must be performed in accordance, with the Act and the SBFA Act.

20.2 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.

20.3 Accounting for P&C Associations

The Association and its members are bound to comply with the latest version of the Accounting Manual for P&C Associations (the Accounting Manual).

20.4 Responsibilities

- 20.4.1 The responsibilities of the Officers, Principal, subcommittees and members of the Association not set out in this Constitution are set out in the Accounting Manual.
- 20.4.2 The Officers are responsible for ensuring that the Association and its subcommittees follow appropriate financial management procedures and comply with the Accounting Manual.
- 20.4.3 Responsibility for the proper collection, management and disbursement of money of the Association rests with the President and Treasurer.
- 20.4.4 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.

20.5 General Matters

- 20.5.1 All moneys 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.
- 20.5.2 Subject to clauses 20.5.3 and 6, money received by the Association must be applied, 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.

20.5.3 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.

20.5.4 Subject to clauses 20.5.2 and 20.5.3, money raised by the Association for a particular purpose must be used for that purpose.

20.5.5 Proper books and accounts must be kept and maintained by the Association showing correctly the financial affairs of the Association.

20.6 Banking

20.6.1 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.

20.6.2 The basic institutional account may be operated by any two Officers of the Association.

20.6.3 All moneys received by the Association, including by subcommittees of the Association, must be receipted and banked as soon as possible.

20.6.4 Electronic banking may be used where the financial institution's software provides necessary functionality and security.

20.6.5 Electronic funds transfer may be used where the functionality complies with the mandatory requirements set out in the Accounting Manual and where transactions occur via a secure website that conforms to Secure Socket Layer protocols (SSL).

20.6.6 The cheque account of the Association will be operated by signature of any two Officers of the Association.

20.7 Expenditure

20.7.1 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.

20.7.2 All accounts must be submitted for approval of payment at a general meeting or special meeting of the Association.

20.7.3 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.

20.7.4 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.

20.7.5 All payments, other than from the petty cash fund, will be made by cheque or electronic funds transfer (EFT).

20.8 Borrowing and Investing

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

20.9 Subcommittee Funds

- 20.9.1 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 20.5.2 to 20.5.4.
- 20.9.2 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.
- 20.9.3 If a subcommittee has been authorised by the Association to raise or expend funds, the Association will determine the operating funds of the subcommittee.
- 20.9.4 If a subcommittee is authorised to operate a bank account in its own name, the account will be held at the same bank as the Association and will be operated by any two of the Chairperson, Secretary and Treasurer of the subcommittee.
- 20.9.5 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 primary bank account of the Association as soon as possible or as the Association decides.

20.10 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.

21 AUDIT

21.1 Association Must Be Audited

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

21.2 Appointment of Auditor

- 21.2.1 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.
- 21.2.2 A member of the Association may be the Auditor only with the approval of the Director-General.
- 21.2.3 The Auditor must, as far as is possible, be a local person aware of the activities of the Association and be:
- a) a member of CPA Australia who is entitled to use the letters 'CPA' or 'FCPA'
 - b) a member of The Institute of Chartered Accountants in Australia who is entitled to use the letters 'CA' or 'FCA'

- c) a member of the National Institute of Accountants who is entitled to use the letters 'MNIA', 'FNIA', 'PNA' or 'FPNA'
- d) an employee of a public sector entity who has the maturity, commercial skills and experience to examine the books and accounts of the Association, or
- e) an employee of an insurance company, financial institution or other financial or commercial organisation, who has the maturity, commercial skills and experience to examine the books and accounts of the Association.

21.2.4 Where possible, the Auditor is to be appointed in an honorary capacity. However, where this is not possible, the Auditor's fees will be negotiated and confirmed prior to appointment.

21.3 Annual Audit

21.3.1 As soon as possible after the end of the financial year, but prior to the annual general meeting, the Treasurer will submit to the Association's 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 income
- c) records of payments
- d) cashbooks
- e) records of assets and liabilities
- f) such other records, as the Auditor considers appropriate.

21.3.2 The Auditor must verify with financial institutions with which the Association has accounts (the "**Financial Accounts**") the financial balance held or owing, 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 requirements in subclause 21.3.2(a) have been substantially complied with
- c) 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 close of that year, on a basis consistent with the basis for preparing the Association's financial statements for the preceding year.

21.3.3 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.

21.3.4 The Secretary must, by 31 May of the year following the financial year, forward a copy of the Association's audited financial statements for the financial year to the Director-General.

22 HANDING OVER OF ACCOUNTS TO SUCCESSORS

- 22.1 The Treasurer of the Association, or of a subcommittee, must transfer to the successor-in-office all records and accounts of the Association, or subcommittee, as the case may be, in their possession, custody or control as soon as practicable after that successor has been appointed.
- 22.2 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 subcommittee to be carried out before handing these to the successor-in-office.

23 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.

24 RECORDS

The Association must store and manage all records and accountable forms of the Association (preferably at the School) according to the Accounting Manual.

Part V – Adoption and Amendment of Constitution

25 ADOPTION OF CONSTITUTION

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

26 AMENDMENT OF CONSTITUTION

- 26.1 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.
- 26.2 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.
- 26.3 The Association must also have regard to the Act and the Regulation prior to amending this Constitution.
- 26.4 The Principal should notify their supervisor of any approved amendments.
- 26.5 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 VI – Dissolution of the Association

27 DISSOLUTION

- 27.1 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.

27.2 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.

Part VII – General

28 DEFINITIONS

In this Constitution, unless the context otherwise requires:

“Accounting Manual” means the latest version of the document titled “Accounting for Parents and Citizens Associations” that is published by the Department of Education as amended from time to time.

“Act” means the *Education (General Provisions) Act 2006* and any subordinate legislation including the *Education (General Provisions) Regulation 2017* (Qld).

“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 State government Department responsible for administration of the Act and includes, where context permits, an Officer 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 14.1.1.

“Minister” means the Minister responsible for administering the Act and includes, where context permits, an Officer 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 13.1.1.

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

“P&C Association” means a parents and citizens’ association formed under chapter 7 of the Act.

“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.



**CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION**

**Application for P&C Membership
Capalaba State College P&C Association**

The P&C is all of us – the adults in this school community sharing their time, talents, passions, ideas and resources, for the benefit of all children and families. We welcome your support and involvement.

There is no obligation for P&C members to attend meetings, volunteer time or participate in activities, but membership is essential if you want to be involved in voting on any P&C decision during the year, including how the money that we raise is spent. Of course, involvement is encouraged as a strong and vibrant P&C with members who actively contribute can create a strong sense of community and generate positive outcomes for our school. A new membership form is required every year.

Thankyou c/o secretary@capalabascpandc.com.au <<< email your forms here

Name:		
Address:		
Mobile Phone:		
Email Address:		
I am applying for:	<input type="checkbox"/> new membership	<input type="checkbox"/> renewing my membership

I am:

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

Please note those interested in becoming a member who are not parents/carers of a child enrolled at Capalaba State College, or who are not Capalaba State College staff, must provide a copy of their Working with Children Blue Card in order for membership to be submitted and accepted. If you don't currently have a Blue Card please complete this form and let us know as we will assist you with your application.

I apply for membership in 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 Page 2 of this membership form, and any valid resolutions passed by the Association.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature: **Date:** ____/____/20____

P&C Secretary date received:		P&C Secretary register updated:	
Membership accepted on:		Membership expires:	
Approved by:			



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 total school community at all times.
- always conduct and present themselves in a professional manner and act ethically and with integrity.
- 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 be aired to the college community and all opinions/grievances are to be addressed via the appropriate channels and not in a public forum
- work within the boundaries of the Education (General Provisions) Act 2006, the Education (General Provisions) Regulation 2006 and the Department of Education, Training and Employment's policies and procedures relevant to P&C Association operations.



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

Debit Card Procedure

Approved 22nd 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)



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**



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

Video Conferencing Procedure

Updated 23th March 2020

Accepted by motion 27th April 2020

Amended by motion 24th August 2020

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
 -

4 Records the meeting (if applicable)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 motion only should be adhered to. In this instance should a participant wish to raise an item they must first move a motion, it be seconded and then discussion occurs before final vote.
- 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 general 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. 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 general meeting, all connections to the video conference will be disengaged and that no credentials or passwords are saved to avoid unauthorised access.

4. 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 Procedure

Updated 26th July 2020

1. Rationale

Capalaba State College Parents & Citizens (P&C) Association is committed to providing the school community with an affordable uniform option 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.

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

Thursdays 1:30 pm – 3:30 pm during school terms. Other times by appointment only.

5. Volunteer Coordinators

Must be members of the P&C and endorsed by the association. The role(s) is honorary and therefore engaged on a volunteer basis. The 2020 Endorsed Coordinators are Tina Davey and Niki Henare. The role(s) of coordinators are endorsed annually at the P&C Annual General Meeting.

The coordinators must participate in annual training, including but not limited to the Department of Educations:

- 5.1 Mandatory All-Staff Training Program, updated annually
- 5.2 Asbestos Awareness provided by the College

The signed declaration for the mandatory all-staff training program must be returned to the P&C Secretary or the Junior Campus Office Administration who will forward it on.

The college is responsible for ensuring the endorsed coordinators participate in the appropriate asbestos awareness.

7. Sign in policy

All volunteers and visitors to the P&C room, including the uniform shop coordinators, must sign in and out using the sign in sheets provided at the entrance.

Due to current covid restrictions, only one family is permitted in the shop at a time. Only until that that family leaves, is another allowed in.

8. Consignment

- 8.1 Items must be part of the CURRENT school uniform.
- 8.2 Each item must be labelled with the owner's identification number.
- 8.3 Items must be CLEAN, IRONED & IN GOOD REPAIR.

- 8.4 The owner will be requested to nominate a selling price, however the nominated sale price may be altered by the P&C upon consultation with the owner.
- 8.5 Twenty- five percent (25%) is taken off the sale price for Capalaba State College P&C.
- 8.6 Condition of Sale agreements are valid for 6 months from the date the contract was signed. After this date, all sold items will be paid to the owner's account and any remaining/unsold items will become the property of Capalaba State College P&C.
- 8.7 If the owner does not wish to donate the remaining items, the owner MUST collect them immediately, or by an agreed arranged. If still not collected, the uniform will then become the property of Capalaba State College P&C. Owners must be notified of this at the time of making the arrangement.

10. Donations

Whether uniform has been donated to the School or provided as a result 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 the School donation box (currently located in the blue cupboard in the P&C room)

11. School Donation Box

Uniform which is in excess of, in the Second-Hand Uniform Shop or is considered in average condition, can be donated to the School to assist those families, the school has identified, as being in hardship and/or requiring urgent help.

A list of items is to be maintained, and to be provided to the School upon request.

12. 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

13. Reporting

A written report and summary of sales is to be provided to the P&C Secretary 10 days prior to each General Meeting. A Coordinator's attendance at P&C meetings is not required however is encouraged.

14. Operating Guidelines

Operating guidelines are to be reviewed annually at each P&C annual general meeting for continued acceptance by the association.

The operating guidelines should 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.

15. Stock and Equipment

All stocked and equipment purchased for the running of the 2nd 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 2nd Hand Uniform Shop. If any P&C owned stock or equipment is kept in locked storage, a spare key must be held by one of the P&C executive team.

16. Workplace health and safety

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

17. 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. Get Safe keys out of the uniform shop filing cabinet, discretely hidden on bottom draw
11. Open the safe located in the kitchen cupboard, and bring out the money tin and place in a secured place, ready for any cash sales (see “money handling”)

18. Money handling

- 10.1 A Samsung tablet and a SQUARE card reader are provided for all electronic payments, and recording of all cash payments.
- 10.2 Receipts are optional, and can be requested by the purchaser at the time of purchase, either via a txt message or email.
- 10.3 All cash sales are to be processed using Square. Once monies have been handed over, the coordinator is to ensure funds are counted accurately, and placed in the money tin.
- 10.4 When it is time to close up, the total takings are recorded for the day using the revised Count Sheet (see enclosed)
- 10.5 The Count Sheet must be used after each opening, whether this is opening during normal hours or by appointment, regardless if a transaction/sale was processed or not.

- 10.6 Petty cash count is to be included and recorded on the Count Sheet, regardless if a transaction/sale was processed or not.
- 10.7 The count sheet must then be checked and co-signed by a second coordinator. If a second coordinator is not present, then the admin staff are authorised to check and co-sign the count sheet, if required.

19. Consignment Payments

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

Once the all the items of the owner (as stated in the Condition of Sale agreement) have been sold, then a Payment Request Form (see enclosed), is to be completed and provided to the P&C Treasurer for verification and payment.

Discretion is given to the coordinators to authorise part payment to owners for some items sold, particularly if the owners 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 owner's identification number.

Should the owner, 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 owner, by the P&C Treasurer, once payment has been made.

20. Record handling

Currently all records are kept and maintained manually in hard copy format. It is planned to move towards electronic record keeping by the end of 2020.

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 owner'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.

21. 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:

- Owners identification number (if none, then P&C or PNC is to be noted)
- Item description
- Size
- Price

22. Closing Procedure

1. Count Sheet is completed and co-signed by second coordinator. The count sheet is to be placed in the money tin for the executive team to collect and bank. *Should there only be one coordinator, then the count sheet along with any money taken on the day, is to be placed in one of the blue pencil cases, and taken to the admin office, where an administration staff member is able to verify and co-sign. The blue pencil case is then placed in the school safe, until one of the executive team member is to collect it.
2. Return money tin, together with the tablet and square reader to safe
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 (including blue pencil case if applicable)

23. Cleaning schedule (inc. COVID compliance)

Weekly

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 liners to be replaced



Second-Hand Uniform Shop- Consignment Uniform

Updated 26th July 2020

New Consignments

1. For all new consignments, the Condition of Sale agreement, must be completed in full and signed and dated by the owner. If not dated, then the coordinator is able to do this, on the day they receive the items.
2. Any garments without Condition of Sale agreement attached/provided will be treated as a donation to the P&C
3. Copies of the Condition of Sale agreement can be found in the admin office, in the P&C room or provided via email on request.
4. 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.
5. The owner will be requested to nominate a selling price, however the nominated sale price may be altered by the P&C upon consultation with the owner, if required.
6. A tag slip is to be placed on each item, containing the owner's identification number, item description, size and price.
7. An owner identification number is allocated, using the next unassigned consignment number located in the Consignment Number Listing.
8. Each item is then written in the Consignment Uniform spreadsheet. Each tab contains each uniform type (eg Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and write down the consignment number, size and price.
9. Place the uniform on the clothes racks, with other like items- ready for sale.

Existing Consignments (Condition of Sale agreement already in place)

1. For any additional uniform brought in by the owner, they still must be assessed to ensure are current, cleaned, ironed and in good repair.
2. Owner's identification number is to be searched in the Consignment Number Listing and Condition of Sale agreement retrieved. On the existing agreement, the additional items are each listed with the date noted.
3. A tag slip is completed and placed on each item.
4. Details of each item is then written in the Consignment Uniform spreadsheet (as per above)
5. Place the uniform on the clothes racks, with other like items- ready for sale.

Sold Consignments

1. 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.

2. The item is also marked as SOLD in the Consignment Uniform spreadsheet. Each tab contains each uniform type (eg 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.
3. Once the all the items of the owner, 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.
4. If the owner, 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.
5. The owner's identification number now available for re-use
6. Should the owner continue to sell on consignment, the Condition of Sale agreement will remain valid along with their identification number.
7. The P&C Treasurer will email a copy of the Payment Request Form to the once payment is made.

Expired Consignment (Condition of Sale agreement)

1. Condition of Sale agreements are valid for 6 months from the date the contract was signed. If the date was omitted by the owner, it is the date the coordinator received the uniform.
2. After this date, all sold items will be paid to the owner's account and any remaining/unsold items will become the property of Capalaba State College P&C.
3. If the owner does not wish to donate the remaining items, the owner MUST collect them immediately, or by an agreed arrangement. If still not collected, the uniform will then become the property of Capalaba State College P&C. Owners must be notified of this at the time of making the arrangement.
4. The Condition of Sale agreement is then completed by the coordinator, noting whether the remaining items are to be donated or collected by owner.
5. 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.
6. The owner's identification number now available for re-use





CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Second-Hand Uniform Shop- P&C Uniform

Updated 26th July 2020

***Please note, "CRAFT" is no longer to be used. All donated items are now "P&C". Thank you**

New P&C Uniform

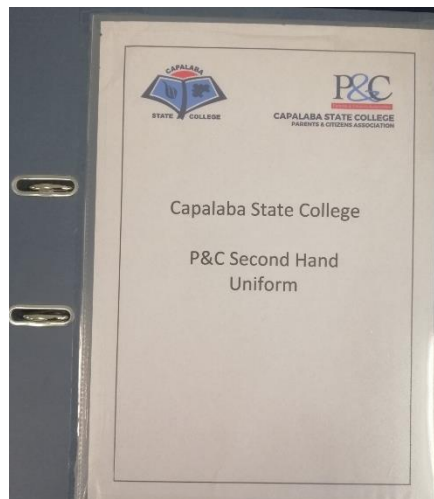
10. All garments/uniform are to be assessed and determined whether they meet the following criteria:
 - Items must be part of the CURRENT school uniform.
 - Items must be CLEAN, IRONED & IN GOOD REPAIR.
11. The coordinator will nominate a selling price based on the items condition with reference to the pricing of existing stock on hand. For example all Prep shirts are currently all priced at \$5.00
12. A tag slip is to be placed on each item, stating P&C (or PNC) as the owner, item description, size and price.
13. Each item is then written in the P&C Uniform spreadsheet. Each tab contains each uniform type (eg Prep shirts, check dresses, formal shorts etc.) Select the relevant tab and write down the size and price.
14. Then place the uniform on the clothes racks, with other like items- ready for sale.

Sold P&C Uniform

8. When P&C uniform is sold, it is marked as SOLD in the P&C Uniform spreadsheet. Each tab contains each uniform type (eg 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.

School Donation Box

1. Uniform which is in excess of, in the Second-Hand Uniform Shop or considered in average condition, can be donated to the School to assist those families, the school has identified, as being in hardship and/or requiring urgent help.
2. A list of items is to be maintained, and to be provided to the School upon request.





CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Second-Hand Uniform Shop- Forms

Updated 26th July 2020

Count Sheet

A revised count sheet is now available. A count sheet must be provided to the P&C Treasurer each day, regardless if a sale/transaction has occurred or not.

Steps required

1. Form is to be dated
2. The count sheet must be completed by two coordinators. If a second coordinator is not present, then the admin staff are authorised to check and co-sign the count sheet, if required. It is MANDATORY when there are cash sales
3. Record all new consignments or donations received, using the "Notes" section for further information, such as- how many of each item (2x prep polo shirts etc)
4. Record the amount of family visits/enquiries on the day.
5. Details of sale transactions to be completed, including cash sales ("Banked"), total cash (including float), EFTPOS sales and total sales for the day.

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

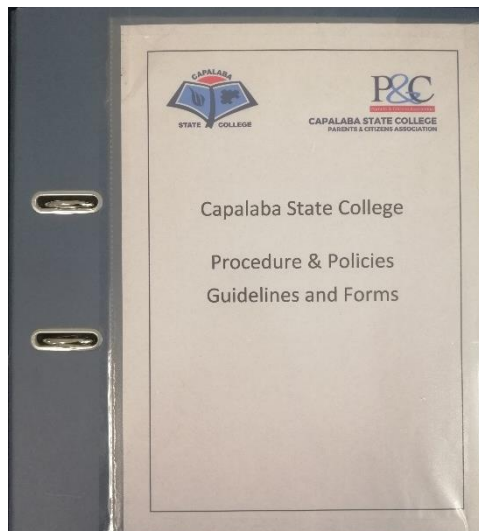
1. Confirm, all items pertaining to the Consignor have sold? Tick if yes, if no, then provide details in the note section
2. Consignors (aka "Owner") full details
3. A total list of items sold
4. Name and signature of the coordinator authorising the Payment Request
5. Total amount payable to the consignor
6. If the owner requires a copy, please indicate in the "Notes" section with the owners email address to send to.
7. If there are any missing information eg bank details, please contact the owner direct 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.

Condition of Sale agreement

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

Steps required

1. Owner details to be completed in full
2. Condition of Sale to be explained to the owner. If the form was received via the admin office, and has been completed and signed by the owner- then assumption can be made that the owner is fully aware of the conditions and by signing the form, agree to them.
3. Confirmation of whether the owner 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 owner 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).





CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

P&C Second Hand Uniform Shop

Count Sheet

Date: _____

Notes & Coins	Qty	Total
\$ 100.00		
\$ 50.00		
\$ 20.00		
\$ 10.00		
\$ 5.00		
\$ 2.00		
\$ 1.00		
\$ 0.50		
\$ 0.20		
\$ 0.10		
\$ 0.05		
Total:		\$
Float:		\$
Bank:		\$
EFTPOS:		\$
Total sales for Today:		\$









Volunteer 1	
Name	
Signature	

Volunteer 2	
Name	
Signature	

New Consignments/Donations?	
Yes	No

Number of Families/Visitors today?

OTHER NOTES

 SECOND HAND UNIFORM SHOP		 SECOND HAND UNIFORM SHOP	
Seller Number		Name	
Item		Contact Number	
Size			
Price \$			
 SECOND HAND UNIFORM SHOP		 SECOND HAND UNIFORM SHOP	
Seller Number		Name	
Item		Contact Number	
Size			
Price \$			
 SECOND HAND UNIFORM SHOP		 SECOND HAND UNIFORM SHOP	
Seller Number		Name	
Item		Contact Number	
Size			
Price \$			
 SECOND HAND UNIFORM SHOP		 SECOND HAND UNIFORM SHOP	
Seller Number		Name	
Item		Contact Number	
Size			
Price \$			

