



MINUTES from the AGM

Monday 13 May 2019

Meeting Opened: 7.01pm

Meeting Closed: 7.44pm

Next AGM: Monday 23 March 2020

Attendance	Amir Hussein Khoshoe, Amy De Bruyn, Annette Whiteley, Jenna Campbell, Katie McGuire, Kylie Mulquin, Gwen Govender, Linda Bryant, Margaret Creagh (Ex Officio), Penny Millgate, Sonia Macdonald, Steve Longworth, Roseanne Simms	
Apologies	Christine Longworth, Mark Macdonald, Tessa Duncan, Christine Buscall, Monica Singireddy	
Motion to accept the unconfirmed minutes from the AGM 2018	Moved	Sonia
	Seconded	Jenna
1.1	The Presidents Annual Written Report was circulated prior to the meeting. Accepted.	
1.2	The Canteen Committee's Annual Written Report was circulated prior to the meeting. Accepted.	
1.3	The Music Committee's Annual Written Report was circulated prior to the meeting. Accepted.	
1.4	The Treasurer's Annual Written Report was circulated prior to the meeting. Accepted. The treasurer recommended that the uniform shop acquire a data-entry person to assist with MYOB; a call-out will be included in a newsletter to the school community.	
1.5	Audit Vote – agreed to accept 2018 financials and agreed Kargar Associates as the auditor for 2019 financials.	
1.6	Constitution and By Laws were tabled with no recommendations for amendment.	
1.7	The President handed to the Returning Office who declared all P&C Executive and Coordinator positions vacant. It was noted that the Coordinator positions for Music and Canteen coordinators were voted upon at their respective Special Meetings.	
1.8	Nominations and Voting were conducted – see below.	
1.9	Voting closed and roles were effective immediately.	
1.10	Incoming President thanked the Returning Officer for conducting the elections and thanked the outgoing Executive for their dedication and commitment during their tenure.	
1.11	AGM closed.	

President	Person Nominated: Jenna Campbell Nominated by: Sonia Macdonald Seconded by: Penny Millgate CARRIED	President – Jenna Campbell
Senior Vice President	Person Nominated: Gwen Govender Nominated by: Jenna Campbell Seconded by: Steve Longworth CARRIED	Senior Vice President – Gwen Govender
Junior Vice President	No nominations were forthcoming	Junior Vice President – Vacant position



WINSTON HEIGHTS PUBLIC SCHOOL
P & C MINUTES
 Buckleys Road
 Winston Hills NSW 2153

Secretary	Person Nominated: Jodie White Nominated by: Gwen Govender Seconded by: Sonia Macdonald CARRIED	Secretary – Jodie White
Treasurer	Person Nominated: Amir Hossein Khoshoe Nominated by: Amy De Bruyn Seconded by: Penny Millgate CARRIED	Treasurer – Amir Hossein Khoshoe
Uniform Shop Coordinator	Person Nominated: Amy De Bruyn Nominated by: Penny Millgate Seconded by: Sonia Macdonald CARRIED	Uniform Shop – Amy De Bruyn
Canteen Coordinator	Canteen Special Meeting was held on 2 April 2019. Coordinator Kylie Mulquin, was nominated. All members present unanimously agreed.	Coordinator – Kylie Mulquin
Music Coordinator	Music Special Meeting was held on 20 March 2019. Co-coordinators Amber Edmonds & Theresa Helander-Hills were nominated. All members present unanimously agreed.	Coordinators – Amber Edmonds & Theresa Helander-Hills
School Banking Coordinator	The Returning Officer will confirm nominations for this position at the June P & C meeting.	School Banking Coordinator – Vacant Position

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INDEPENDENT AUDITORS' REPORT

10/05/2019

I have conducted the audit of the financial reports for Winston Height Public School P & C Association. as requested by the management, for the year ending 31 Dec 2018. This audit comprises only the financial statements and accompanying notes.

We conducted our audit in accordance with Australia auditing standards where those standards require that we plan and perform the audit to obtain reasonable assurance indicating financial statements are free of material misstatement for relevant period. Despite the fact that we have tried to be as diligent as possible, but we acknowledge the fact that there is always possibility for missing out on some material aspects of the financial information.

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise Winston Height Public School P & C Association's financial statements for the financial year ending at 31 Dec2018.

In our opinion, in all material aspects, the financial statements referred to present fairly, the financial performance and financial position of the association for the relevant period.

This report is intended for the information and use of the management committee and members of the Winston Height Public School P & C Association only.

Auditing Partner


Mahmoud Kargar FCPA



Management Letter

Winston Height Public School P & C Association

Mr Amir Hossein Khoshee & Mrs Penny Millgate

Treasurer of Winston Heights Publics School P & C Association

President of the Winston Heights Public School P & C Association

51 Buckleys Road Winston Hills

NSW 2153

Dear Members of the Management Committee

We at Kargar and Associates are trying to provide you with some insightful and general advice for betterment of the operational and financial performance of the association, and improvement on internal control in order to minimize any unforeseen potential risk. This you as well I am attempting to outline few points that you might find them useful in your operational objectives.

1- Disaster recovery plan

Details all contingency plans for the recovery of systems and data. operations and the like, including the frequency of testing the recovery plan, responsibilities of personal and a continuity plan.

2- Risk management check lists need to be set up to protect school assets and monitor Winston Height Public School P & C Association to achieve its objectives and manage its reputation.

3- Segregation of duties. i.e. reconciliation of accounts and authorisation and handling of payment should be performed by different persons and the person who deposit the money should be different from cash operator and recorder.

4- Uniform community should has a proper bookkeeper to record each activity at regular basis.

5- Minutes of the management meetings written down by the secretary and kept in the register of the organisation.

6- Being mindful of conflict of interest in allocation of contracts to related parties and payment to the services to be at arm's length.

Yours Faithfully

Ada Cao- CPA



**Letter of Engagement for Audit of
Winston Height Public School P & C Association**

02/05/2019

Mr Amir Hossein Khoshoe & Mrs Penny Millgate

Treasurer of the Winston Heights Public School P & C Association

President of the Winston Heights Public School P & C Association

51 Buckleys Road Winston Hills

NSW 2153

Dear Mr Amir Hossein Khoshoe & Mrs Penny Millgate

ENGAGEMENT AS AUDITORS

You have requested that we audit the financial statements of "Winston Height Public School P & C Association" for the year ended 31 Dec 2018 which comprises the financials as at 31 Dec 2017. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our audit will be conducted with the objective of expressing an opinion on the financial statements.

The responsibilities of the auditor

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.



Our audit is not designed to be a complete examination of all aspects of your accounting system. Accordingly any matters that are reported to you verbally or in writing should not be regarded as all-inclusive.

Responsibilities of those charged with governance

Our audit will be conducted on the basis that [management and, where appropriate, those charged with governance] acknowledge and understand that they have responsibility:

- a) For the preparation of the financial statements that present fairly the results of the Association for the reporting period and the financial position of the Association as at the end of the reporting period.
- b) To provide us with: i. Access to all information of which the directors and management are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
1 The contact should be the appropriate representative of management or those charged with governance.
ii. Additional information that we may request from the directors and management for the purpose of the audit; and
iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- c) To advise us of any material and/or contentious issues relating to the preparation of the financial statements and any known or suspected frauds which have occurred within the Association.
- d) To maintain adequate accounting records, to ensure that proper internal controls are in place, to ensure the accuracy of all financial records, and to maintain and safeguard the entity's assets to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Such internal controls reduce but do not eliminate the risk of misstatements in the financial statements from fraud or error. Those charged with governance assume responsibility for such risk. While the conduct of an audit may act as a deterrent against fraud or error we cannot be held responsible for preventing them. Those charged with governance are responsible for adjusting the financial statements to correct identified material misstatements. At the conclusion of each financial reporting engagement we provide those charged with governance with a summary of any uncorrected misstatements we identify and request to confirm in writing that the effects of any uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements taken as a whole.

Representations from those charged with governance

As part of our audit process, we will request from those charged with governance written confirmation concerning oral representations made to us by Winston Height Public School P & C Association in connection with the audit and that "Winston Height Public School P & C Association" acknowledges that such representations would be relied upon by us during the audit.

Reporting

We anticipate the issues of an unqualified audit report in accordance with Australian Auditing Standards, however the form and content of our report may need to be amended in the light of our audit findings.

Independence



We have established policies and procedures designed to ensure our independence, including policies on the provision of non-audit work. Fees

Our fee for the audit of the financial report of "Winston Height Public School P & C Association" for the year ending 31 Dec 2018 is \$500, exclusive of GST and out-of-pocket expenses, as agreed.

This fee assumes that all accounting transactions will have been processed and we will be presented with a final trial balance/set of financial statements at commencement of the audit.

If we incur additional costs as a result of factors such as:

- information not being provided to us within agreed time limits
- significant errors in the information that is provided
- the scale of the business significantly changing
- a material issue arising which was not reasonably contemplated at the time of the fee quote then this additional time will also be billed.

Our fees will be billed as the work progresses.

Health and safety

We are required to comply with Occupational Health and Safety legislation by taking all practical steps to ensure the health and safety of our people. Our firm's policy expects mutual responsibility for our people to ensure their own safety and that no harm is caused to others in the workplace, but the Act places responsibility for their safety on your Association when they are visitors to your site.

Other services

We are pleased to provide any additional services that may be required from time to time, provided such services do not impair our independence. We note that this engagement letter applies only to the work described in this letter. Should further work be required over and above such work, separate terms of engagement will need to be agreed. In particular, this letter does not deal with accounting advice or assistance with accounts preparation.

Presentation of Auditing Financial Statements on the internet

If "Winston Height Public School P & C Association" presents the audited financial statements and auditors' report electronically on a web site, the security and controls over information on the web site should be addressed by the Association to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information on the Association web site is beyond the scope of the audit of the financial statements. Responsibility for the electronic presentation of the financial statements on the Associations web site is that of the governing body of the entity.

Other financial information in reports

Kargar & Associates
No 1 New Zealand Street Parramatta NSW 2150
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info@kargar.com.au
www.kargar.com.au



We read the financial information contained in the documents or statements that are issued with any of the financial statements, including the Committee reports, to identify material inconsistencies with the financial reports. However, we will not verify such other information.

General matters

The terms of this letter apply to all work carried out by us in connection with this engagement prior to the date of signing this letter.

This letter will be effective for future years unless we advise you of its amendment or replacement or the engagement is terminated.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.


Yours sincerely

Kargar & Associates

Mahmoud Kargar


Acknowledgement We hereby acknowledge that the engagement letter dated 19 March 2018 is in accordance with our understanding of the arrangements for the audit of Winston Height Public School P & C Association's financial statements.

Signed for and on behalf of the members by:

 [Signature]

Treasurer

Signed On; 2, 05, 2019

 [Signature]

President

Signed On; 2, 5, 2019

Management Representation Letter

Winston Heights Public P & C Association

Date 2/05/2019

Mr. Mahmoud Kargar CPA,
Kargar & Associates
PO Box 716
Parramatta NSW 2150

Dear Mr. Kargar,

This representation letter is provided in connection with your audit of the financial statements and compliance of the Association for the year ended 31 Dec 2017, for the purposes of you expressing an opinion as to whether the financial statements are, in all material respects, presented fairly in accordance with the accounting policies we have described in the notes to the financial statements.

We acknowledge our responsibility for ensuring that the financial statements are in accordance with the accounting policies in the notes to the financial statements and confirm that the financial report is free from material misstatements, including omissions. We also acknowledge our responsibility to maintain the Association in accordance with the provisions of the corporations Act and other relevant legislations.

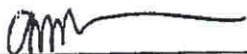
We confirm, to the best of our knowledge and belief, the following representations made to you during your audit:

- 1) We have made available to you:
 - a) All financial records and related data, other information, explanations and assistance necessary for the conduct of the audit;
 - b) Minutes of all meetings of the management committee; and
 - c) All non-original documents supplied to you, either electronically scanned or photocopied, were true and correct representations of the original documents.
- 2) The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the notes to the financial statements
- 3) There:
 - a) Has been no fraud, error or non-compliance or conflict of interest involving any individual who has a significant role in internal control;
 - b) Has been no fraud, error or non-compliance with laws and regulations that could have a material effect on the financial statements; and
 - c) Have been no communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
- 4) We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect error. We have established and maintained adequate internal controls to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- 5) We believe the effects of any uncorrected financial report misstatements aggregated by the auditor during the audit are immaterial, both individually and in aggregate, to the financial report taken as a whole. A summary of the items has been provided to our accountant.
- 6) We have no plan or intentions that may materially affect the carrying values, or classification, of assets and liabilities in the financial statements.
- 7) The following have been properly recorded and/or disclosed in the financial statements:
 - a) Related party transactions and related amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements and guarantees (written or oral);
 - b) Material liabilities or contingent liabilities or assets including those arising under derivative financial instruments; and
 - c) unassured claims or assessments that our lawyer has advised us are probable of assertion;

- 8) There are no violations or possible violations of laws or regulations whose effect should be considered for disclosure in the financial statements or as a basis for recording an expense.
- 9) The Association has satisfactory title to all assets, and there are no liens or encumbrances on such assets nor any asset been pledged as collateral
- 10) The Association has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance
- 11) The Association has been conducted in accordance with its trust deed at all times during the year and there were no amendments to the deed during the year, except as made known to you.
- 12) The Association has been maintained for the sole purpose of providing superannuation benefits to members or their dependents.
- 13) We have prepared and implement an investment strategy with the aim of increasing and protecting members' benefits for advancement of the objectives of the Association.
- 14) No events have occurred subsequent to the date of the financial statements that would require adjustment to, or disclosure in, the financial statements.

We understand that your examination was made in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial statements of the entity taken as a whole, and specific compliance matters, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for the purpose.

Yours faithfully



Treasurer

Signed on: 2/5/2019



President

Signed on: 2/5/19

Winston Heights Publics School P & C Association.

Winston Heights Public School P & C
Buckleys Road
Winston Hills NSW 2153

Balance Sheet

As of December 2018

	2018	2017
Assets		
Cash at Bank		
Band CBA 7098	\$22,419.36	\$22,855.42
Canteen WBC General A/c 3977	\$73.92	\$4.39
Canteen St George A/c	\$28,931.58	\$26,955.79
P & C WBC General A/c 7927	\$31,348.44	\$1,276.83
P & C WBC Savings A/c 6217	\$2,801.37	\$41,082.95
P & C ING Direct 9572	\$97.22	\$95.83
Uniform STG 4696	\$36,898.29	\$20,119.47
Total Cash at Bank	\$122,570.18	\$112,390.68
Other Current Assets		
Inventory - Uniform Shop	\$23,202.64	\$17,833.80
Term Deposit Accounts		
Term Deposit - Band 1 #1736	\$0.00	\$10,000.00
Term Deposit - P & C WBC 7565	\$70,185.03	\$68,768.06
Trade Debtors		
Trade Debtors	\$1,070.00	\$375.00
Other Assets		
Prepayments	\$1,521.06	\$0.00
Total Other Assets	\$1,521.06	\$0.00
Equipment		
Equipment at Cost	\$6,861.62	\$2,829.00
Equipment Accum Dep'n	(\$2,861.22)	(\$282.90)
Band instruments - at cost	\$13,786.00	\$13,786.00
Band instruments accum dep'n	(\$10,213.00)	(\$8,181.00)
Total Equipment	\$7,573.40	\$8,151.10
Total Assets	\$226,122.31	\$217,518.64
Liabilities		
Current Liabilities		
Creditors - Uniform Shop	\$12,293.78	\$2,022.62
Advance Deposits	\$20.00	\$20.00
Total Current Liabilities	\$12,313.78	\$2,042.62
Total Liabilities	\$12,313.78	\$2,042.62
Net Assets	\$213,808.53	\$215,476.02
Equity		
Retained Earnings	\$215,476.02	\$276,256.73
Current Year Earnings	(\$1,667.49)	(\$60,780.71)
Total Equity	\$213,808.53	\$215,476.02

Treasurer:

am

Date: 03/05/2018

President:

[Signature]

Date: 31/5/2019

Winston Heights Public School P & C

Buckleys Road
Winston Hills NSW 2153

Profit & Loss

January 2018 To December 2018

	2018	2017
Income		
Fundraising		
Choc Fundraising	\$0.00	\$11,727.60
Walk of Fame Pavers	\$650.00	\$5,200.00
Election Day BBQ	\$0.00	\$2,035.50
Fathers Day	\$4,827.55	\$3,597.60
Tea Towels	\$0.00	\$2,215.00
Trivia Night	\$4,666.50	\$4,446.40
Easter Hat Pedlars Parade	\$1,816.30	\$1,838.15
Mothers Day Stall	\$5,440.00	\$4,434.00
Community Chest Raffle	\$0.00	\$2,152.20
Morning Teas	\$0.00	\$116.05
Twilight Market	\$41,250.65	\$32,703.55
Entertainment Book	\$396.00	\$411.00
Movie Night	\$1,937.40	\$5,003.77
Sports Carnivals	\$1,362.85	\$0.00
Education Week	\$272.00	\$0.00
Sales		
Canteen - Sales	\$49,445.80	\$52,089.45
Uniform Shop	\$63,475.04	\$62,482.50
Interest Income		
P&C Interest	\$1,497.12	\$3,145.55
ING Interest	\$1.39	\$2.26
Canteen - Interest	\$30.42	\$24.15
Uniform Shop Interest	\$26.51	\$12.32
Contribution		
Family Contribution	\$7,052.00	\$7,220.00
Miscellaneous		
Canteen - rebates received	\$69.53	\$80.61
P&C Rebates	\$2,500.00	\$0.00
Commission - School Banking	\$1,478.03	\$1,529.73
Financial Members	\$35.00	\$40.00
Other Income	\$400.00	\$0.00
Band		
Band Camp	\$15,585.00	\$14,445.00

Bank Interest #7098	\$8.64	\$49.67
Bank Interest #TD1736	\$94.28	\$0.00
Band Fee	\$62,086.50	\$74,326.25
Keyboard Fees	\$17,427.00	\$21,240.84
Instrument Hire	\$11,460.00	\$0.00
Discounts/Late Fees	(\$4,775.00)	(\$3,150.00)
Books & Cleaning Kits	\$730.00	\$0.00
Fundraising	\$9,830.15	\$4,401.35
Late Fees Collected	\$0.00	\$35.00
Total Income	\$301,076.64	\$313,855.50
Cost of Sales		
Opening stock - uniform	\$17,833.80	\$21,135.00
Freight	\$504.84	\$458.09
Purchases - uniform	\$48,216.30	\$45,995.42
Purchases - Canteen	\$32,512.99	\$30,860.02
Closing stock - uniform	\$23,202.64	(\$17,833.80)
Total Cost of Sales	\$81,234.13	\$80,614.73
Gross Profit	\$219,842.51	\$233,240.77
Expenses		
Payments to WHPS		
School Maintenance	\$34,474.40	\$51,356.48
Health / PE / PD	\$0.00	\$5,378.18
Library	\$0.00	\$7,676.58
Computer ED	\$0.00	\$35,123.20
Literacy	\$0.00	\$8,303.72
Band	\$2,870.00	\$2,383.34
Electronic Board	\$0.00	\$2,815.00
Science/Technology	\$0.00	\$3,281.63
School Shows	\$1,472.73	\$3,540.00
Classroom resources	\$3,900.00	\$4,020.00
Dance Program	\$11,250.23	\$0.00
Representative Shirts	\$1,779.64	\$0.00
Total Payments to WHPS	\$55,747.00	\$123,878.13
Fundraising Expenses		
Fathers Day	\$2,088.64	\$2,378.42
Mothers Day	\$1,893.38	\$3,035.96
Carols Night	\$422.40	\$0.00
Choc Fundraising	\$0.00	\$8,379.32
Community chest Raffle	\$0.00	\$529.50
Trivia/Bingo Night	\$74.87	\$526.36
Elections BBQ	\$0.00	\$693.15
Movie-Night	\$2,593.05	\$2,942.37

Twilight Market	\$20,151.19	\$13,991.32
Tea towels and aprons	\$0.00	\$1,235.00
Morning Tea Expenses	\$208.45	\$185.00
Walk of Fame Pavers	\$9,631.02	\$0.00
Operating Expenses		
Audit fees	\$880.00	\$1,980.00
License Fees	\$0.00	\$80.00
Printing & stationery	\$482.65	\$26.50
Dues & Subscriptions	\$1,434.17	\$1,307.43
Education & training	\$0.00	\$600.00
Insurance	\$460.00	\$491.00
Bank fees & charges	\$0.00	\$72.40
FlexiSchools	\$2,339.59	\$2,262.85
Depreciation Expense	\$4,610.32	\$2,314.90
Gifts	\$50.00	\$0.00
Canteen Expenses		
Gifts	\$0.00	\$310.00
Uniform Shop Expenses		
Uniform Shop Inventory Adjust	(\$929.18)	(\$2,550.30)
Band Expenses		
Band Camp	\$19,130.79	\$17,573.22
Instrument R & M	\$7,969.56	\$7,659.27
Instrument Purchases	\$11,036.50	\$16,658.41
Books & Cleaning Kits	\$1,219.08	\$1,700.15
Stationery	\$183.55	\$159.94
Sheet Music	\$0.00	\$157.20
Tutors Fees	\$71,938.50	\$81,805.50
Awards & Gifts	\$1,251.38	\$2,249.76
Eisteddfords	\$37.06	\$0.00
Band Fundraising Costs	\$4,172.48	\$1,388.72
Band Shirts	\$2,433.55	\$0.00
Total Expenses	\$221,510.00	\$294,021.48
Net Profit/(Loss)	(\$1,667.49)	(\$60,780.71)

Treasurer:

dm

Date: 03/05/2019

president:



Date: 03/15/2019

Winston Heights Public School Prescribed Constitution for Incorporated Associations

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

This prescribed constitution is as follows:

1. Name

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

2. Object and Functions

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

- (i) The objects:
 - (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
 - (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.
- (ii) The functions:
 - (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
 - (b) to assist and co-operate with the teaching staff in public functions associated with the school;
 - (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;
 - (d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).

3. School Staff

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

4. Membership

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

5. Office Bearers

- (a) The executive committee, which shall be constituted of the Officers of the association and up to six other members, shall carry out the decisions of the association. Members of the executive committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- (b) The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- (c) The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.
- (d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- (e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. Casual Vacancies

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

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

7. Annual General Meeting

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

8. General Meetings

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

9. Special Meetings

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

10. Quorum

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

11. Liability

- (a) A member or Officer of the association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.
- (b) The association must effect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12. Subscriptions

The annual subscription shall be set by the rules but shall not be less than \$1.00.

13. Subcommittees

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

14. Dissolution

- (a) The association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
- (b) The association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed.
- (c) Where the association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organization will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 16. If the association is registered for GST, dissolution shall not be finalised until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.

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

15. Rule-Making Power

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

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

16. Accounts

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

By-laws for Winston Heights Public School P&C Association (The Association)

- 1 These rules are made under the constitution of Winston Heights Public School Parents and Citizens Association.
- 2 The Association is formed for the benefit of the pupils of the school, which will:
 - (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales; and
 - (c) Promote the interests of public education.
- 3 No person will serve more than four consecutive years in the same position.
- 4 The financial year of The Association shall close on 31 December each year.
- 5 The Annual General Meeting of The Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of The Association.
- 6 A general meeting of The Association shall be held on the fourth Monday of each month during term time at 7.00pm in the school staff room. Any change to this, shall be notified to the school community with at least two weeks' notice.
- 7 No proxy votes are permitted at AGMs or general meetings, in line with NSW P & C Federation guidelines.
- 8 The new membership year will commence from the March general meeting, which follows the AGM, where all membership payments of \$1 become renewable. Membership payments of \$1 can be paid at

any general meeting. Voting rights commence at the next general meeting following payment. To be eligible to vote at the March AGM, membership payments must have been received before the close of the February general meeting. In line with NSW P & C Federation guidelines, the AGM is an election for all office bearer and sub-committee coordinators. A person may be nominated for more than one position. Prospective candidates will accept nominations at the relevant part of the AGM. The candidate, nominator and seconder must be financial members of the P & C Association. Candidates may nominate themselves. Membership payments can be accepted by proxy at any general meeting: under these circumstances, the minutes must reflect the name of the new member, along with the person who paid the membership on their behalf.

- 9 The Secretary shall be responsible for maintaining minutes, agendas, an up-to-date member register and noting any conflict of interest where relevant in the minutes.
- 10 At a general meeting, the quorum shall be five.
- 11 If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will, call a further meeting. Failing that, any five members of the P & C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P & C Association.
- 12 All meetings will be conducted in accordance with the rules and policies of The Association which include Code of Conduct guidelines. Members will conduct themselves accordingly.
- 13 Each meeting of the P & C Association will be conducted as follows:
 - (a) Welcome, formal opening of meeting and apologies
 - (b) Minutes of the previous meeting (Receipt/Amendment/Adoption)
 - (c) Business arising from the previous meeting Minutes
 - (d) Correspondence
 - (e) Reports (including President/Treasurer/Sub-Committee/Principal's)
 - (f) General Business
 - (g) Other Business, close meeting.
- 14 The Association may elect representatives who will be responsible to present The Association on committees or at events. Members who are elected to represent The Association are required to produce a written report to the next general meeting of The Association.
- 15 A general meeting of The Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of The Association constitution.
- 16 The Association may confer the honour of Life Membership or Outstanding Service on a member of The Association or a volunteer who has made a significant contribution to the work of The Association by resolution of members. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members. The Association may remove an honour The Association has bestowed if the recipient of such an honour has been convicted of committing an offence that may be punishable by law.
- 17 Any motion to expend Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of sub-committees should be considered when dispersing

monies. No financial decisions will be considered by The Association, without having a treasurer's report presented and endorsed at the meeting. A sub-committee must not expend funds for any purpose outside those allowed by The Association. There is nothing, however, to prevent an association setting up a sub-committee to raise funds for a particular goal, or a sub-committee recommending a particular use for the funds it has raised.

For events at school, where ever possible, at least two people shall be responsible for collecting and counting money (this can include P & C Executive and/or nominated P & C Financial Members and/or nominated event coordinators). Money should be banked immediately or stored securely at school (temporarily) until such a time that it can be banked. No money is to be kept at people's homes.

For offsite events, where ever possible, at least two people shall be responsible for collecting and counting money (this can include P & C Executive and/or nominated P & C Financial Members and/or nominated event coordinators). The treasurer shall then advise this at the next general meeting and it will be minuted.

Where ever possible, at least two people shall be responsible for collecting and counting money for school banking, uniform shop and canteen (this can include P & C Executive and/or nominated P & C Financial Members and/or nominated coordinators and/or volunteers assigned to undertake school banking, uniform and canteen duties on that day). Money should be banked immediately or stored securely at school (temporarily) until such a time that it can be banked. No money is to be kept at people's homes.

Receipts must be issued whenever money changes hands (external and internal transactions).

Purchases by individuals for reimbursement should be avoided.

Invoices should be obtained and paid via the P & C bank account where possible. In the event of an individual being unable to obtain an invoice for payment via the P & C bank account, the purchase must be supported by a valid receipt and a requisition form completed and approved by two Executives.

All income is to be banked; expenditure and purchases should not be paid from cash at an event.

No amount over \$50 can be expended on behalf of the P&C without the prior approval.

Queries about money (expenses etc.) should be directed to the P&C Treasurer:
treasurer@winstonheightspandc.com.

- 18 As a member of The Association, you agree to uphold the values of the school when participating in P & C meetings and events. All members must declare at the start of meetings any potential or perceived conflict of interest for any agenda item, should an item of business arise to which there is a potential or perceived conflict of interest. Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest. If a member declares a conflict of interest, the meeting shall decide on the participation in the activity or vote.

Winston Heights Public School P&C Association Safe Handling of Money

Policy statement

Security and safety of persons handling money needs to be considered as this is a high-risk function, the most serious and obvious risks being that of misappropriation and potential injury through attempted robbery to persons handling or transporting cash.

To ensure the safety and security of persons responsible for handling money this policy needs to be read by all persons responsible for handling money.

To ensure that monies collected by Winston Heights Public School P & C Association are handled safely and correctly following generic guidelines that have been developed under **by-law 17**.

Winston Heights Public School P&C Association Code of Conduct

The Code of Conduct applies to all financial members and volunteers of Winston Heights Public School P&C Association while undertaking any role or activity related to the Winston Heights Public School P&C Association.

The Principles

The Code of Conduct is based on the following fundamental ethical principles.

Respect for the Law

Winston Heights Public School P&C Association members and volunteers, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

Winston Heights Public School P&C Association members and volunteers are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

Integrity

Winston Heights Public School P&C Association members and volunteers should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties

- External activities and public comment.

Diligence

Winston Heights Public School P&C Association members and volunteers should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable, being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities.

Working with Children

The Winston Heights Public School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures.

Conflict of Interest

P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

Confidentiality

Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure.

Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed.

Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the *Grievances, complaints and procedures policy*. Violations may result in removal from the Winston Heights Public School P&C Association.

Winston Heights Public School P&C Association members and volunteers should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

Winston Heights Public School P & C Association Grievance, Complaints & Disputes Procedures

The Winston Heights Public School P&C Association is committed to providing an environment where all P&C Association members, volunteers, staff of Department of Education and students enrolled at Winston Heights Public School, concerns are dealt with in a timely and appropriate manner.

A grievance or complaint, may be received by the P&C Association in relation to a fellow member or volunteer. Where a complaint relates to a Department of Education employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles

Complainants should not instigate grievances that are frivolous, vexatious or malicious.

Grievances and information arising from the handling of the grievance, must be treated confidentially.

Concerns should be raised as early as possible after the incident relating to the complaint has occurred.

The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

Procedures

The complainant should provide written details of their concerns and the grounds for the grievance, to the P&C Association President.

Where the complaint is about a member of the P&C Association Executive it may be raised with an independent third party here, for example Principal along with a copy of these procedures and all relevant policies.

The President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.

The complainant may have an independent witness attend any meetings.

The President or person handling the complaint, as described in these procedures, will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.

If the matter pertains to another P&C Association member or volunteer, that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.

Grievances are to be resolved no later than six weeks after the complaint is lodged.

The outcomes of a formal grievance process may include (but is not limited to): recommendation to amend policies, recommendation to alter practices, agreement by parties regarding interactions, access to training and development or disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or to the NSW P&C Federation where the matters involve volunteers.

Winston Heights Public School P & C Association email policy

Winston Heights Public School P&C has access to its own email domain as part of a Crazy Domains subscription. The domain name is winstonheightspandc.com

The use of email accounts outside of this domain, operated by uniform, school banking, canteen, music, events or other P & C matters, should be limited, where possible.

As at the date of this policy, the Winston Heights Public School P & C Committee must approve the creation of any new email addresses at general P & C meetings. This aims to diffuse the incidence of dissemination from multiple sources regarding P & C matters, which causes confusion and is not in line with transparency.

The use of email accounts come with responsibilities that have security, compliance and ethical implications. This policy is to communicate the expectations of the Winston Heights Public School P&C Committee with respect to the use of email accounts and the high standard of conduct expected by P & C members.

All email communication that is stored, composed and transmitted via Winston Heights Public School P & C email accounts are the property of Winston Heights Public School P&C Association and will be monitored at the Winston Heights Public School P & C Committee's discretion. As such, all users shall conform to any security measures which are in place to protect access control and exercise proper control over passwords or any other security mechanism.

Appropriate Use

Email accounts may be used to exchange information with Winston Heights Public School parents, the School and external parties in relation to responsibilities conducted by the P&C.

All emails should:

- be drafted in a manner consistent with treating others with respect and consistent with accepted business ethics and standards
- use blind-copy to maintain privacy of email addresses of the Winston Heights parents when sending large group emails
- include an author/checker process to ensure all content is accurate and of a high standard of expression when emailing large groups

Inappropriate use

The email account may not be used to:

- send messages to large groups for business purposes outside of the Winston Heights Public School P & C Association
- solicit for any items or issues not sponsored by Winston Heights Public School P&C Association
- transmit messages that use offensive speech or disparage individuals on the basis of race, colour, religion, gender, national origin, citizenship, veteran status, marital status, disability or sexual orientation or any other characteristic protected by Australian law
- originate or distribute chain letters
- advance personal gain or profit.

Policy Review: The by-laws and above policies may be reviewed annually and more frequently if changes are required.