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## Parent Services Committee Terms of Reference 2011

**Name:** Sts Peter and Paul Primary School Parent Services Committee

**Goals:**

The Parent Services Committee is responsible for manage the Uniform Shop and the Canteen:

1. The Uniform Shop exists to provide quality new uniform items for sale at competitive prices. The Uniform Shop provides for sale donated second-hand items and may at times provide clothing for needy families.
2. The Canteen aims to provide a range of healthy and nutritious food and drinks, prepared and served in a hygienic environment; meet its own costs and follow the dietary guidelines for children as published by the National Health and Medical Research Council

**Deliverables:**

The committee is responsible for:

The Uniform Shop

- Assist in the annual stock-take of the Uniform Shop;
- Ensure that the financial accounts of the Uniform Shop are reconciled monthly;
- Ensure that the Uniform Shop purchases sufficient stock and it is priced adequately; and
- That the Uniform Shop complies with the financial requirements of the CEO and maintains sufficient documentation.

The Canteen:

- Meet regularly with the staff of the Canteen to discuss finances and potential issues;
- Implement the Nutrition policy;
- Determine the budget for calendar year and monitors the Shops actual performance against the budget;
- Assist in the appointment of the canteen manager where required;
- Decide on opening times and special events; and
- Approve expenditure and agrees on profits on items.

**Scope / Jurisdiction:**

The Committee is responsible for managing the operations of the Canteen and the Uniform Shop.

## **Guidance from the School Community Council:**

### **Committee meetings**

The Parent Services Committee should meet as little or as often as members agree in order to arrange functions. Arrangements may also be made outside of meetings by phone and email, Facebook or whatever works for people. A meeting at the end of, or shortly after, each function is recommended to reflect on what went well and to prepare the report for the Council. The Coordinator is invited to attend school community council meetings to seek input and present reports. The Committee must present a full written report at each advertised Council Meeting. The report must reach the Secretary at least five days prior to the Community Council Meeting.

### **Resources and Budget:**

The Committee is assisted by two (2) parents who are paid to administer the Uniform Shop and the (1) paid employee to manage the Canteen.

### **Governance and Reporting**

The Committee should report to the School Community Council at each Council meeting.

The first report of the year should advise the SCC of the opening balance of accounts, personnel managing each function and any planned initiatives.

The report to each SCC meeting should provide a financial report of the movements in the financial accounts, outline of any requests from the SCC, and any issues that have arisen since the last report.

The Coordinator should maintain a folder of function reports and Parent Services Committee activities to assist in the planning of future events.