

**GREENMOUNT PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC.
SAFETY HOUSE COMMITTEE
TERMS OF REFERENCE
2019**

1.0 NAME:

- 1.1 The Committee shall be called the Greenmount Primary School P&C Association Inc. Safety House Committee.

2.0 COMPOSITION:

- 2.1 (a) To be made up of at least three (3) financial members, one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be ex officio a member.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Committee an election may be held at a General Meeting of the P&C to fill the vacancy.
- 2.3 The Committee when formed shall have as its Coordinator (Convener) the person elected to this position at the AGM. In the event of the Convenor position becoming vacant an election may be held at a General Meeting of the P&C to fill the vacancy.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Committee shall be:

- 3.1 Establish a geographical area of responsibility.
- 3.2 Establish the Safety House Program for its area.
- 3.3 Monitor on an ongoing basis all houses within the Committee area, particularly Safety Houses.
- 3.4 Liaise with the school to ensure periodic education of children and periodic surveys.
- 3.5 Liaise with neighbouring committees for additional Safety House applications and exchange of ideas.
- 3.6 Ensure Safety House guidelines and policy are followed.
- 3.7 Appoint delegate/s to the Regional Committee and/or State Safety House Association meetings.
- 3.8 Organise and carry out Safety House activities as approved by the P&C Association. Every activity must be passed/ratified at a General Meeting.
- 3.9 Recruit voluntary workers as shall be considered necessary for events or activities and ensure that the Helpers' book is filled out and signed by any volunteers.
- 3.10 Ensure the processing of all money received from activities is performed in accordance with procedures as set by the P&C Association. Two (2) members must collect and count money at all times. Once counted, both members must complete and sign the Banking Sheet template. No money shall leave the school's premises; money must be stored in the school safe (with signed Banking Sheet) ready for it to be banked by the Treasurer.

- 3.11 Provide receipts for goods purchased for activities. Ensure receipts are tabled at the next General meeting and provided to the Treasurer.
- 3.12 Liaise with Principal and relevant school staff re upcoming events.
- 3.13 Put notices on notice boards regarding upcoming events and forward information to Communications Officer to include in School Newsletter and Website and on P&C Facebook page.
- 3.14 Add all events, where suitable, to Flexischools, for online purchasing by school community. Details to be forwarded to Flexischools Coordinator at least 2 weeks in advance of on-sale date, so that it can be added in time. Proper accounts should be kept in line with current procedures.
- 3.15 Utilise the spreadsheets supplied:
 - Banking Sheet Template
 - Safety House Committee Spend Calculator

4.0 DUTIES OF THE SAFETY HOUSE COMMITTEE CONVENER:

- 4.1 The Coordinator (Convener) when present, shall preside at all meetings of the Committee. In the event of the Convener being absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the Committee is presented to all General Meetings of the P&C Association (or Executive Committee) and at such times as directed by the General Meeting of the P&C Association. The report to include recommendations to be adopted by the P&C General Meeting, such as approval of advertisements in local newspapers, payment of Safety House affiliation fees, etc and a written statement of receipts and expenditure.
- 4.3 The Convener must present details for all proposed events or activities to a General Meeting of the P&C Association. Proposed events or activities must not take place until approval is granted by a General Meeting or by the Executive Committee.
- 4.4 The Convener shall liaise with the school principal re events planned.
- 4.5 (a) Approval has to be granted at a General Meeting, and in special circumstances through Executive Committee, before any monies can be spent and be reimbursed in turn. All expenditure on Safety House activity must be so approved; funds will be drawn from the Safety House account when in profit.
(b) Safety House WA affiliation fees to be paid from Safety House account when in profit.
- 4.6 The Convener shall review all invoices (e.g. from the Safety House Association), sign as verified and hand to the P&C Treasurer for payment. The Convener is responsible to the P&C Treasurer.
- 4.7 The Convener shall ensure that in the event of the Safety House Committee disbanding arrangements be made to remove all safety house signs in the area controlled by the Committee.
- 4.8 Ensure that all books of the Committee are made available to the P&C Association as required.
- 4.9 The Convener shall have custody of the documents of the Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association as required.

5.0 AUTHORITY OF THE COMMITTEE

5.1 SPENDING MONEY FOR COMMITTEE EVENTS AND INCIDENTALS

This expenditure is taken from the Safety House Committee Balance (funds allocated to this committee in P&C bank account, as generated by Safety House Committee events).

Per event, if event is run during the calendar year:

- Safety House Affiliation Fees - Up to \$150 total for these fees
 - Safety House Show - Up to \$400 for the show fees
 - Safety House Sausage Sizzle & Free Dress - Up to \$300 total for this event
 - Stationery and other incidentals - Up to \$50 total for the year
 - Working with Children Checks for Safety Houses - Up to \$11 per house. Up to \$110 total for the year.
- 5.2** The most cost effective options should always be sourced and donations if possible to try and save as much money as possible.
- 5.3** If the costing of a Safety House event exceeds the above pre-approval it must be approved, before spending, at a General P&C Meeting or via Executive Committee.
- 5.4** If expenditure exceeds the Safety House Committee balance, spending from the general P&C balance must be approved, before spending, at a General P&C meeting or via Executive Committee.
- 5.5** All spending should first be cleared with the Treasurer, before spending, to make sure we have enough in the bank account.
- 5.6** All spending should be reported on at the next General Meeting.

6.0 MEETINGS:

- 6.1** Meetings of the Committee shall be at such times and places as determined by the Committee provided that not less than forty-eight (48) hours notice is given (suggest seven (7) days notice). It is desirable to meet at least once a month preferably just prior to a General Meeting of the P&C Association to enable a report to be prepared.

7.0 QUORUM:

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

8.0 VOTING:

- 8.1** All members and ex officio members of the Committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.
- 8.2** Voting shall be by show of hands.

9.0 ALTERATIONS TO RULES:

- 9.1** All proposed amendments to these rules must be approved by the General Meeting of the P&C Association.

**THE COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P&C ASSOCIATION**