

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

1.0 NAME:

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

2.0 COMPOSITION:

- 2.1 (a)** To be made up of at least four (4) and no more than five (5) 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.
- 2.3** 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.
- 2.4** 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** Decide the basic policy in relation to:
- The selling of recommended new uniforms at a reasonable cost;
 - The ordering and distribution of new uniforms;
 - The selling of second-hand uniforms.
- 3.2** Acquire suitable shelf stock provided that the amount does not exceed the amount covered by the insurance policy (currently \$30K).
- 3.3** Recruit voluntary workers as shall be considered necessary and ensure that the Communication Book is filled out with the volunteers' details.
- 3.4** Ensure the processing of all money received from sales is performed in accordance with procedures as set by the P&C Association. Two (2) members must collect and count money after every shift that the shop was open.
Once counted, both members must complete and sign the Banking Sheet. No money shall leave the school's premises; money must be stored in the P&C safe (with signed Banking Sheet) ready for it to be banked by the Treasurer.
- 3.5** Maintain accurate records of all sales and ensure a receipt is issued to the purchaser at all times. Cancelled receipts to be marked "void". Records of the Committee must be made available to the P&C Association as required.
- 3.6** Maintain a stock control system.
- 3.7** Carry out a reconciliation stocktake of uniform shop stock (only new, not second hand) at the end of each term.

- 3.8** Present recommendations for price changes to General Meetings of the P&C Association. Approval has to be granted at a General Meeting, and in special circumstances through the Executive Committee, before any price change.
- 3.9** (a) Ensure Flexischools is updated at all times with current stock, sizing availability and pricing.
(b) Print Flexischools orders weekly and fill orders at each shop opening session.
(c) Maintain accurate records of all sales and keep proper accounts, in line with current procedures.
- 3.10** Ensure catalogue, order form and price list are up-to-date at all times. When updated, forward to School Office for publication on School Website and inclusion in Welcome Packs. Display current price list at Uniform Shop.
- 3.11** Create notices advertising uniforms and forward to Facebook & Communications Officer for publishing in the School Newsletter and on P&C Facebook Page.
- 3.12** Print copies of catalogue, order form and Flexischools flyer for Kindy Welcome Packs at the end of each July; the school will advise how many copies are required.
- 3.12** Utilise the spreadsheets supplied:
- Uniform Shop Banking Sheet template
 - Log Book to record all sales
 - Stock Control Spreadsheet
 - Uniform Shop Income/Expenditure Spreadsheet
 - Stocktake Spreadsheets
 - Pricing Spreadsheet
 - Cost Pricing Spreadsheet
 - Purchase Order Spreadsheet
 - Uniform Shop Committee Spend Calculator

4.0 DUTIES OF THE UNIFORM 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 a written statement of income and expenses year to date at the time of the meeting, stocktake value and reconciliation and any recommendations requiring the attention of the P&C.
- 4.3** The Convener must present all requests to purchase additional stock (over and above the amounts specified in Section 5) to a General Meeting of the P&C Association. Where stock is required urgently, details of the order (i.e. item, quantity, cost) are to be provided to the President, seeking approval from the Executive Committee. Orders must not be placed with suppliers until approval is granted by a General Meeting or by the Executive Committee.
- 4.4** The Convener shall review all invoices from suppliers to verify stock has been received as ordered. Invoice must be signed by the Convener and handed to the P&C Treasurer for payment. The Convener is responsible to the P&C Treasurer.

- 4.5 Ensure that all books of the Committee are made available to the P&C Association as required.
- 4.8 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

Per item, if item is purchased during the calendar year:

- Wi-Fi Modem Top-up \$130 per year.
 - Invoice books and Stationery - Up to \$80 per year
 - Green Polo Shirts - Up to \$6000 total per calendar year if needed
 - Green T-Shirts - Up to \$1400 total per calendar year if needed
 - Blue Faction Shirts - Up to \$700 per calendar year if needed
 - Red Faction Shirts - Up to \$700 per calendar year if needed
 - Gold Faction Shirts - Up to \$700 per calendar year if needed
 - Zip Jackets - Up to \$4700 per calendar year if needed
 - Sports Shorts - Up to \$1500 per calendar year if needed
 - Microfibre shorts - Up to \$300 per calendar year if needed
 - Skirts with Built in Shorts - Up to \$1300 per calendar year if needed
 - A-Line Skirts with Built in Shorts - Up to \$500 per calendar year if needed
 - Straight Leg Track Pants - Up to \$400 per calendar year if needed
 - Cuffed Leg Track Pants - Up to \$400 per calendar year if needed
 - Girls Bootleg Pants - Up to \$300 per calendar year if needed
 - Bucket Hat - Up to \$1200 per calendar year if needed
 - Hybrid Hat - Up to \$1200 per calendar year if needed
 - Homework/Library Bag - Up to \$600 per calendar year if needed
 - Small Backpack 16L - Up to \$800 per calendar year if needed
 - Large Backpack 23L - Up to \$900 per calendar year if needed
 - RagTagd tags - Up to \$340 per calendar year (roughly \$2.00 per hat ordered)
- 5.2 This spend must take into account current stock holding vs sales for a similar time period, as fluctuations can be experienced.
- 5.3 A review should be conducted every year on best quality at best price.
- 5.4 If the costing of a Uniform Shop item exceeds the above pre-approval, it 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.
- 5.7 If supplier prices go up (for Spartan more than the agreed 2.5% per year), then it must first be approved at a General Meeting or via Executive Committee before purchases are made at the higher price. Current prices are detailed in "2019 Supplier Price List" (PDF).

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.**