

MEETING MINUTES**30 October 2019**

PRESENT: Adrian Barich, Ann Conlon, Danielle Higgs, Elizabeth Moore, Jenny Hart, Justine Oxley, Nick Emeljanow, Philippa Freegard, Lina Al-Bayal, Mike Morgan, Wisam Kamil, Lesley McDuff, Van Le

APOLOGIES: Hazel Hodgkins, Danielle Desforges, Pip Slaughter

Meeting Commenced @ 7.04pm**1. INTRODUCTORY REMARKS** Adrian opened the meeting.

1.1 Agenda item review and conflict of interest check

2. ACCEPTANCE OF PREVIOUS MINUTES

2.1. Accepted Jenny Hart; Seconded Wisam Kamil; Minutes confirmed.

3. BUSINESS ARISING

3.1. Nick Emeljanow to send out the P&C Constitution for P&C review – COMPLETE.

3.2. Danielle Higgs to add P&C Constitution review to October 2019 meeting – COMPLETE.

3.3. Adrian Barich to discuss with Justine regarding School communications channel to promote P&C activities – COMPLETE. A Simple Communication Plan has been developed – refer to Attachment 3.3.

3.4. Danielle Higgs to email Lesley prior to P&C meetings to advertise the next P&C meeting – COMPLETE.

4. CORRESPONDENCE

4.1. **IN** – Several letters were received, none of note.

4.2. **OUT** – None

5. Invited Guest Speaker Alumni update - Meredith Eddington

Meredith provided an overview of her work history, including experience related to alumni work. She has completed a term at Shenton College and has developed a Shenton Alumni Program 2020 Plan (see Attachment 5).

Meredith spoke to the following elements of the plan:

- Alumni Online Portal “Potentiality”;
- Shenton Business Directory, which will focus on how Alumnis can help each other and the College;
- Shenton career mentoring program;
- Lemnos House used as a space for the Alumni and any Alumni gathering ;

SHENTON COLLEGE P&C

- Meredith also plans to help facilitate each year a 10 year, 20 year, 30 year and 40 year reunions.

Meredith stressed a major focus of the Alumni is “friend-raising”, not “fundraising”. In addition, Meredith is planning a Shenton College 20 year anniversary cocktail party for next year, which will also be used to launch the Shenton Ambassador program. It is her hope/plan to have the College host this earlier rather than later next year.

Mike Morgan stated Meredith has also been assisting with College publication materials. Mike raised the need for ongoing funding from the P&C to help secure Meredith’s role going forward and also for the Alumni Online Portal, Potentiality. Nick suggested the P&C would likely be able to support ongoing funding.

6. Principal’s Report

Mike Morgan provided the following update:

- Shenton College has reinvigorated a partnership with UWA. More details will be provided once this had been ratified.
- There are also successful relationships being developed with Murdoch and Curtin Universities
- Year 7 and 8 Clubs programs have been very successful, which the P&C provides funding for.
- Shenton College students have won several STEM awards, e.g., biodegradable fishing line proposal is up for “Young Innovator of the Year” award.
- Several Shenton College teachers have been nominated for awards.
- Shenton College students made up 100 bags for children in need. Fantastic feedback was received by a Foster Parent.
- \$200,000 has been received to upgrade the area that was once had trans-portables. It will be transformed into a space to promote students meeting up. This area will include a stage, seats & beanbags among other things.
- The phone ban introduced by the Government will be implemented next year in line with DoE directives
- The introduction of International fee-paying Chinese students attending a number of public schools around WA was discussed. Shenton is among the schools selected to partake. The accepted students will not affect the GATE or HPL programmes at Shenton.

7. School Board Report

Justine Oxley provided the report. The Board met on Monday 28th October. In summary:

- Only 5% of school fees are outstanding.
- Subject charges have been reviewed and will be sent out to parents in November.
- An overview of the Board make up – 2 new parent reps and 3 staff reps plus some community representatives.
- The School Captains will also be on the board each year.



SHENTON COLLEGE P&C

- The school charges for 2020 were approved.
- The new Board members have been appointed to broaden the skill base of the Board.

8. **P&C President's Report** – Adrian stated his main points had already been covered.

9. **Treasurers Report**

9.1. Treasurers Report October 2019

Nick Emeljanow stated we had received \$229,000, which is 90% of the 75% target of P&C contributions. Nick believes we are on track to reach the target of 75% P&C contributions.

Nick moved the Treasures Report. Accepted by Jenny Hart; Seconded Justin Oxley. Treasures Report October 2019 was confirmed.

9.2. 2019 Actuals vs Budget

Nick stated there is approximately \$75,000 available for spending.

9.3. Shenton P&C Bank Transaction Summary – noted

9.4. P&C 2018 audit results

Nick tabled the report. The Auditors noted that they were unable to confirm cash handling beyond what was reported by FOMS. This was not an issue and was typical of associations of our type. Nick to discuss with FOMS.

Nick also noted the final accounts for 2018.

Nick asked the P&C to note the P&C 2018 audit report. Noted.

9.5. School funding requests:

- Year 12 Presentation ceremony awards - \$1,850 (Cheque 444)
- Uniform purchase for student in need - \$209 (Cheque 445)
- EPIPENS - \$2,000 (Cheque 445)
- Rowing - \$12,500 (1/2 share) (Cheque 445)
- Alumni Portal - \$5,000 (1/2 share) (Cheque 445)
- Act Belong Commit Disc Golf - \$3,500 (1/4 share) (Cheque 445)
- Sustainable School shop - \$1,450 (Cheque 445)

Nick moved the P&C approve funding for the above requests in addition to the Item 9.6. Accepted by Justin Oxley; Seconded by Jenny Hart. School funding requests and WACSSO invoice was confirmed.

SHENTON COLLEGE P&C

Mike also asked the P&C to consider funding of Alumni resource and contribution towards an additional School Psychologist.

Nick will prepare a plan for P&C key expenditure for the next two years, including existing big ticket commitments plus required funding for Alumni and extra school psychological funding (bringing the number of school psychologists to 3P/T and 1 F/T). This will be tabled at the December meeting.

9.6. Approval for the WACSSO invoice – Nick\$1440 (Cheque 446)

10. Friends of Music Report No report

11. Friends of Shenton Alumni Report - Covered by Item 5.

12. General Business

12.1. Approval of P&C Constitution (Nick)

Nick Emeljanow tabled the new Shenton College P&C Constitution. Refer to Attachment 12.1 for what was tabled at the meeting and the outcome that the new Constitution was seconded and carried.

12.2. WACSSO Conference update (Nick)

Nick Emeljanow provided a summary of the key outcomes from the recent WACSSO conference. In summary, he liked that the conference addressed hard but topical subjects, such as cyber bullying, mental health and, in particular, bringing the indigenous point of view into the main conversation at the Conference. Refer to Attachment 12.2 for Nick's full report.

12.3. "Name the lane" at Montario development update

Mike spoke to a local Aboriginal leader, Dr Noel Nannup, who suggested a good name may be "Danjoo Djena Koonliny", an indigenous name which means "Walking together for the future". Jenny will follow up the request.

12.4. Recycling station talk feedback (Jenny/Hazel)

Jenny stated that Hazel Hodgkins had attended a talk. In summary, with the container deposit scheme coming to W.A. there is an opportunity for Shenton College to be involved. One option is to be a virtual drop off – so any funding would be directed to Shenton P&C. Feedback was virtual option was a good idea and we should also further investigate the physical option.

13. Next Meeting Dates.

Term 4 Wednesday 4 December 2019



SHENTON COLLEGE P&C

Meeting Ended @ 9:35pm

ACTION ITEMS FROM THIS MEETING

Mike Morgan	Invite an Indigenous representative to discuss the new First Nation Program
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I note these minutes have been accepted and seconded by the P&C Committee.

A handwritten signature in black ink, appearing to read 'A Barich', written over a horizontal line.

Adrian Barich
President
Shenton College P&C
30th October 2019

Attachment 3.3 A Simple Communication Plan

Shenton College P&C

Simple Communications Plan

 • **Comms Channels**

There are 5 ways to communicate at Shenton:

	Channel	Contact for publication
1	Emails to parents - Sent via MailChimp	
2	Compass (portal) - All parents have access	Tanya York Tanya.York@education.wa.edu.au Melinda Najjar melinda.najjar@education.wa.edu.au Donna
3	Facebook - The college has a Facebook page	Chris Hill Chris.Hill@education.wa.edu.au Adam Pengelly
4	Highlights (magazine) - Mailed to parents - Copy deadline around week 6	Shelley Giles shelley.giles@education.wa.edu.au
5	Website - All parents can access	Adam Pengelly Adam.Pengelly@education.wa.edu.au

 • **Templates**

We have 2 templates for communications re P&C meetings:

1. P&C Meeting Review template

To be sent by email (MailChimp) to parent base within a few days after each P&C meeting (can also be Compass and repurposed into article for Highlights mag).

It looks like this:

P&C Meeting Review

The Shenton P&C held it's (first/second/third etc) meeting for the year last night.

This is a summary of what was discussed:

- X
- X
-

This is the action we've agreed to take:

- X
- X
-

Achievements to date:

- X
- X
-

Any other information...

All parents/carers are welcome to attend our next meeting to be held on - at -

2. P&C Meeting Reminder template

To be sent by email (MailChimp) to parent base a week before each P&C meeting and posted on Compass.

P&C Meeting Reminder

The next P&C meeting will take place on xxxx

In ----(location)

Please enter via

The meetings are open to all parents and carers. We encourage you to come along and observe or participate. P&C meetings are a great way to get to know what's happening at the College and we welcome your attendance.

Attachment 5 Alumni 2020 Plan**Shenton Alumni Program – 2020 Plan**

Broadly speaking alumni are former students, current and former staff. For Shenton College this includes those who attended Hollywood & Swanbourne Senior High Schools. The hope is that students enjoyed their secondary schooling & will identify strongly with their old school be it Hollywood, Swanbourne or Shenton.

An Alumni Program taps into this goodwill, creating a group of people and opportunities to network with fellow alums, plus give back to the College and support a number of it's endeavours (Eg. mentoring, coaching, presentations, service support, financial support).

While alumni will always be encouraged to engage with each other and the College, we need to promote the idea of alumni to the College community and specifically the current Year 12's. This will be done in a variety of different ways.

1. Alumni Online Portal

A decision has been made to go with the online portal Potentiality. This portal needs to be incongruence with the Shenton website, with three skins, one for each of the schools. It's purpose is to collect and share information on all of our alumni. First up the stored Shenton College Alumni data will be uploaded to this portal & then as Hollywood & Swanbourne alumni are identified their information will be added.

2. Lemnos House

Our Shenton Alumni Community needs a physical location and the intention is to use part of the first floor of Lemnos House, a place where alumni will be invited to gather and connect. Some College events, identified as suitable, will provide opportunities for alums to come along and engage with the College community.

The Arts Learning Area have expressed an interest in alumni attending drama productions, music performances (large & small), art exhibitions, etc. to provide an audience for the students' work and give pleasure to those present.

The Chapter Cafe on the ground floor is a very convenient place to offer tea, coffee & some light refreshments for our visitors.

It is an expectation that our alumni heritage will be located within Lemnos house. The plan is for an alumni office to be in this vicinity, the meeting room upstairs needs old photos on the walls, plus display cabinets to showcase interesting memorabilia. The cabinets will hopefully encourage alums to donate some pieces of memorabilia, especially as it will be a secure location to house them.

Mosman Park Men's Shed - two old display cabinets have been beautifully restored by this men's shed and they look amazing. The large book cabinet by the front door of Lemnos House could also be used for memorabilia and interesting artefacts.

3. Old Photographs

One project planned is to create a series of framed pictures using old photos from Hollywood, Swanbourne & some older Shenton College images taken over the past 19 years. These framed photos will adorn the walls throughout the College, starting with Lemnos House. The Hollywood & Swanbourne Lecture Theatres in particular need school appropriate framed photographic works to help tell a story & decorate the walls.

4. UWA Intern

An application has been made for an intern from the UWA McCusker Centre for Citizenship. These interns work with a project for a semester, providing the types of support identified by the school or community. Our intern will do research at the Battye and local libraries, help with identifying alums and work with the database. The position is scheduled for Semester 1 2020.

5. 2020 Shenton College 20 Year Anniversary

The College plans to host a celebratory cocktail party on the New Lawn area in front of Borneo and Alamein House. Invitations will be extended to the wider College community and special guests. A date for this event needs to be set - just before the end of Term 1 or the start of Term 2 while it's sunny. Ideally a *Save the Date* will go out before the end of term.

6. Shenton Ambassadors Program

The plan is to launch this program at the 20 Year Anniversary cocktail party. Over time significant alums will be invited to become Shenton Ambassadors. These people will be similar to Patrons, being advocates for the College & supporting all College endeavours. The list of potential ambassadors includes HSHS - The Hon Kim Beazley AC, Colin Barnett, Lyn Beazley AO, Annie Fogarty AM, Rechelle Hawks AM, David Chong (SSHS) and Sophie McNeill (Shenton).

7. The Shenton Community Business Directory

This is a project where alumni will be offered the opportunity to register with the Shenton Community Directory to promote their business/services. This online directory will include the current College community plus all alumni. It provides a reason to contact alums, creating an opportunity to initially engage with them as the information gathered will benefit alumni of all ages and be of particular value to the College regarding work placements, mentoring, a lecture program and more.

8. Alumni Mentoring at Shenton

This project aims to encourage the professional development of former students and support current students making tertiary and career decisions. The idea is to instil a culture of alumni supporting alumni and to establish a program that will significantly enhance the developing careers of our College alumni with the support of older alumni in professional positions.

A network of alumni can become mentors to younger alumni who are taking part in tertiary study, at the beginnings of their career, contemplating a career change or hoping to gain leadership skills. The program will allow mentees to benefit from the industry knowledge and expertise of their mentor. The other aspect, where current students need guidance regarding career and study choices, can be developed at the same time.

SHENTON COLLEGE P&C

12.1 Approval of P&C Constitution**Agenda & Minutes of Special General Meeting**

P&C Name: Parents and Citizens' Association Inc.

Meeting Date:

Quorum: Is there a quorum present?
Note: Quorum is 10 financial members (5 if less than 100 students at the school).
The meeting cannot go ahead unless there is a quorum.
Number of financial members present is

Meeting Opened: (enter meeting start time)

General Business

(Both Special Resolutions below must be carried by a 3/4 majority of financial members in attendance)

1. Please read out:

"That any previous constitution is hereby rescinded and that the Parents and Citizens' Association constitution dated June 2019 provided by the WA Council of State School Organisations be adopted as the constitution of the

Parents and Citizens' Association Inc."

Seconded **Yes** or **No**

Carried or **Lost**

2. Please read out:

"That the members of the Parents and Citizens' Association Inc. hereby authorise the Secretary (or person acting in that capacity) of the WA Council of State School Organisations to lodge the constitution (dated January 2019) with the Department of Mines, Industry Regulation and Safety the provisions of the Associations Incorporation Act 2015."

Seconded **Yes** or **No**

Carried or **Lost**

Meeting Closed: (enter finish time)

Date of next meeting:

Signed by: (President)

12.2 Attachment - WACSSO Conference update (Nick)**What is WACSSO ?**

<https://www.wacssso.wa.edu.au/>

- WA Council of State School Organisation, representing parents by being peak body for 650 P&Cs
- Main role is to influence through advocacy public school education, from engagement with P&Cs, or industry bodies
- Other services to P&Cs are governance (insurance, constitutional) and training for office holders
- Several full time resources funded by the WA Education Department
- Conference held every year. Good opportunity to network plus hear from the Minister and Director General, and do some breakout workshops about topical ideas

WACSSO Conference August 2019

<https://www.wacssso.wa.edu.au/training-events/wacssso-conference/>

- Theme this year : their potential is our purpose
- How do we avoid problems and how can we help our children succeed
- Speakers were the WA Premier, Education Minister, The Commissioner for Young People
- ESafety Commissioner

Premier – violence in schools is a big priority -> with a ten point plan

- Consequences and rehabilitation for offenders

Minister – key foci for government were jobs and jobs pathways, wellbeing/health

- A program of work <https://www.wa.gov.au/government/our-priorities-sharing-prosperity/bright-future> is looking at
- early child health/wellbeing development and care using data from the AEDC <https://www.education.wa.edu.au/aedc-resources-for-educators>
- Numeracy/literacy
- STEM participation

Recognising in a system with 300,000 students, 800 schools, 40,000 teachers no one size fits all. Targeted programs to address priorities

Recognising partnerships between schools and parents are key, parental engagement correlates with success. And partnership between WACSSO and Govt

Esafety Commissioner – safer experiences online

- Four basic human needs of shelter, food, water, air now includes social needs as a 5th
 - The rewards/benefits the kids get are: online belonging / feeling connected
 - Breeding confidence, purpose, identity
- Cyberbullying is an extension to usual bullying
 - Escalation is to parents/schools/ the Office of Esafety
 - Early step is to block the bully, they're not a real friend

- Check the privacy settings of the apps kids use
- Focus on the behaviour not the technology
- Tell kids to not send a picture or a message unless they are happy with everyone they know seeing it
- Also not to have contact from anyone they don't know
- Block anyone who makes them feel uncomfortable
- Messages for parents
 - Have deliberate conversations
 - Model the right behaviours
 - Wifi networks off at night – no tech in the bed rooms at sleep time

CONFERENCE KEYNOTE SPEAKER**Adjunct Professor Dr Tracy Westerman**

WA Australian of the Year 2018

Closing the Gap

In 1998, she founded Indigenous Psychological Services, to address the high rates of mental illness amongst Aboriginal people.

You can close the gap – improve the next generation's chances in one generation by changing the self fulfilling prophecy about indigenous disadvantage

Optimism is critical and should be an intensive part of early teen education

Depression is a causative pathway to suicide, so interventions were put in place, but no one checked if this was the same for indigenous people. Turns out a high correlated risk is a lack of resilience and impulsive behaviours

Assessment and treatments needs to look at resilience skills as part of solutions. Addressing hopeless and helplessness and create / control a prevention narrative

Look at widespread and selective/targeted interventions.

Avoid service providers but look to whole of community intervention with awareness and training

To address indigenous mental health in education look at:

- Techniques
- Community support and involvement
- Scholarships for kids

The kids will achieve if they believe in themselves

Conclusion

What I liked about the conference is readiness to address the hard but topical subjects, cyber bullying, mental health and especially to bringing the indigenous point of view into the main conversation at the Conference.

Bank Reconciliation and Cash Flow Position

Opening Reconciled Cash balance 1/08/2019		\$	25,033.27
Plus Incomings		\$	55,000.00
Less Outgoings		\$	150.00
Equals Cash Position at	25/10/2019	\$	<u>79,883.27</u>
Plus Unpresented Cheques		\$	-
Less Unbanked Receipts		\$	20.00
Equals Bank Balance at	25/10/2019	\$	<u><u>79,863.27</u></u>

Notes

- . Bank reconciliation agreed to bank statement as tabled
- . Received to date \$229K from parental contributions, 90% of projected budget
- . Capacity to spend approximately \$65-70K
- . WACSSO invoice not yet approved

Shenton College P&C

Presented to October 2019 P&C meeting

YTD Financial Accounts compared to budget 2019	Current Year Actual vs Budget			Prior Years	
	Actual 2019	Budget 2019	Budget remaining	Actual 2018	Actual 2017
INCOME					
Membership / Subs	\$ 13.00	\$ 50.00	\$ 37.00	\$ 41.00	\$ 21.00
Contributions - Parents	\$ 229,000.00	\$ 253,125.00	\$ 24,125.00	\$ 224,000.00	\$ 143,500.00
Other - Foms Paypal Photos to be refunded	\$ -	\$ -	\$ -	\$ -	\$ 293.75
Miscellaneous / Interest	\$ -	\$ -	\$ -	\$ 1.40	\$ -
Total Income	\$ 229,013.00	\$ 253,175.00	\$ 24,162.00	\$ 224,042.40	\$ 143,814.75
EXPENSES - actual or committed					
School Support					
Contributions - School 1st Req **	\$ -	-\$ 6,586.00	-\$ 6,586.00	\$ 37,794.00	\$ 50,163.00
Contributions School 2nd Req	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 47,664.00	\$ 18,000.00
YouthCare (Chaplaincy)	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 22,000.00	\$ 22,000.00
School Psych	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00
Library after hours support	\$ -	\$ -	\$ -	\$ 19,500.00	\$ -
Uniform Shop Contribution School	\$ 27,800.00	\$ 27,800.00	\$ -	\$ 27,000.00	\$ 27,126.00
Assistance to State /National Reps - 15 pax	\$ 600.00	\$ 2,250.00	\$ 1,650.00	\$ 1,800.00	\$ 150.00
Y12 Awards (End of Year)	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 850.00
Kimberley Student Exchange (req 041218)	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -
Other health/wellbeing initiatives **	\$ 8,245.00	\$ 20,000.00	\$ 11,755.00	\$ 9,000.00	\$ -
Safety equipment (epipens)	\$ -	\$ -	\$ -	\$ -	\$ -
Drugs Presentation - Paul Dillon **	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
Student clubs - Technology (Robotics) **	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -
Student clubs - Y7/8 (Zonta,Yoga, Rocket) **	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
Student clubs - Y12 Study club **	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -
VET/CAP and Pre CAP equipment **	\$ 11,360.00	\$ 11,360.00	\$ -	\$ -	\$ -
Games equipment **	\$ 2,226.00	\$ 2,226.00	\$ -	\$ -	\$ -
Each year major social event	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -
Fencing for bike compound **	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -
Container Alamein Lawn **	\$ 8,500.00	\$ 8,500.00	\$ -	\$ -	\$ -
Visitors - Arts / Music **	\$ 10,500.00	\$ 10,500.00	\$ -	\$ -	\$ -
Y12 Graduation breakfast	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
Student leadership camp	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -	\$ -
Social assistance	\$ -	\$ -	\$ -	\$ -	\$ -
Fees - Early Payment Incentive	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
P&C Activities					
Shenton Alumni - Executive Officer	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -
Other Alumni (op costs)	\$ -	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 1,318.18
Sustainable Schools website	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -
Fathering Project (seed funding)	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 293.75
Other - admin costs	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -
WACSSO Fees	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,353.52	\$ 1,412.05
Contingency and Reserves					
Contingency	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Reserves	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 20,500.00	\$ -
Total Expenses	\$ 183,731.00	\$ 255,950.00	\$ 72,219.00	\$ 229,111.52	\$ 151,812.98
Remainder (-ve = overspend)	\$ 45,282.00	-\$ 2,775.00	-\$ 48,057.00	-\$ 5,069.12	-\$ 7,998.23
Surplus from Prior Years	\$ 4,101.27	\$ 4,101.27		\$ 9,170.39	\$ 9,170.39
Adjusted Cash Surplus	\$ 49,383.27	\$ 1,326.27		\$ 4,101.27	\$ 9,170.39
Reserve - Pre approved expenditure for 2020					
Pre approved items for Term 1 2020 expenditure					
TBC Reserves					
Contingency (usually 5-10% of expected contributions)	\$ 10,000.00				
Total	\$ 10,000.00	\$ -			
Closing 2019 Cash Flow Position	\$ 39,383.27	\$ 1,326.27			
Pre allocation for 2020 - added to budget for 2020					
TBC					
Total	\$ -				

** Note: indicates part of the school first request

Contributions Calculation	Potential	Achieved
Students in 2019	2,250	
P&C Contribution	\$ 150.00	
Possible collection	\$ 337,500.00	
Estimated based on collection rate as below	\$ 253,125.00	\$ 229,000.00
	75%	90%
		of estimated budget



SHENTON COLLEGE PARENTS AND CITIZENS
ASSOCIATION INCORPORATED
26 THIRD ST
BICTON WA Australia 6157

25 October 2019

Dear SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION INCORPORATED,
Here's your account information and a list of transactions from 01/08/19-25/10/19.

Account name SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION
INCORPORATED
BSB 066125
Account number 10164272
Account type Society Cheque Acct
Date opened 16/03/2001

Date	Transaction details	Amount	Balance
23 Aug 2019	Direct Credit 301500 Shenton College SHE002Shenton Col	\$45,000.00	\$70,013.27
26 Aug 2019	Chq 000441 presented Bankwest Australia	-\$150.00	\$69,863.27
27 Sep 2019	Direct Credit 301500 Shenton College SHE002Shenton Col	\$10,000.00	\$79,863.27

Any pending transactions haven't been included in this list. Proceeds of cheques aren't available until cleared.

If you have questions or need more information, go to commbank.com.au/support.

Yours sincerely,

Brian Moseley
General Manager, Retail Customer Service



SHENTON COLLEGE P&C

8th October 2019

John Dorazio FCA
Walker Wayland Audit (WA) Pty Ltd
Level 3, 1 Preston Street
Como, WA 6152

Dear Sir,

This representation letter is provided in connection with your audit of the financial report of the Shenton College Parents and Citizen's Association ("the entity") for the year ended 31 December 2018, for the purpose of you expressing an opinion as to whether the financial report is, in all material respects, presented fairly in accordance with the accounting policies in the Notes to the Financial Statements and when appropriate, relevant statutory and other requirements of the entity.

We acknowledge our responsibility for ensuring that the financial report is in accordance with the requirements of the members of the entity and confirm that the financial report is free of material misstatements, including omissions.

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; and
 - (b) minutes of all meetings of the committee.
 - (c) We have maintained the records in accordance with the Australian Accounting Standards, the Associations Incorporation Act WA 2015, the Associations Incorporation Regulations 2016 and/or the Associations constitution as applicable.
2. There:
 - (a) has been no fraud, error or non-compliance with laws and regulations involving management or employees who have 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 report; and
 - (c) have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.

1, Tuesday, 8 October 2019

3. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error. We have established and maintained adequate internal control 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 report.
4. We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
5. There are no violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.
6. The entity has satisfactory title to all assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. Allowances for depreciation have been adjusted for all important items of property, plant and equipment that have been abandoned or are otherwise unusable.
7. The entity has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
8. There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
9. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report.
10. We have appropriate insurance policies in place, that we believe adequately insure the association for all activities conducted.
11. The association is a going concern as at 31 December 2018, the entity does not require significant support from its members. The association is expected to continue to trade over the next 12-18 months.
12. We believe the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial report as a whole as attached that were provided by the auditor.
13. In relation to related party transactions and relationships, we acknowledge;
 - a. All matters arising that would constitute a related party transaction or relationship are dealt with on an arm - length basis.
 - b. These matters are brought to the attention of the Board prior to any decisions being made.

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 report of the entity taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully,



Name: Nick Emeljanow
Position: Treasurer

3, Tuesday, 8 October 2019

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION
FOR THE YEAR ENDED 31 DECEMBER 2018**

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Shenton College Parents and Citizens Association (the association), which comprises the statement of financial position at 31 December 2018, the income and expenditure statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial report presents fairly, in all material respects the financial position of the association as at 31 December 2018 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 2015 (WA).

Basis for Qualified Opinion

Given the nature of cash receipts, it is not possible for our examination to include audit procedures that extend beyond the amounts of income recorded in the accounting records of Shenton College Parents and Citizens Association.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the Associations Incorporation Act 2015 (WA). As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 2015 (WA) and for such internal control as the committee determines is necessary to enable

the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

WALKER WAYLAND AUDIT (WA) PTY LTD

John Dorazio FCA

Director

Level 3, 1 Preston Street COMO WA 6152

Dated this day of October 2019

DRAFT

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

GENERAL ACCOUNT INCOME AND EXPENSES REPORT

**FOR THE PERIOD ENDED
31ST DECEMBER 2018**

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

CONTENTS

Statement of Income and Expenditure Report

Statement of Financial Position

Notes to the Financial Statements

Independent Auditor's Report

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

STATEMENT OF INCOME AND EXPENDITURE REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018	2017
		\$	\$
INCOME			
Concert Income		7,034	5,960
Shenton College Ticket Sales		10,078	9,213
Interest Income		92	4
Membership Subscription		41	21
Contributions		224,000	143,500
Other Income		16	8,061
		<u>241,261</u>	<u>166,759</u>
EXPENSES			
Concert expenses		1,293	2,025
Donations to Shenton Music Department		3,277	2,214
Shenton college ticket sales		10,078	9,213
Contributions - school		85,158	50,163
Contributions school 3Q16		-	18,000
Fees early pay incentive		500	500
Christian resource council		22,000	22,000
Library after hours support		19,500	-
Uniform shop contributions support		27,300	27,126
Assistance to State /Nationals Rep		1,800	150
WACSSO fees		1,354	1,412
Citizenship awards		-	850
Sustainable schools		-	1,318
Graduation awards		2,000	-
FOMS Paypal funds		-	294
School psych		30,000	30,000
Student wellbeing		9,000	-
Other expenses		653	3,293
		<u>213,913</u>	<u>168,558</u>
Current (loss)/ profit before income tax		27,348	(1,799)
Income tax expense		-	-
Net current (loss)/ profit	3	27,348	(1,799)
RETAINED SURPLUS AT THE BEGINNING OF THE FINANCIAL YEAR		29,239	31,038
Transfers to Reserves during the year		<u>(30,500)</u>	-
RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR		<u>26,087</u>	<u>29,239</u>

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	2	<u>56,587</u>	<u>29,239</u>
TOTAL ASSETS		56,587	29,239
LIABILITIES			
CURRENT LIABILITIES			
Income in Advance		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		-	-
NET ASSETS		<u>56,587</u>	<u>29,239</u>
EQUITY			
Retained Surplus		26,087	29,239
Reserves		<u>30,500</u>	<u>-</u>
TOTAL EQUITY		<u>56,587</u>	<u>29,239</u>

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 2015 (WA). The committee has determined that the entity is not a reporting entity.

The financial statements have been prepared on a cash basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

b) Goods and Services Tax (GST)

The entity is not registered for the GST purpose.

Revenues, expenses and assets are recognised inclusive of the GST amounts.

c) Income Tax

The entity is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

d) Revenue and Other Income

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

The entity receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in profit or loss.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

e) Related Party

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other persons unless otherwise stated.

(f) Changes of Accounting Policies

The financial statements of Shenton College Parents and Citizens Association Friends of Music at Shenton were prepared on an accrual basis for the year ended 31 December 2018. As it was consolidated with Shenton College Parents and Citizens Association this year, it has changed to a cash basis to be consistent with the preparation basis of Shenton College Parents and Citizens Association.

2. CASH AND CASH EQUIVALENTS

	FOMS	P&C	2018	2017
	\$	\$	\$	\$
CURRENT				
Cash at bank	21,993	34,594	56,587	29,239
	21,993	34,594	56,587	29,239

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

3. PROFIT AND LOSS

	FOMS	P&C	2018	2017
	\$	\$	\$	\$
INCOME				
Concert Income	7,034	-	7,034	5,960
Shenton College Ticket Sales	10,078	-	10,078	9,213
Interest Income	92	-	92	4
Membership Subscription	-	41	41	21
Contributions	-	224,000	224,000	143,500
Other Income	14	2	16	8,061
	<u>17,218</u>	<u>224,043</u>	<u>241,261</u>	<u>166,759</u>
EXPENSES				
Concert Expenses	1,293	-	1,293	2,025
Donations to Shenton Music Department	3,277	-	3,277	2,214
Shenton College Ticket Sales	10,078	-	10,078	9,213
Contributions - School	-	85,158	85,158	50,163
Contributions School 3Q16	-	-	-	18,000
Fees early Pay Incentive	-	500	500	500
Christian Resource Council	-	22,000	22,000	22,000
Library After Hours Support	-	19,500	19,500	-
Uniform Shop Contributions Support	-	27,300	27,300	27,126
Assistance to State /Nationals Rep	-	1,800	1,800	150
WACSSO Fees	-	1,354	1,354	1,412
Citizenship Awards	-	-	-	850
Sustainable Schools	-	-	-	1,318
Graduation awards	-	2,000	2,000	-
FOMS Paypal funds	-	-	-	294
Student Wellbeing	-	9,000	9,000	-
School Psych	-	30,000	30,000	30,000
Other Expenses	646	7	653	3,293
	<u>15,294</u>	<u>198,619</u>	<u>213,913</u>	<u>168,558</u>
(Loss)/ profit for the year	<u>1,924</u>	<u>25,424</u>	<u>27,348</u>	<u>(1,799)</u>

SHENTON COLLEGE PARENTS AND CITIZENS ASSOCIATION

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the committee the financial statements are prepared in accordance with the Associations incorporation Act 2015 (WA) and:

1. Present fairly the financial position of Shenton College Parents and Citizens Association as at 31 December 2018 and its performance for the year ended on that date in accordance with the Australian Accounting Standards as disclosed in Note 1.
2. At the date of this statement, there are reasonable grounds to believe that Shenton college Parents and Citizens Association will be able to pay its debts as and when they fall due.

.....
Adrian Barich
President

Dated this day of October 2019.



THE WACSSO MISSION

Partnering with P&Cs to Advance Public Education

We believe every student in Western Australia should have access to the best education possible.

And for almost 100 years, we have worked passionately with school organisations across this state to improve the public education system - all the while never losing sight of a simple principle: that we are stronger together.

Which is why we work every day to build the individual capacity of all of our affiliates – empowering them through a number of support services, knowledge-sharing and learning opportunities.

It's also the reason we recognise the power of presenting a collective voice for the views of all P&Cs. As one, we have the strength and fearlessness to advocate for the positive change that will truly make a difference.

Together with the P&C community and all our stakeholders, we will work tirelessly to advance public education in Western Australia, so that every student has the best chance to realise their potential and live the life they deserve.

Your Constitution helps you and protects you

Parents and Citizens' Associations (P&Cs) are established under the *School Education Act 1999* for the purpose of supporting a strong public school system.

All P&Cs are required to be incorporated with the WA Government through the Department of Mines, Industry Regulation and Safety. Incorporation of a P&C means that it becomes a legal entity, separate from the individual members, and its members are afforded the benefits of the *Associations Incorporation Act 2015*. Put simply, a member or an officer of the P&C shall not be liable to contribute towards the payment of debts and liabilities of the Association, nor the costs, charges and expenses of cancelling the incorporation of the Association, provided that the Association does not secure profit for its members.

The document that provides the rules of how you must run your P&C is called the P&C Constitution. All incorporated Associations must have a Constitution and every member of your P&C should be given a copy when they join.

The Constitution exists to help and protect you, which is why it is important to understand it and refer to it regularly.

A revised Constitution

Recent and extensive changes to the *Associations Incorporation Act 2015* and the *Associations Incorporation Regulations 2016* require that P&Cs in public schools revise their Constitution to meet new legislative requirements.

WACSSO has developed a revised Constitution, approved by the Minister for Education and the Department of Mines, Industry Regulation and Safety (DMIRS) for use by P&Cs in Western Australia. This requirement to develop a new Constitution is timely and has allowed WACSSO to include many revisions and additions requested by our affiliates at Annual Conference, State Council and through the tens-of-thousands of contacts to the office regarding P&C operations and governance over the years.

We have listened and have developed a comprehensive Constitution that reflects the modern requirements of volunteers while maintaining the structure needed for strong not-for-profit decision-making and financial governance. There are over 60 changes from the previous Constitution!

Here are just *some* of those changes...

- A small school is now defined as having 200 or less students
- The quorum for a large school is now 8 financial members
- The P&C will define its own financial year within its Constitution
- The inclusion of a dispute resolution rule and process
- Executive members will need to declare the financial solvency of the P&C at every AGM
- Sub-committee operations and structure are now prescribed
- Restrictions on employee participation in decision making is established
- New financial reporting requirements are included
- Financial motions to meetings will now require notice
- Financial members may be suspended or expelled after a rigorous process has been completed
- The inclusion of a glossary

The new P&C Constitution, Q&As and much more can be found at the dedicated P&C Constitution website:

www.newconstitution.education



SHENTON COLLEGE P&C

Shenton College Parents and Citizens' Association Incorporated CONSTITUTION AND RULES

1.0 NAME

1.1 The name of the **Association** shall be the Shenton College Parents and Citizens' Association Incorporated and hereinafter called "The Association".

2.0 OBJECTS

The objects of the Association are to promote the interests of the school, or group of schools, through:

- 2.1 Cooperation between **parents**, teachers, students and **members** of the general community;
- 2.2 Assisting in the provision of resources, facilities and amenities for the school or group of schools; and
- 2.3 The fostering of community interest in educational matters.

3.0 POWERS

Subject to the Association's obligation at law not to intervene in the control or management of a school, intervene in the educational instruction of students and exercise authority over teaching staff or other persons employed at the school, the powers of the Association to enable the achievement of its objects and in addition to the powers otherwise conferred on it by these **Rules** shall be:

- 3.1 Subject to the approval of the Chief Executive Officer of the **Department of Education**, the power to raise funds and acquire by purchase, lease or exchange and the hiring or acquiring of any real or personal property that may be deemed necessary or convenient for the objects of the Association.
- 3.2 Power to affiliate with **WACSSO Inc.**
- 3.3 Power to open and operate a bank account.
- 3.4 Power to appoint and remove employees and to determine the remuneration and the terms and conditions of such appointments.
- 3.5 Power to appoint committees for such purposes as are necessary to prosecute the affairs of the Association.
- 3.6 Power to make representations to the school administration, the Department of Education and to government either directly or through WACSSO Inc.
- 3.7 Power to generally do all such acts and things as may be involved by or incidental to the carrying out of the objects of the Association without in any way being limited to the foregoing powers.
- 3.8 Power to set the financial year.

4.0 FINANCIAL YEAR

The financial year will be the period of 12 months commencing on the 1st January.

5.0 INCOME AND PROPERTY

- 5.1 The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any **member**, except in good faith in the promotion of those objects or purposes.
- 5.2 A payment may be made to a member out of the funds of the Association, if it is authorised by a resolution of the Association, and if it is;
 - i. in good faith as reasonable remuneration for any services provided to the Association, or
 - ii. for goods supplied to the Association in the ordinary course of business.



SHENTON COLLEGE P&C

6.0 MEMBERSHIP

- 6.1 Membership is open to parents and carers of children attending the school and to citizens being over the age of eighteen years who support the objects or purposes of the Association.
- 6.2 Members of the Association are to receive a hard or electronic copy of the **Rules** of the Association (P&C Constitution).
- 6.3 Members of the Association must abide by the Rules of the Association.
- 6.4 The Principal of the school for which the Association is formed and where the Association is formed for a group of schools, the Principal of each school for which the Association is formed shall be an **ex officio member** of the governing body of the Association, may not be elected as an office bearer to any of its offices and may not be an **authorised signatory**.
- 6.5 A person desiring to become a member may do so at any **General Meeting** by payment of the membership subscription.
- 6.6 A Register of Members will be kept and maintained by the Honorary Secretary of the Association. Only **financial members** and ex officio members shall be listed on the register. The Register of Members will include the name, either the residential, postal or email address of each member and the date they became a member. Any changes to this information will be recorded within 28 days.

7.0 MEMBERSHIP SUBSCRIPTION

- 7.1 The annual membership subscription of the Association shall be fixed by the Association at the **Annual General Meeting** but shall not exceed one dollar (\$1.00) per member for the period up to the next Annual General Meeting.
- 7.2 The subscription of a member is due and payable on the date of the Annual General Meeting or at the General Meeting at which they join the Association.

8.0 TERMINATION OF MEMBERSHIP

- 8.1 A person ceases to be a member when any of the following takes place:
 - i. the individual dies;
 - ii. the person resigns from the Association by giving written notice of the resignation to the President or Honorary Secretary;
 - iii. non-payment of membership subscription in accordance with Rule 7.2; or
 - iv. the person is expelled from the Association in accordance with Rule 9.0.

9.0 SUSPENSION OR EXPULSION OF MEMBERS OF THE ASSOCIATION

- 9.1 The **Executive Committee** may decide to suspend a member's membership or to expel a member from the Association if the member:
 - i. has persistently refused or neglected to comply with a provision of these **Rules**;
 - ii. has persistently and wilfully acted in a manner prejudicial to the interests and objects of the Association; or
 - iii. has been convicted of any offence deemed prejudicial to the interests of the Association.
- 9.2 The member will be sent written notice of the proposed suspension or expulsion not less than ten (10) days before the **Executive Meeting** at which the proposal is to be considered by the Executive Committee.
 - 9.2.1 The notice given to the member must state:
 - i. when and where the Executive Meeting is to be held;
 - ii. the grounds on which the proposed suspension or expulsion is based;



SHENTON COLLEGE P&C

iii. that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the proposed suspension or expulsion.

9.2.2 At the Executive Meeting, the committee must:

- i. give the member, or the member's representative, a reasonable opportunity to make submissions to the committee about the proposed suspension or expulsion;
- ii. give due consideration to any submissions so made; and
- iii. decide:

(a) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or

(b) whether or not to expel the member from the Association.

9.2.3 Where the Executive decides to suspend the member's membership, or expel the member from the Association, the decision must be recorded via a recommendation in the minutes, to be presented at a General or **Special General Meeting** which must be held within fourteen (14) days of the Executive Meeting.

9.2.4 The Association must vote by secret **ballot** and the recommendation must be passed by **Special Resolution** of a General Meeting or Special General Meeting.

9.3 A decision of the Association to suspend the member's membership or to expel the member from the Association takes immediate effect.

9.4 The Association must give the member written notice of the Association's decision, and the reasons for the decision, within seven (7) days after the General Meeting or Special General Meeting at which the decision is made.

9.5 A member whose membership is suspended or who is expelled from the Association may, within fourteen (14) days after receiving notice of the Association's decision, give written notice to the Honorary Secretary requesting the Disputes and Mediation Process in accordance with Rule 28.0

9.6 If the decision to suspend the member's membership or expel the member is revoked, that revocation does not affect the validity of any decision made at an Executive Meeting or General Meeting during the period of suspension or expulsion.

10.0 CONSEQUENCES OF SUSPENSION

10.1 During the period a member's membership is suspended the member:

- i. loses any rights (including voting rights) arising as a result of membership; and
- ii. is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

10.2 When a member's membership is suspended, the Honorary Secretary must record in the Register of Members:

- i. that the member's membership is suspended;
- ii. the date on which the suspension takes effect; and
- iii. the period of the suspension.

10.3 When the period of the suspension ends, the Honorary Secretary must record in the Register of Members that the member's membership is no longer suspended.

11.0 EXECUTIVE COMMITTEE

11.1 The Association shall be managed by an Executive Committee all of whom must be **financial members**.

11.2 No person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:

SHENTON COLLEGE P&C

- i. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three (3) months; or
- ii. an indictable offence in relation to the promotion, formation or management of a body corporate; or
- iii. an offence under Part 4 Division 3 or Section 127 of the *Associations Incorporation Act 2015*;

unless the person has obtained the consent of the **Commissioner**.

11.3 No person shall be entitled to hold a position on the Executive Committee if the person is, according to Section 13D of the *Interpretation Act 1984*, bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.

12.0 EXECUTIVE COMMITTEE COMPOSITION

12.1 Where the Association represents a **small school** the Executive Committee shall comprise:

- i. President;
- ii. Vice-President;
- iii. Honorary Secretary and Honorary Treasurer;
- iv. Principal; and
- v. Not less than two (2) other members.

12.2 Where the Association represents a school that is not a small school, or where the Association represents a group of schools the Executive Committee shall comprise:

- i. President;
- ii. Vice-President;
- iii. Honorary Secretary
- iv. Honorary Treasurer;
- v. Principal; and
- vi. not less than three (3) other members.

But with the approval of a **General Meeting** the positions of Honorary Secretary and Honorary Treasurer may be held by one person elected for that purpose at a General Meeting.

12.3 The officers of the Executive Committee shall be elected at the **Annual General Meeting** of the Association by and from the **financial members** of the Association.

12.3.1 An election shall be held at a General Meeting of the Association to fill any vacancy on the Executive Committee.

12.4 Where there is an equality of voting for any position the result shall be **declared by lot**.

12.5 The Principal of the school for which the Association is formed and where the Association is formed for a group of schools, the Principal of each school for which the Association is formed shall be an ex officio member of the Executive Committee.

13.0 EXECUTIVE COMMITTEE TERM OF OFFICE

13.1 The elected members of the Executive Committee shall take office at the **rising** of the Annual General Meeting or the General Meeting at which they were elected and shall hold office until the rising of the following Annual General Meeting.

13.2 All retiring members of the Executive Committee shall be eligible for re-election.

13.3 All retiring members of the Executive Committee shall return all Association **documents and records** in their possession after their appointment ceases to the Executive Committee.



SHENTON COLLEGE P&C

14.0 EXECUTIVE COMMITTEE POWERS

14.1 The Association shall be managed when a General Meeting is not in session by the Executive Committee which shall have power to control and manage the affairs and finances of the Association but shall be responsible to the General Meeting.

14.2 The duties of the Executive Committee will include:

- i. a duty of care and diligence;
- ii. a duty to act in good faith in the best interests of the association and for a proper purpose;
- iii. a duty not to misuse one's position and a duty not to misuse information obtained through the position to gain advantage for self or someone else or to cause detriment to the association; and
- iv. a duty to prevent the association trading when insolvent.

14.3 The Executive Committee shall have the power to declare vacant the seat of any of its members who:

- v. without leave or reasonable excuse, is absent from three (3) consecutive meetings of the Association. The Executive Committee in its absolute discretion shall determine what constitutes a reasonable excuse;
- vi. without reasonable excuse, wilfully and persistently fails to perform the duties of the office as defined by these **Rules**;
- vii. have a criminal conviction relating to:
 - (a) offences against children
 - (b) theft, fraud or dishonesty
- viii. ceases to be a **member** of the Association.

14.4 The Executive Committee may form **sub-committees** to deal with particular aspects of its work. Such sub-committees shall be responsible to the Executive Committee. sub-committees so formed shall each include at least one (1) member of the Executive Committee who will represent it on the sub-committee.

14.5 Meetings of the Executive Committee shall be held at such times and places as shall be determined by an **Executive Meeting** or when convened by the President.

14.6 All members of the Executive Committee have an equal vote.

14.7 Minutes of the Executive Meeting must be tabled at the next scheduled **General Meeting** to be ratified.

15.0 PRESIDENT AND VICE PRESIDENT

15.1 The President shall, when present, preside at all General and Executive Meetings of the Association.

15.2 In the event of the President being absent the Vice-President shall preside and where both the President and Vice-President are absent then the meeting shall elect a person to preside for the occasion.

15.3 The President will be responsible for any communication between the government authority responsible for administering the *Associations Incorporation Act 2015* and the Association.

15.4 The President may authenticate documents or proceedings requiring authentication in accordance with Rule 29.0.

16.0 THE HONORARY SECRETARY

The duties of the Honorary Secretary shall include:

16.1 The conduct of all correspondence of the Association.

16.2 Making and keeping full and correct the minutes of the Association and circulating them in confidential draft form before the date of the next scheduled General Meeting.

SHENTON COLLEGE P&C

- 16.3 Maintaining a register of financial and **ex-officio** members.
- 16.4 Retaining custody of all documents relevant to the administrative activities of the Association.
- 16.5 Notify before 30 April in each year the Principal of the school or each of the schools and **WACSSO Inc.** in writing the names of the persons who in that year are office bearers and executive members of the Association under Part 3 Division 8 of the *School Education Act 1999*.
- 16.6 On expiration of term of position, resignation, redundancy or death, returning all documents belonging to the Association to the **Executive Committee**.

17.0 THE HONORARY TREASURER

The duties of the Honorary Treasurer shall include:

- 17.1 Being responsible for the receipt of all monies paid to or received by the Association.
- 17.2 Issuing receipts for all monies received on the receipt forms of the Association.
- 17.3 Counting and signing off on all monies received with at least one other member of the Association.
- 17.4 Paying all monies received into such bank account or accounts as the Association may from time to time decide upon.
- 17.5 Making payments as authorised by a General or **Executive Meeting** by means of cheques or electronic fund transfer.
- 17.6 Ensuring all cheques on all accounts of the Association (including any committee of the Association) are signed by any two (2) of the following authorised signatories:
 - i. President;
 - ii. Vice President;
 - iii. Honorary Secretary;
 - iv. Honorary Treasurer; or
 - v. One (1) member of the Executive Committee where appointed for such purpose at the **Annual General Meeting** of the Association.
- 17.6.1 Where there is a **direct relationship** between two authorised signatories, they shall not be permitted to co-sign any cheques of the Association.
- 17.7 Electronic Funds Transfer may be used where the financial institution's software provides the required functionality and security, and can occur with two authorisations.
- 17.8 Maintaining proper accounting records.
- 17.9 Ensuring that the Association complies with all its responsibilities to any employees including, but not limited to; complying with employment awards or agreements, paying tax and superannuation.
- 17.10 Presenting for consideration at an Annual General Meeting of the Association:
 - 17.7.1 The annual **financial statements** in relation to the last financial year, to include:
 - i. a statement of all monies received and paid during the financial year;
 - ii. a reconciled statement of all bank account balances as at the end of the financial year; and
 - iii. a statement detailing the Association's total assets and liabilities as at the end of the financial year.
 - 17.7.2 A copy of the report of the **review** or the auditor's report as required per Rule 21.0
 - 17.7.3 A solvency statement in respect of the Association endorsed by the **Executive Committee** stating that the financial statement has been examined and whether or not in their opinion they will be able to meet the Association's debts and liabilities as and when they become due and payable.
- 17.11 Presenting a written financial statement showing the current financial position of the Association to each **General Meeting** of the Association.

SHENTON COLLEGE P&C

17.12 Forwarding a copy of the annual financial statements that have been approved by the Annual General Meeting to:

- i. **WACSSO Inc.;**
- ii. the Principal of the school, or the Principal of each of the schools where an Association is formed for a group of schools in accordance with the *School Education Act 1999*; and
- iii. any other body such as the Australian Charities and Not-for-profits Commission (ACNC) as required.

17.13 Retaining custody of all books, documents, securities and the like relating to the financial affairs of the Association.

17.14 On expiration of term of position, resignation, redundancy or death, returning all documents belonging to the Association to the Executive Committee.

18.0 SUB-COMMITTEES

18.1 The Association may establish sub-committees for purposes it considers appropriate and consistent with the objectives and functions of the Association.

18.2 Sub-committees must abide by the **Terms of Reference** as approved by the General Meeting.

18.3 Members must be elected to a sub-committee.

18.4 Sub-committee members must be **financial members** of the Association.

18.5 Sub-committees must include a member of the Executive Committee.

18.6 The President is an **ex-officio** member of all sub-committees.

18.7 The report of the sub-committee must be presented and ratified by a General Meeting.

18.8 All monies raised by sub-committees are considered funds of the Association.

19.0 EMPLOYEES OF AN ASSOCIATION

19.1 Employees of the Association:

- i. are not eligible to hold a position on the **Executive Committee**;
- ii. are not eligible to be a signatory to any bank accounts held by the Association;
- iii. do not have the authority to employ staff;
- iv. may be a member of the Association by which they are employed but must declare an interest where matters of business discussed concern them;
- v. may be a member of a sub-committee that deals with their employment, but only in a non-voting capacity.

20.0 BOOKS AND DOCUMENTS

20.1 The books and documents of the Association may be inspected by any financial or ex-officio member of the Association on such terms and conditions as may be established from time to time by the Executive Committee.

20.1.1 It is an offence under the *Associations Incorporation Act 2015* for a member to disclose or use the information obtained from the Register of Members or record of office holders for a purpose that is not directly connected with the affairs of the Association.

20.2 The minutes of the Association must be kept in perpetuity.

20.3 The correspondence of the Association is required to be retained for twelve (12) months. If correspondence relates to employees of the Association, it is in accordance with Rule 20.5.

20.4 The Association must retain its accounting records in respect of a transaction for at least seven (7) years after the transaction was completed.

20.5 Employment records must be kept for seven (7) years after the date employment ceases.

SHENTON COLLEGE P&C

21.0 FINANCIAL STATEMENTS AND FINANCIAL REPORTS

21.1 For each financial year, the Executive Committee must ensure that the requirements imposed on the Association under the *School Education Act 1999* and under Part 5 of the *Associations Incorporation Act 2015* relating to the financial statements or financial reports of the Association are met.

21.2 Without limiting Rule 21.1, those requirements include:

- i. if the Association is a tier 1 association, the preparation of the financial statements; and
- ii. if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
- iii. if required, the review or auditing of the financial statements or financial report, as applicable; and
- iv. the presentation to the Annual General Meeting of the financial statements or financial report, as applicable; and
- v. if required, the presentation to the Annual General Meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

22.0 THE AUDITOR OR REVIEWER

An Association must undertake an audit or review if required as per Rule 21.0, or where the Association has passed a resolution to audit or review the financial statements of that Association.

22.1 At each **Annual General Meeting** there shall be appointed an auditor or reviewer, for that financial year only, who shall **audit** or review the annual statement of accounts and balance sheet of the Association.

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

22.3 The auditor or reviewer must be

- a) a member of a professional accounting body who has a designation in respect of that membership that is prescribed by the *Associations Incorporation Regulations 2016* for the purposes of this paragraph; or
- b) a registered company auditor under the Corporations Act; or
- c) a person the **Commissioner** considers has appropriate qualifications or experience and approves for the purposes of this section; and
- d) as far as is possible, be a person aware of the activities of **Parents and Citizens' Associations**.

22.4 The auditor or reviewer shall not be:

- i. a member or employee of the Association;
- ii. someone who has prepared or assisted with the preparation of the financial statements; or
- iii. a spouse or de facto partner of a person described in (i) or (ii).

22.5 The auditor or reviewer shall have the powers, at any time, to call for the production of all books of account, vouchers and documents of the Association.

22.6 The auditor or reviewer must state:

- i. whether the financial statements of the Association are in the auditor's or reviewer's opinion properly drawn up so to give a true and fair view of the Association's financial affairs;
- ii. if the auditor or reviewer is of the opinion that the financial records do not comply with (i), the auditor's report must set out the reasons for that opinion.

23.0 MEETINGS**23.1** The Annual General Meeting.

23.1.1 The Annual General Meeting of the Association must be held within four months of the end of the financial year within which the Association reports in accordance with the *School Education Act 1999*.

23.1.2 The only exception is for the first Annual General Meeting which may be held at any time within eighteen (18) months of the date of incorporation.

23.1.3 The minutes of an Annual General Meeting shall be ratified at the following General Meeting.

23.2 General Meetings.

23.2.1 General Meetings of the Association shall be held at such times and places as shall be determined by a General Meeting providing that at least one General Meeting shall be held in each term of the school year.

23.3 Special General Meetings.

23.3.1 Special General Meetings may be convened by the President or Honorary Secretary or by requisition signed by 20 per cent of the financial members of the Association.

23.3.2 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited with the Honorary Secretary.

23.3.3 If the **Executive Committee** does not cause a Special General Meeting to be held within twenty-one (21) days from the date on which a requisition is deposited with the Honorary Secretary, the requisitionists, or any of them, may convene the meeting; but any meeting so convened must be held within three (3) months from the date of lodging of the requisition with the Honorary Secretary.

23.3.4 A Special General Meeting convened by requisitionists in pursuance of these **Rules** shall be convened in the same manner, as nearly as possible, as that in which those meetings are convened by the Executive Committee.

24.0 NOTICE OF MEETINGS AND MOTIONS

24.1 Notice of all General Meetings of the Association, motions for approval to expend the Association funds (financial motions) to be dealt with at a General Meeting, and special resolutions shall be given in writing, by post or email, to all members not less than seven (7) days prior to the date of the proposed meeting.

24.2 Notice of **Executive Meetings** and financial motions to be dealt with at these meetings, shall be given to all members of the committee not less than forty-eight (48) hours prior to the opening of the meeting.

24.3 Non-financial motions may be proposed during the course of a meeting without prior notice.

25.0 QUORUM

25.1 For Executive Meetings, the **quorum** of a **small school** shall be three (3) **financial members** and for a school which is not a small school or where the Association represents a group of schools the quorum shall be five (5) financial members.

25.2 For a General Meeting the quorum of a small school shall be five (5) financial members and for a school which is not a small school or where the Association represents a group of schools the quorum shall be eight (8) financial members.

25.3 If a quorum is not present, the meeting may:

- i. lapse;
- ii. be reconvened at another date; or



SHENTON COLLEGE P&C

iii. converted to an Executive Meeting, if there is a quorum of Executive Members. 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.

26.0 PROCEEDINGS AT MEETINGS

26.1 All decisions or actions must be endorsed by the Executive or General Meeting. Individuals cannot act independently.

26.2 The **Standing Orders** and **Rules of Debate** of the Association shall be as established from time to time by the Annual Conference of **WACSSO Inc.** and shall be observed at all meetings of the Association and any of its committees.

26.3 **Special Resolutions** can only be passed at a General Meeting of the Association, if supported by not less than three-quarters of the members of the Association eligible to cast a vote at the meeting

26.4 A member of the Association who has a relevant material personal interest in a matter before the Association must as soon as the member becomes aware of the interest disclose the nature and extent of the interest to the Association. The member must not be present while the matter is being considered at the meeting or vote on the matter.

26.5 Minutes taken by the Honorary Secretary are to be circulated to members as a confidential draft not less than two weeks before the next scheduled meeting. The minutes will then be amended if necessary and ratified at that meeting and signed and dated by the President.

27.0 VOTING

27.1 Financial members (including the person presiding at the meeting) and **ex-officio** members **present at a meeting** and entitled to remain thereat shall be entitled to exercise a **deliberative vote** on:

- i. any motion at the meeting,
- ii. any proposal before the meeting; or
- iii. any election held at the meeting.

No other person shall be entitled to vote at any meeting of the Association.

27.2 Voting shall be by **simple majority** except where otherwise expressly provided herein.

27.3 In the event of a tied vote on any proposition or motion before a meeting then it is lost.

27.4 **Proxy voting** is not permitted at any meeting of the Association.

28.0 DISPUTES AND MEDIATION

28.1 Where there is a grievance or dispute between:

- i. A member and another member; or
- ii. A member and the Association; or
- iii. Non-members who receive services from the Association, and the Association. The Association must adhere to and document their adherence with the Disputes and Mediation process.

28.2 If the parties to a dispute are unable to resolve the dispute between themselves within fourteen (14) days after the dispute has come to the attention of each party, any party to the dispute may start the grievance procedure by giving written notice to the Honorary Secretary of:

- i. the parties to the dispute; and
- ii. the matters that are the subject of the dispute.

28.3 Within twenty-eight (28) days after the Honorary Secretary is given the notice, an **Executive Meeting** must be convened to consider and determine the dispute.

28.4 At least seven (7) days before the Executive Meeting, the Honorary Secretary must give each party to the dispute written notice by either post or email stating:

- i. when and where the **Executive Committee** meeting is to be held



SHENTON COLLEGE P&C

- ii. that the party, and/or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the dispute.

28.5 If any party to the dispute gives written notice to the Honorary Secretary stating that the party does not agree to the dispute being determined by the Executive Committee; and as such requests the appointment of a mediator, the Executive Committee must not determine the dispute.

28.6 At the Executive Meeting at which a dispute is to be considered and determined, the committee must:

- iii. give each party to the dispute, or the party's representative, a reasonable opportunity to make written and/or oral submissions to the committee about the dispute; and
- iv. give due consideration to any submissions so made; and
- v. determine the dispute.

28.7 The Executive Committee must give each party to the dispute written notice by either post or email of the Executive Committee's determination, and the reasons for the determination, within seven (7) days after the committee meeting at which the determination is made.

28.7.1 A party to the dispute may, within fourteen (14) days after receiving notice of the Executive Committee's determination, give written notice by either post or email to the Honorary Secretary requesting the appointment of a mediator.

28.7.2 If notice is given, each party to the dispute is a party to the mediation.

28.8 The mediator is appointed by agreement between both parties to the dispute.

28.8.1 The person appointed as mediator may be a member or former member of the Association, but must not:

- i. have a personal interest in the matter that is the subject of the mediation; or
- ii. be biased in favour of or against any party to the mediation.

28.8.2 The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.

28.8.3 Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least five (5) days before the mediation takes place.

28.8.4 In conducting the mediation, the mediator must:

- i. give each party to the mediation every opportunity to be heard; and
- ii. allow each party to the mediation to give due consideration to any written statement given by another party; and
- iii. ensure that **natural justice** is given to the parties to the mediation throughout the mediation process.

28.8.5 The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

28.8.6 The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

28.9 The information gathered by the Disputes and Mediation Process remains confidential and must be destroyed if the issue is resolved.

28.10 If the Disputes and Mediation Process does not result in the grievance or dispute being resolved, the parties may seek to resolve the grievance or dispute in accordance with the *Associations Incorporation Regulations 2016 (Model Rules)* or otherwise at law.

29.0 COMMON SEAL

The Association may have a **Common Seal**.

29.1 The Honorary Secretary shall have custody of the Common Seal of the Association.



SHENTON COLLEGE P&C

29.2 The Common Seal shall only be affixed to any document pursuant to a resolution of a General or **Executive Meeting**.

29.3 Any two (2) of: the President, the Vice-President, the Honorary Secretary and the Honorary Treasurer shall countersign the affixation of the Seal and the Honorary Secretary shall keep a record of all documents to which the Seal shall be affixed.

30.0 INTERPRETATION OF RULES

30.1 Questions on the interpretation of these Rules shall be directed to **WACSSO Inc.**

31.0 ALTERATION TO RULES

WACSSO Inc. as the representative body will be responsible for any alterations, amendments, enlargements or deletions of the Parent & Citizens' Association Incorporated Constitution. There will be no alteration of the Rules by individual Associations. Any request for changes must be submitted to WACSSO Inc. for approval. Constitutional amendments must be approved by the **Department of Education** and the government authority responsible for administering the *Associations Incorporation Act 2015*.

31.1 Proposals to amend, alter, enlarge or repeal the Constitution and Rules from time to time must be by a Special Resolution passed at a General Meeting.

31.2 Special Resolutions designed to effect amendments, alterations, enlargements or deletions shall be submitted in writing to the Honorary Secretary not less than ten (10) days prior to the General Meeting.

32.0 ALTERATION TO NAME OF THE ASSOCIATION

32.1 Proposals to amend the Association's name must be by **Special Resolution** passed at General Meeting.

32.1.1 Any submission made to the government authority responsible for administering the *Associations Incorporation Act 2015* must be made through **WACSSO Inc.**

32.1.2 The Association must give permission for WACSSO Inc. to act on their behalf.

33.0 PROCEDURE FOR VOLUNTARY CANCELLATION OF INCORPORATION

33.1 The Association may voluntarily cancel its incorporation where it is solvent by Special Resolution passed at a General Meeting.

33.2 Notice of the proposal for a Special Resolution shall be given to all members in writing by either post or email, not less than twenty-eight (28) days prior to the date of the General Meeting.

33.3 The Special Resolution must be lodged with the **Commissioner** within fourteen (14) days of the General Meeting at which the resolution was passed.

33.4 The Association shall inform WACSSO Inc. of its closure in writing by either post or email.

33.5 An Association that is in breach of the *School Education Act 1999* may be wound up by the Supreme Court on the application of the **Minister responsible for Education**.

34.0 LIABILITY OF MEMBERS

34.1 The liability of members on the winding up of the Association is limited to any unpaid subscriptions and any other amounts due to the Association at the date of the commencement of the winding-up.

35.0 DISPOSAL OF ASSETS ON WINDING UP

35.1 The Association is prohibited from making any distribution to its members whether in money, property, or in any other way of any assets belonging to the Association. This does not prevent the payment in good faith of remuneration of any officers or servants of the Association for services actually rendered.

SHENTON COLLEGE P&C

35.2 A Special Resolution, to be endorsed at a General Meeting, shall nominate the incorporated Parents and Citizens' Association or Associations to which any surplus assets of the Association shall be transferred.

35.2.1 Associations that have Deductible Gift Recipient (DGR) status must abide by the Australian Taxation Office requirements.

36.0 RECORDS OF THE DISSOLVED ASSOCIATION

36.1 Records of the dissolved Association include:

- i. Minutes
- ii. Correspondence
- iii. Financial documents

36.2 Records from a dissolved Association shall be appropriately stored by the relevant school in accordance with Rule 20.2, 20.3, 20.4, 20.5

36.3 In the event that the relevant school closes, the properly collated records of the dissolved Association shall be forwarded to an appropriate association such as the **WACSSO Inc.** or the Western Australian State Library.

APPENDIX 1: GLOSSARY

In these rules, unless the contrary intention appears:

'Annual General Meeting (AGM)' is a meeting held only once every financial year within which an Association reports. The AGM must be held within four months of the end of the previous financial year and is the meeting at which the Executive Committee are elected, annual financial reports are received and other reports on the activities of the Association during the past year are presented.

'Association' refers to the entire P&C Association, including every financial and ex-officio member.

'Audit' means the collection of evidence relating to the Associations financial records and transactions to satisfy the auditor that the report is a true and correct reflection of the Association's finances.

'Authorised Signatory' means financial members who have been elected as the office bearers of the Association i.e., President, Vice-President, Honorary Secretary, Honorary Treasurer and one member of the Executive Committee who may be appointed for such purpose at the Annual General Meeting of the Association. These individuals must be registered with the associated financial institution.

'Ballot' means voting conducted in written form (as opposed to a show of hands).

'Commissioner' means the Commissioner for Consumer Protection exercising powers under the *Association Incorporations Act 2015*.

'Common Seal' is the official stamp or 'signature' of an Association.

'Declared by Lot' means drawn out of a hat when a member ballot is tied.

'Deliberative Vote' is a vote given to a financial member of the Association. It is an equal vote. No financial member has a more powerful vote than any other member.

'Department of Education' means the state government department responsible for portfolio of school education.



SHENTON COLLEGE P&C

'Direct Relationship' means business, immediate or extended family, and marriage/de facto relationships.

'Documents and Records' means documents and records pertaining to the management of the affairs of an incorporated association.

'Executive Committee' means those financial members elected or appointed to fill the positions of President, Vice President, Honorary Secretary, Honorary Treasurer or others as elected to be Executive Members. The school principal is also member of the Executive by virtue of the office they hold.

'Executive Meeting' means a meeting convened for the Executive Committee members only.

'Ex-officio Members' are members of both the Association and the Executive of the Association by virtue of the position they hold, with full voting rights.

'Financial Member' means a person who has paid the required membership fee and is listed on the Register of Members.

'Financial Statement' is a written explanation of the financial transactions and financial position of the committee.

'General Meeting' means a meeting to which all financial members are invited and quorum achieved.

'Member' means a financial member of the Association.

'Minister responsible for Education' means the State Minister for school education.

'Natural Justice' means the right to a fair procedure that is free from bias.

'Parents' means parents and carers of children attending a government school.

'Parent and Citizens' means incorporated Parents and Citizens' Associations, as defined in the *School Education Act 1999*.

'Present at a Meeting' means a financial member is present at a meeting if they are there in person or communicating by a form of real-time, synchronous technology that allows for their identification.

'Proxy Voting' is a vote cast by one financial member on behalf of another financial member who is not present at the meeting. No proxy voting is permitted at any meeting of a P&C Association.

'Quorum' means the minimum number of financial members required to be present for a meeting to proceed and make decisions that are Constitutional.

'Rising' when the meeting has officially been closed. In AGM terms this means the current elected members of the Executive Committee would chair up to the close of the Annual General Meeting. The newly elected Executive would convene all subsequent meetings.

'Review' means a look over the Association's financial report and provide a statement whether anything has come to the reviewer's attention that does not comply with the requirements of Act.



SHENTON COLLEGE P&C

'Rules' in this document means the Constitution.

'Rules of Debate' the rules to be followed when debating a motion.

'Simple Majority' means greater than half of the financial members (50 per cent + 1) present at a meeting.

'Small School' means a school with an average daily attendance of two hundred (200) or less students recorded at the start of the school year.

'Special General Meeting' means a General Meeting other than the Annual General Meeting and is called for a specific purpose.

'Special Resolution' a motion at a General Meeting to amend the rules, change the name or objects, or to cancel incorporation of an Association. A three-quarter majority is required to carry the motion.

'Standing Orders' the rules that govern the conduct of a meeting.

'Sub-Committees' a committee of the Association created to perform specific tasks as required.

'Terms of Reference' is a document outlining the powers, limitations, purpose and structure of a sub-committee.

'WACSSO Inc' means the Western Australian Council of State School Organisations Incorporated.

Agenda & Minutes of Special General Meeting

P&C Name: Parents and Citizens' Association Inc.

Meeting Date:

Quorum: Is there a quorum present?

Note: Quorum is 10 financial members (5 if less than 100 students at the school).
The meeting cannot go ahead unless there is a quorum.

Number of financial members present is

Meeting Opened: (enter meeting start time)

General Business

(Both Special Resolutions below must be carried by a *3/4 majority* of financial members in attendance)

1. Please read out:

"That any previous constitution is hereby rescinded and that the Parents and Citizens' Association constitution dated June 2019 provided by the WA Council of State School Organisations be adopted as the constitution of the Parents and Citizens' Association Inc".

Seconded **Yes** or **No**

Carried or **Lost**

2. Please read out:

"That the members of the Parents and Citizens' Association Inc. hereby authorise the Secretary (or person acting in that capacity) of the WA Council of State School Organisations to lodge the constitution (dated January 2019) with the Department of Mines, Industry Regulation and Safety the provisions of the Associations Incorporation Act 2015."

Seconded **Yes** or **No**

Carried or **Lost**

Meeting Closed: (enter finish time)

Date of next meeting:

Signed by: (President)