

**SUBIACO PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INCORPORATED
(P&C ASSOCIATION)
HEALTHY HUB SUB-COMMITTEE**

TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Sub-committee shall be called the Subiaco Primary School Parents & Citizens' Association Inc. Healthy Hub Sub-committee (**Healthy Hub Sub-committee**)

2.0 COMPOSITION:

- 2.1 (a) At least 3 members one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C Association shall be ex officio a member.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C Association. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C Association to fill the vacancy.
- 2.3 The Sub-committee when formed shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

3.1 Subject to direction of the P&C Association the responsibilities of the Sub-committee shall be:

- a. Follow Kitchen Guidelines V1.2 in the operation of the school kitchen in conjunction with Subiaco Primary School (**School**) and the P&C Association.
- b. Support the School to maintain Crunch&Sip Policy with Cancer Council WA.
- c. Liaise with relevant organisations regarding funding/grant opportunities.
- d. Undertake activities to promote healthy eating and wellbeing within the school community.
- e. Communicate with school community regarding Healthy Hub news and information.
- f. Maintain the School and P&C websites and ensure all publicly accessible information is current.
- g. Assist the School with acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association. Establishing a reserve account for the purpose of equipment replacement.
- h. Providing reports to all General Meetings of the P&C Association and when required to the Executive Committee.

- i. Ensuring all recommendations for expenditure not included under section 3.0 of this Terms of Reference must form part of the Sub-committee report to the General Meeting and be submitted to the P&C Secretary in compliance with notice of financial motions requirements (P&C Constitution Rule 24.1).
- j. Ensuring relevant legislation in relation to health and safety are adhered to.
- k. Liaise with City of Subiaco Health Services regarding regulatory approvals and compliance with conditions including inspections for ongoing certification of Registration of a Food Business (Food Act 2008 Section 110(6)).
- l. Communicate with the School regarding schedule of kitchen use during school term and operational activities to ensure no conflicts.
- m. Organise fruit and vegetable food platters for school events as capacity permits.
- n. Develop strategies to help students who don't have regular access to fruit and vegetables.
- o. Review online lunch ordering menus as required.
- p. Ensuring recommendations for expenditure not included under section 3.0 of this Terms of Reference must form part of the Sub-committee report to the General Meeting and be submitted to the P&C Secretary in compliance with notice of financial motions requirements (P&C Constitution Rule 24.1)
- q. Support the School to maintain SunSmart Policy with Cancer Council WA.

3.2 Financial support

- a. The Sub-committee will be provided with authority to expend up to \$200 per term to support the delivery of activities, resources and approved events.
- b. If required, a float will be provided to the Sub-committee.
- c. Any approved monies in excess of the amounts stated at 3.2 will be paid by the P&C Treasurer in a timely manner to facilitate the conduct of events. Such payments are subject to a budget being presented as part of the expenditure request.
- d. Any surplus funds from Sub-Committee events will be provided to the P&C Treasurer immediately after the event.

4.0 DUTIES OF CONVENER:

- 4.1 The Convener when present, shall preside at all meetings of the Sub-committee. In the event of the Convener being absent the meeting shall elect a chair for the occasion.
- 4.2 The Convener shall ensure that a written or verbal report of the activities of the Sub-committee is presented to all General Meetings of the P&C Association (or Executive Committee) and at such times as directed by the General Meeting of the P&C Association. Where relevant, the report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C Association.

5.0 DUTIES OF THE SECRETARY:

- 5.1 The Secretary shall have custody of the documents of the Sub-committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association.

6.0 MEETINGS:

- 6.1 Meetings of the Sub-committee shall be at such times and places as determined by the Sub-committee provided that not less than forty-eight (48) hours notice is given.

7.0 QUORUM:

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

8.0 VOTING:

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

9.0 ALTERATIONS TO RULES:

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

NOTES:

1. *It is not a requirement that the principal be a member of the Sub-committee. However if the P&C Association wishes the principal to be a member the principal can be either elected or ex officio.*
2. *Where the Sub-committee is established during the year the members are elected at a General Meeting of the P&C. All members of any Sub-committee of the P&C must be financial members of the P&C.*

**THE SUB-COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE SUBIACO PRIMARY SCHOOL P&C ASSOCIATION**