

**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) Not more than 10 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:

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

- a. *Manage the operation of the school kitchen in conjunction with Subiaco Primary School (**School**) and the P&C Association*
- b. *Maintain Crunch and Sip Policy with the Cancer Council via the School.*
- c. *Liaise with relevant organisations regarding funding/grant opportunities.*
- d. *Undertake activities to promote healthy eating 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 healthy fruit and vegetable food platters for school events*
- n. *Develop strategies to help students who don't have regular access to fruit and vegetables*
- o. *Review online lunch ordering menus*

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**