

SUBIACO PRIMARY SCHOOL P&C - SUSTAINABILITY COMMITTEE TERMS OF REFERENCE 2022

Scope

Community building, connecting and inspiring each other to take greater action on environmentally and socially sustainable practices impacting the school locally and across broader regional, national and global contexts – we are all connected!

THE SUSTAINABILITY COMMITTEE WILL

1. Provide education on environmentally and socially sustainable practices across the school community in relation to, whole school events, classroom activities, school purchasing decisions, rubbish disposal processes and P&C social and fundraising events. For example, encourage people to bring your own mug, provide dishwashing and recycle stations at events, reuse or recycling of resources used by the school.
2. Host inclusive events that provide opportunity for members of the school community to participate in activities that educate and engage people in environmentally and socially sustainable practices. Examples of events might involve seed saving workshops, movie nights, monthly or weekly soup kitchen, plant cuttings sale, and nature play and nature connection activities to enable community members to connect with the natural place around us (e.g., star gazing campouts on school oval).
3. Educate and support the school community to recognise and act on environmentally and socially unsustainable practices that have social and environmental impacts locally and also across broader regional, national and global contexts. For example, litter clean ups, tree plantings, attending school strike 4 climate, support campaigns such as Australian Parents for Climate Action and Solar our Schools, write letters and request to meet with State and Federal MPs to address concerns.

To achieve this, the sustainability committee will

1. hold regular meetings which will have the purpose of planning events.
2. provide advice to other sub-committees on sustainability matters
3. broker and encourage involvement of key individuals to embed sustainable practices across the school.
4. communicate outcomes of meetings and events to the P&C.
5. undertake annual reporting and put all ideas and recommendation in the Sub-committee report for tabling at a General Meeting.

Composition

The committee will be composed of carers, teachers, students and community members of Subiaco primary school. Members will be invited through word of mouth, school newsletter, CLP communication and Compass message.

Roles within the Sub-committee

Position	Responsibilities (examples)
Chair	Arrange agenda Lead meetings Lead decision-making process Write and receive correspondence Act as spokesperson
Coordinator/s	Coordinate and chase-up action items Arrange meeting logistics Minute taking / noting agreed actions Circulate documents and maintain records Coordinate annual reporting Develop and disseminate communication products Seek funding opportunities
All Members	Regularly attend and participate in meetings Contribute their skills, knowledge and experience Report as necessary to their organisation to share knowledge on progress and issues in sustainability Identify gaps in the knowledge relevant to the sustainability practices at school

Sustainability committee activities and FUNdraising

FUNDRAISING GUIDELINE FOR P&C'S (FROM WACSSO HANDBOOK, 2019)

The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General Meeting.

Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later.

All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

Approvals, regulations etc. See the Department of Racing, Gaming and Liquor www.rgl.wa.gov.au for regulations involving the use of lotteries/ raffles, bingo, two-up, or other gaming and events at which liquor is served.

Insurance For P&Cs affiliated with WACSSO, contact Globe Insurance Services by phone on 6201 5520 or 0499 968 657, or by email at joeb@globeinsurance.com.au for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

MONEY HANDLING PROCEDURES

1. Two people to count and sign-off on money raised and where possible, provide receipts.
2. Keep details of floats given to stallholders.
3. Badge of identification for handlers and collectors of money.

HOW TO ORGANISE AN EVENT, CONSIDER THE FOLLOWING:

1. Theme
2. Location
3. Date
4. Insurance
5. Risk management
6. Publicity (consider advertising your event in the WACSSO publications at no cost)
7. Security & Occupational Health & Safety
8. Booking equipment/supplies/rides
9. For more detailed information go to www.fetesandfestivals.com.au and click on 'How to organize an event.' See also: www.commerce.wa.gov.au for 'Voluntary Code of Practice for Public Fundraising'

Sustainable *FUN*draising community building ideas and events

1. p&c sundowner type events celebrating the 6 noongar seasons (have 6 events over the year with theme of the season - e.g. toasting marshmallows on a fire pit in winter, corn on the cob; chai stall), could evolve to a food truck rumble- but better to keep it local-ish and easy for volunteers to keep involved throughout the year-not a spring fair please! Ticketed event
2. Subi soup kitchen/friday fry-up - Friday late afternoon Take away, end of week, pool time early dinner- serve food 5-6pm. Pay as you feel donation vs nominated amount. Supports keeping kids outside and active and less stress to get home to make dinner! Could get students to volunteer to prep Friday afternoons. -use slow cookers in school canteen. Maybe healthy hub folks could help prep- call out to school community for menu ideas! Source produce from local supermarkets (eg. Growers Lane) with excess that would go to landfill otherwise!
3. Junkadelic band on the oval and (Ditch the disco!) Have a junior school family party/ senior school family party -bands/dj play on the basketball court, food and drink, can buy a family ticket or individual tickets.
4. Food truck rumble – lots of vegan and vegetarian foods - Kids just love any chance to run around in the school oval at night!! And all we need is a bit of food and drink and fun atmosphere.
5. Movie night could also split into junior school and upper school- the school is getting big!!

Fundraising ideas from the WACSSO Guide (2019):

- Sausage Sizzle/Cultural Food Fair
- School Color Run
- Lap-a-thon, Spell-a-thon, Math-a-thon
- Mother's/Father's Day breakfast/stalls
- Car boot sale/second hand car park sale
- Car/motorbike show
- Quiz nights
- Plants/flower bulbs
- Fetes and Festivals: www.fetesandfestivals.com.au
- Fundraising Directory: www.fundraisingdirectory.com.au
- Herbs and Spices
- Beauty Products/Ladies Pamper
- Obstacle Course/Greatest Race
- Candles, toothbrushes, tea towels
- Moonlight Markets/fete
- Student talent quest/pet competition
- Costume or pyjama day
- School made calendars, stickers, cards, labels
- Student auction (pens, pencils, bags, hats)
- Sunscreen
- Five cent drive
- Parent Auction (donated goods or gift vouchers)
- Art Show/Craft Event
- Cooking event/competition
- Fridge magnets/sunblock sales
- Modern and healthy alternatives: www.det.wa.edu.au/healthyfoodanddrink click on 'Fact Sheets' and select 'Fundraising by Parents & Citizens' Organisations'
- Fruit smoothie day/Healthy Hampers
- Show bags (vouchers, gifts) for Mother's or Father's Day

- Commemorative History book/Student Cook Book
- ATO approved sub-committees for direct donations tax-deductible (building, library etc)
- Seek grants for specific improvements
- Ask for annual local business support (small but consistent)