



WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION

Hillcrest Avenue, Winston Hills NSW 2153 T: 02 9639 8518 F: 02 9686 3274
winstonhil-p.school@det.nsw.edu.au www.winstonhil-p.schools.nsw.edu.au

ABN 80 590 290 601

Winston Hills Public School P&C Association

Uniform Shop By- Laws 2022



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WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION UNIFORM SHOP SUB-COMMITTEE RULES

1. Name

The committee shall be known as the Winston Hills Public School P&C Association Uniform Shop sub-committee.

2. Aims

- (a) To provide a service to children and school community at a reasonable cost.
- (b) To provide stock that complies with the community adopted school uniform policy.
- (c) To provide a source of revenue for the school, whilst encouraging parental involvement in the school community.

3. Membership of the sub-committee

The sub-committee shall consist of at least four (4) members elected annually at the Annual General Meeting of the Winston Hills Public School P&C Association.

Membership will consist of:

- a) a Uniform Shop Convenor,
- b) a Co-Convenor (if required),
- c) a Uniform Shop Minute Taker, and
- d) a Uniform Shop Treasurer as the P&C Association Treasurer's Representative.

The Principal and President shall be ex-officio members of the sub-committee.

4. Duties of the sub-committee

- (a) The sub-committee shall organise and control the full administration of the Uniform Shop. However, the sub-committee shall be responsible in all its actions to the Winston Hills Public School P&C.
- (b) The Treasurer of the sub-committee, via the Convenor shall present a written report to each general meeting of the Winston Hills Public School P&C Association.
- (c) The Uniform Shop Treasurer must lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet at least once a school term.
- (b) The quorum for all sub-committee meetings shall be four (4) members
- (c) A special meeting of the sub-committee may be summoned by the Uniform Shop Convenor on a written request signed by at least three (3) members of the sub-committee. Seven (7) days notice of any such meeting, stating the business of the



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meeting, shall be given to all members of the sub-committee including ex officio members.

6. Funds

All money received by the sub-committee shall be deposited in an account in the name of the sub-committee.

All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer. If the Uniform Sub-Committee Treasurer is not one of these positions, then the Uniform Shop Treasurer will initiate the transaction and any two of the above can authorise it.

Purchases exceeding \$200 (two hundred dollars) for anything other than stock must secure prior approval from the P&C Association or the P&C Association Executive Committee.

7. Uniform operation rules

- (a) A stock-take shall be effected at the end of each term and a costed inventory tabled to the next general meeting of the Winston Hills Public School P&C Association.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Uniform Shop shall remain the sole property of the Uniform Shop and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with legislations and Department of Education and Communities guidelines relevant to school uniforms.

8. Employees

- (a) No employee of the Winston Hills Public School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the P&C Association's Constitution 5(a).
- (b) The Convenor shall be responsible to the sub-committee for the proper conduct of the Uniform Shop and the adherence of the Winston Hills Public School P&C Associations policies.
- (c) The sub-committee Convenor shall ensure that the *Winston Hills Public School* P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.
- (d) The Convenor will liaise between all staff of the P&C Association Uniform Shop and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Winston Hills Public School P&C Association.



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9. Audit

The accounts of the Uniform Shop committee shall be audited annually as part of the audit of the Winston Hills Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Winston Hills Public School P&C Association Treasurer no later than thirty (30) days following the end of the P&C Association's financial year.

10. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Winston Hills Public School P&C Association.

UNIFORM SHOP CONVENOR

Print Name: Sally Ryan

Signature:

S Ryan 18/3/22

P&C ASSOCIATION PRESIDENT

Print Name: Belinda Schuster

Signature:

B Schuster 17/3/22

P&C ASSOCIATION SECRETARY

Print Name: Di Oxenham

Signature:

Di Oxenham 1/5/22