# TERMS OF REFERENCE FOR P&C SCHOOL CANTEENS

The P&C school canteen is conducted under the auspices of the school P&C Association, which has established a canteen subcommittee to manage the day to day operations of the canteen. The P&C constitution authorises the establishment of the subcommittee and the subcommittee members are bound by the P&C constitution and By Laws. The P&C Association committee will sign a Deed of Service with the school for the provision of the canteen services in the school. The P&C Association committee will also ensure that the Association’s insurance covers the canteen volunteers, property and workers’ compensation where paid staff are employed.

These Terms of Reference amplify the canteen sub committee’s responsibilities and accountability to the P&C Association. They may only be changed by the P&C Association committee.

1. A subcommittee convenor or chair will be elected/appointed in accordance with the P&C constitution, By Laws or resolution of the P&C Association committee.
2. The canteen subcommittee will initiate, co-ordinate and manage the provision of healthy food services through the school canteen.
3. This may include the employment of paid staff and management of volunteers.
4. The subcommittee will establish its internal procedures for the conduct of canteen operations, financial controls and management but will at all times be accountable to the P&C committee. The subcommittee convenor and treasurer are to present monthly or quarterly financial and operations reports to the P&C Association committee.
5. Where a canteen subcommittee treasurer is appointed, that person will at all times be responsible to the school P&C Association treasurer and the canteen accounts will form part of the Association’s consolidated accounts for annual audit purposes.
6. The subcommittee will operate the school canteen in accordance with the relevant ACT government and Directorate policies and regulations.
7. Surplus monies in the canteen bank accounts at the end of each financial year or at other times designated by the P&C Association committee may, on passing of appropriate P&C Association resolutions, be donated to the school, used to purchase items for donation to the school, used to support other philanthropic purposes or reinvested in the canteen or other P&C activities.