



ACT Council of Parents & Citizens Associations

The parent voice on public education



Annual Report 2016

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ACT Council of Parents and Citizens Associations Inc.
ABN: 53 870 517 949
100 Maitland Street
HACKETT ACT 2602

Phone: (02) 6241 5759

Fax: (02) 6241 8839

contact@actparents.org.au

www.actparents.org.au

President's report

John Haydon

The great Australian school funding battle seems no closer to resolution. It is five years, two federal elections and three federal Education Ministers since the Gonski report was released, and in early September 2016 Dr Ken Boston, one of the authors of the report, declared pessimistically that in his opinion there was now no prospect of it being implemented as recommended. How did it come to this? The report is important because social disadvantage is the main driver of poor schooling results and the gap between the top 20 percent and the bottom 20 percent of Australian 15 year olds is the equivalent of five years of schooling. The report proposed a 'needs based' funding model that was logical, coherent and easy to understand, although in my view the model remains effectively unable to be implemented for overall cost reasons without taking public money from the wealthy private schools, which neither of the two major political parties is prepared to do.

While school funding at the national level remains disappointing, it is good to see the ACT Education Directorate implementing over time a similar version of needs based funding.

When Council has surveyed parents, the issue of road safety and traffic around schools comes out as their top concern. The lack of a holistic approach by the various ACT government agencies involved has been an issue although the Education Directorate with Roads ACT is making real progress around the issue, especially in a number of targeted trial schools. As a regular vulnerable road user myself (a pedestrian and cyclist) I think we are changing slowly thanks to government action to be more courteous drivers who tailor speed to conditions.

August 26 saw a breakfast (7 am!) celebration of 40 years of the ACT college system. No, the ACT was apparently not the first with such a system; Tasmania was. But what a great

system it is, providing students in years 11 and 12 with more of the freedom they will experience if they move on to university level study. My daughter is about to enter high school and is going from being 'senior' at her primary school to a member of the youngest group of year 7 to 10 students, a big transition no doubt but one less daunting than moving to a year 7-12 school. I'm glad that she will have the opportunity of enjoying 4 years in a Canberra public high school before moving onto two years of college and the greater freedom that will enable her to prepare for tertiary studies or work.

School capacity issues came to the fore in 2016 although Council had been receiving concerning reports from school delegates from a number of schools, especially those in the most rapidly growing urban area in Australia, Gungahlin, for some years. Council was pleased that Minister Rattenbury released school capacity figures for the first time, although the figures released showed very few schools close to their capacity which was somewhat at odds with the sort of attention the issue of school crowding was receiving from parents. Council was given a detailed explanation of how school demand projections are undertaken by the Directorate, but such projections become a mere academic exercise unless the government allocates the funds for expansion of existing schools or the construction of new schools. Of course some funds have been committed and we will watch to see if they are adequate.

All schools are autonomous to some degree. Even those in poor benighted North Korea cannot have every decision minutely controlled by the central bureaucracy. Council finds it strange that Canberra public schools are the most autonomous in Australia, except for possibly Victorian schools, when there are arguments for the ACT being the jurisdiction in Australia least suited to high levels of school

autonomy. In a number of areas Council believes our high levels of school autonomy have been deleterious and we are having ongoing discussions with the Directorate and the Minister on this issue.

Mention must be made of the 'Schools for All' program which is basically the implementation of a report prepared following revelations concerning an 'inappropriate structure' built in a school for a student with complex and challenging behaviour. This incident was deeply embarrassing to the Education Minister at the time and no doubt to senior people in the Directorate. Council applauds the fact that subsequently large amounts of time, effort, skill and money have been put into trying to best understand and mitigate the issue of students with conditions that lead them to display 'complex and challenging behaviour'. We long ago argued that this was an issue of great reputational risk to the public school system. A concern I hold is that the incident was so traumatic to the government that the need to safeguard other students and staff may now be given less weight in the resolution of the issue than is warranted.

Council is very appreciative of the consultative and respectful relationship we have with Directorate staff.

I want to pay a special tribute to the 12 members of Council's executive who generously give of their time to support public schools.

I also want to pay tribute to our excellent office team who go well beyond their modestly paid part-time hours to provide excellent support to all P&Cs in ACT schools and to the volunteer executive team.

Lastly I want to pay tribute to the thousands of ACT parents and carers who support their school P&C by giving their energy and resources to building a stronger public school community.

A handwritten signature in black ink, appearing to be 'J. Smith', written in a cursive style.

Executive Officer's report

Terry Sanders

The past year has produced some great high points, and a sad event which resulted in staff changes in the Council office.

Staff

Our part time bookkeeper Geoff Martin passed away in late January. Geoff had been with Council for over 15 years and in good health, so his death came as a shock to all of us. Plans for our Executive Assistant, Rachel, to be trained in the bookkeeping role were rapidly advanced. Fortunately, Rachel is a qualified accountant and was able to step into the position immediately. By increasing Rachel's hours, we have been able to reduce the staff to four part timers instead of five.

Annual grant in aid

In September, we received the second annual payment under the new five year grant in aid deed, following submission and acceptance of our annual report and audited financial statements. This support from the ACT Government is greatly appreciated, as without it Council would not be able to operate as effectively as it does.

Canteens

The final phase of the school canteen improvement project ended on 31 August with individual canteen grants being expended and final acquittal reports completed by P&Cs. The Council Executive has, however, continued to provide financial support for a number of P&Cs who had not previously applied for purchase of the Flexischool system.

P&C managed school canteens will continue to receive annual membership of the Healthy Kids Association (HKA) at no cost to them for the next two years, under the deal negotiated by the P&C Council with HKA.

P&C Insurance

Council continues to arrange an insurance package for P&Cs through a group purchasing arrangement which provides ongoing savings.

(from \$50 to \$900). Business and workers' compensation insurance is also available for much less than normal commercial costs.

Workshops

Due to increased demand from P&Cs we conducted two Effective P&C workshops this year, as well as the annual Treasurers' and P&C Insurance workshops. For the first time, we combined the Treasurers' and Insurance workshops, which most attendees seemed to appreciate. These activities were well attended and resulted in excellent feedback. We intend to continue these workshops next year.

As a result of discussions at the Treasurers' workshop, the Council office (Rachel) developed a new workshop aimed at giving treasurers of small P&Cs the knowledge to conduct annual financial audits on small P&C accounts. This is intended to facilitate treasurers of small P&Cs performing the annual audit of neighbouring small P&Cs and thus reduce costs while also improving efficiency of such audits. The first of these workshops is planned for 10 November.

Canberra Preschool Society

During the year, discussions were held with the Canberra Preschool Society (CPS) on the possibility of their winding up and becoming part of P&C Council. A transition plan was prepared by Council for CPS to consider and the CPS office was relocated to Maitland House, into the room beside Council's office.

Rotating Council General Meetings

Following agreement by delegates at a General Meeting last year, we trialled rotating the venue for General Meetings. Our June meeting was held at Gungahlin College. Our sincere thanks to the College Principal and P&C for facilitating this.



Policy Officer's report

Maclaren Wall

What a year! With two elections and a comprehensive review of Council's Policy Document, 2016 was always going to be busy.

A lot of Council's focus this year was on the federal and ACT elections. We met with and lobbied a number of Canberra-based federal candidates and supported ACSSO's lobbying efforts. However the main event was the territory election, billed as the "most important since self-government". Council's aim was to inform voters and lobby for positive outcomes for ACT's public school system. Based on our efforts during the previous ACT election, we decided on a four-pronged campaign strategy.

1. Informing candidates

Several months before the election, Council mailed out information to selected candidates, introducing us and outlining our priorities. The Election Working Group also met with several politicians from Labor, the Greens and the Liberals including Andrew Barr, Steve Doszpot, Yvette Berry and Shane Rattenbury. In these meetings we outlined our priorities and pressed for election commitments in several areas.

2. Election forum

The election forum was a great success. This event gave parents an opportunity to ask candidates questions and gain an insight into the education policies of the major parties.

3. Media

Through targeted media releases, Council was able to direct the public debate. Thanks to extensive coverage online, in print and on the radio, the major parties responded to our priorities with relevant policies and commitments. Media coverage this election was excellent and has strengthened our relationships with local journalists.

4. Report card

One of the most important aspects of Council's election strategy was the report card. This year

we hired a professional designer to create a sleek report card for maximum media impact.

Other activities

It was a busy year when it comes to internal policy also. Following the 2015 Policy Conference, it was decided that a major review of Council's *Policy Document* should be undertaken. After consultation with delegates, the executive and policy experts within Council, the draft replacement *Policy Document* will be presented for approval in late October. This represents the first comprehensive review of Council's policy in over 25 years. Every individual policy has been edited, some have been rewritten or merged and others have been removed to create a useful, up-to-date and flexible document.

During the year, Council was also asked to comment on several amendments to Education Directorate policy. Reviews included school uniforms, school sport, physical education, English as an additional language or dialect and school boards. Council also made a submission to the Australian Senate Select Committee on School Funding Investment, calling for a further commitment to needs-based funding arrangements.

On a day to day basis I've also handled various enquiries from local P&Cs. Issues have included constitutional amendments, problems with meeting procedures, legal and policy issues, contract drafting and dispute resolution.

On a quick personal note, I'm set to graduate from university mid-2017. It's likely that this will be my last annual report to Council. I've cherished working with Council staff and volunteers over the past three years and I believe we have truly made a positive impact on public schooling in Canberra.



Communication report

Janelle Kennard

Council's communication activities are varied to fulfil two major aims: providing information to help our member P&Cs, and voicing the views of school parents in public and political arenas.

Member survey

At the end of last year we surveyed our members to find out what is important to them, the difficulties they face and how much they know about, use and value Council resources, communiques and services. We intend to continue such surveys annually.

The greatest challenges facing surveyed P&Cs were too few volunteers, interpersonal issues and canteens. In response, we made attracting more volunteers an election priority and boosted interpersonal skills by hosting and funding conflict resolution training.

According to members, the best thing about being on the P&C is being informed about what happens at school, connecting to staff and other parents, and the satisfaction of helping the school. We used this insight when making materials to entice parents to join their P&C.

Council was viewed in a very positive way by those surveyed. Our resources are well used and valued, especially by presidents, but less so by treasurers. In response we developed 'welcome' emails – tailored to each P&C role – to introduce Council resources to new members. We also helped treasurers this year with more notices in our ebulletin about finances, alerts at crucial times, developing an audit-swap idea, auditor training and new resources such as spreadsheet templates.

Introducing Council

We also created new promotional resources this year to introduce Council to members, stakeholders, decision makers and the public. With a graphic designer, we created an attractive and informative flyer (now distributed widely) and a pull-up banner for large events. Anecdotally, there already seems to be greater

awareness about Council: new members coming to our workshops know more about our resources and services than in the past.

Workshops and Events

We have further refined our Effective P&C Workshop over the last 18 months and it is now more appreciated than ever. A huge 95% of attendees were *very satisfied* and comments were extremely positive. This year we also ran workshops for treasurers, conflict resolution training and, with Companion House and the ACT Principals Association, organised a forum on making migrant and refugee families feel more welcome at school. The latter was a great success, with positive feedback, wonderful attendance and raising the profile of this issue.

Social media

In the second half of the year we renewed our focus on social media and implemented a strategy of scheduling the majority of our posts, and timing them for when more of our followers are online (which Facebook and Twitter statistics show is 7-9pm), rather than posting in Council's part-time office hours. This has improved all metrics (such as number of followers, impressions/reach, interactions with posts, mentions). We now have more than 220 followers on Facebook and 300 on Twitter. These are 'high quality' followers, genuinely linked to Council and/or education.

Media

The media continue to seek our comment on issues affecting schools and report our media releases and articles. Issues of interest were training special-needs bus drivers, BYOD, the Shaddock review, school enrolments, our migrant parent forum and ACT election comment. In the past twelve months Council was directly quoted more than 30 times in the media and issued 11 press releases.



List of main activities

Council's major activities in 2016 were:

- attending regular meetings each term with the ACT Education Minister
- attending regular meetings with senior staff at the ACT Education Directorate (EDu)
- voicing parent views at a broad range of government committees, roundtables and working groups
- letters to EDu and Ministers:
 - about a Brindabella Christian College application to expand at Charnwood
 - in relation to school psychologists, counsellors and support staff
 - calling for central funding of interpreter services for schools
 - on the problems with implementing the BYOD policy in schools
 - about special needs bus driver training and changes to services
- correspondence to all ACT election candidates and selected Federal election candidates
- lobbying relating to ACT and federal elections, including policy 'score cards'
- hosting an election forum on public education on 1 September
- extensively reviewing and reworking Council's Policy Document
- providing formal responses to EDu on their School Uniforms Policy, Sport Policy, Physical Education Policy, School Boards and their English as an Additional Language/Dialect policy.
- a submission to an Australian Senate Select Committee on School Funding Investment
- contributing to the development and running of disability-awareness training for bus drivers and supervisors
- championing a parent proposal for a school crossing supervisor pilot program
- a successful media campaign with the AEU to stop The Canberra Times printing NAPLAN league tables
- issuing eleven press releases and fielding questions from the media
- forum to help schools welcome migrant families, with Companion House and ACT Principals Association
- responding to hundreds of phone and email queries and requests for assistance from P&C officer bearers
- P&C Treasurers' and Insurance Workshop, addressed by insurance brokers
- two Effective P&C Workshops
- facilitating and funding Conflict Resolution training for P&C members
- revising and reprinting P&C information books and delegate information packs
- producing fortnightly ebulletins for the information of P&C office bearers
- producing four issues of ParentACTION magazine, for schools and stakeholders
- assisting P&Cs to purchase Flexischools online ordering systems for their canteens
- liaising with P&Cs to identify canteens interested in participating in supplier trial
- working with ACT Health, Nutrition Australia and the HKA to assist school canteens
- distributing Disabilities Awareness booklets to school parents
- producing and printing a new promotional flyer introducing Council
- creating a new banner for use at events
- featuring guest speakers of interest to parents at our meetings:
 - Anthony Kola, National Education Manager for Harvey Norman discussed BYOD technology
 - ThinkUknow (federal police) talked about cyberbullying and e-safety
 - Mandy Weidmann from the Fundraising Directory had tips for fundraising and enlisting volunteers
 - Robert Gotts (EDu) advised on school capacity planning

Council internal subcommittee reports

Before/After School Care Program Working Group

Convenor: Terry Sanders

This working group responded to P&C queries about schools over-charging for premises for after school programs, sought Education Directorate (EDu) advice on this for affected P&Cs and provided advice on program staff contracts and Working With Vulnerable People checks.

Clothing & Uniform Shop Working Group

Convenor: Terry Sanders

This group facilitated advice for P&Cs on queries regarding arrangements with commercial suppliers, renewal of contracts with suppliers and negotiations with schools on premises. We also facilitated the use of the Flexischools system in some school P&C managed clothing/uniform shops.

Disability Working Group

Convenor: Sharon Ding

The Disability Working Group (DWG) has fostered a strong collaborative relationship with Transport Canberra to help provide disability awareness training to bus drivers, with intentions to provide similar training to taxi drivers next financial year (2016-17). DWG members have attended the Ministerial Roundtables and Parent Forums on the "Schools for All" initiative (an outcome of Professor Shaddock's Review of Students with Complex Needs and Challenging Behaviours), to monitor developments and implementation activities over the four years of the program. This year an additional four psychologists, four social workers and sixteen allied health workers (therapists) have been recruited to the Network Student Engagement Team to support schools. The DWG has also reviewed the Safe and Supportive Schools Policy Guidelines and provided comments and suggestions.

Elections working group

Convenor: Maclaren Wall

The group was very active in 2016, convening to organise Council's responses to both the ACT and Federal elections. This year the committee met with politicians from every major party, held an election forum, engaged with local media and produced an election score card. Council's ACT election activities have helped to direct the public debate and have resulted in tangible commitments from each political party.

Gifted & Talented Students Working Group

Convenor: Terry Sanders

This group sought advice from EDu on the application processes and restrictions on applications for young students, provided advice to parents, queried with EDu the actual existence of Gifted and Talented programs in all schools and the need for schools to clearly identify their Gifted and Talented Liaison Officer (GATLO).

School Canteen Subcommittee

Convenor: Deb Fearn

This subcommittee concentrates on issues which directly impact the management and operation of P&C canteens. Early in the year it was agreed that the subcommittee would meet only when there were specific requests from members or issues that needed to be addressed which could not be handled by email. Since then, members have been circulated information from the Collaborative Working Group on Food in Schools and information on other canteen related events.

Schools & Communities In Partnership (SCIP) Committee

Convenor: Vivienne Pearce

The Executive Officer, as a SCIP member, attended the initial meeting of parents at the

new Charles Weston School in Coombs and advised them on setting up their P&C Association. He also briefed them on the roles and responsibilities of the P&C and its elected officers, as well as the support available from Council and EDu. The Effective P&C, Treasurers' and Insurance workshops are conducted under the auspices of SCIP.

Social media and communications committee

Convenor: Janelle Kennard

This committee oversaw Council's communication activities. It provided feedback and comment on possible content for ParentACTion magazine, draft articles, and the design of Council's new flyer and banner, as well as approval for media releases.

Sustainable Schools Team

Convenor: Vivienne Pearce

The Sustainable Schools Team exists to implement and further develop sustainability

policy, to promote schools as leaders in sustainability and promote environmental ideals within Council itself. I have been a convenor without a team in 2016. I recommend that interested parents form a group early next year to discuss how Council's sustainability policy can be progressed.

In 2016 I have assisted with the sourcing of relevant articles for ParentACTion.

I have participated in SEE Change's Committee, which helps run the Youth Parliament on Sustainability, and helped with organisation on the day of the Parliament. I have also participated in lobbying ACT government to act as a partial sponsor of the Youth Parliament. This was done on behalf of Council and the Australian Association of Environmental Education (AAEEACT).

External committee reports

Links with ACT Council of Social Service (ACTCOSS)

Report: Vivienne Pearce

The relationship between ACTCOSS and Council has been productive this year as we have provided feedback on issues of mutual concern and have signed joint letters on various issues. ACTCOSS has been a strong voice in the implementation of the Schools for All program. Their representation of NGOs who deal with high need students and families with complex needs has been a welcome addition at Ministerial Roundtables discussing this program's implementation.

The ACTCOSS Conference in August, which I attended, was a good networking opportunity to talk to other NGOs dealing with vulnerable people. It also stressed how to actively listen to the citizen voice, which we as a Council strive to implement with parents. Proper and meaningful consultation does require more time and effort, but in the long term delivers better results for our organisation. After all, our core purpose is to amplify and assist the parent voice.

Council also won an award at the conference! The ACT Community Sector Awards 2016, RSM Partnership Award-highly Commended for the Me and My School Forum-Engaging Migrant and Refugee Parents in collaboration with Companion House and ACT Principal's Association. Well done!

Australian Council of School State Organisations (ACSSO)

Representative: Melissa Hankinson

Council is a member of the Australian Council of State School Organisations (ACSSO), which represents the interests of the families and communities of more than two million children attending government schools in Australia.

In 2016, ACSSO's structure was changed, and the organisation is now a company limited by

guarantee registered under the Corporations Act. Council's representative on the Board is Melissa Hankinson. The Board meets four times a year:

ACSSO's work in 2016 has focused on strengthening relationships with government and other major political parties seeking to inform education and related policy, working with other organisations within education, and forming and maintaining partnerships to support Australian education. Over the past few months, the ACSSO Board has had the opportunity to meet with:

- The Hon. Kate Ellis, MP, Shadow Minister for Early Childhood Education and Development, and TAFE and Vocational Education
- Dr Scott Prasser, Senior Advisor (Schools) to the Minister for Education and Training, the Hon. Simon Birmingham
- Professor John Hattie, Chair of the Australian Institute for Teaching and School Leadership (AITSL)
- Dr Stanley Rabinowitz, General Manager (Reporting and Assessment) at the Australian Curriculum, Assessment Authority (ACARA)

ACSSO was active during the lead-up to the Federal election, advocating the need for school funding to be needs-based, fair, simple and transparent.

A major new initiative launched in 2016 was the Ford Driving Skills for Life, which aims to support advanced driving skills in beginner drivers across Australia.

BSSS

Representative: Amanda Bichard

The ACT Board of Senior Secondary Studies is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the ACT. Some topics considered by the Board

this year include special provisions in the ACT Scaling Test (AST) for students with additional needs, online literacy and numeracy testing for end of year 10, and accreditation of VET courses in secondary schools.

Canteen Collaborative Working Group

Representative: Janelle Kennard

This group brings together government and non-government organisations to work together to assist schools and canteens to provide healthy and sustainable food services. The group includes ACT Government, Healthy Kids Association, YMCA, Nutrition Australia, and Association of Parents and Friends of Independent Schools. By sharing what each organisation is doing to assist canteens, the hope is to better coordinate the help available to canteens. Several specific projects such as assisting canteens with promoting their healthy foods and scoping out a possible Canteen Business Management Service, are overseen by the group.

Curriculum Advisory Group

Representative: Amanda Bichard

This group focuses on issues related to the new curriculum in the ACT. Amanda provides the parent perspective and voices parent concerns. This year the committee advised the BSSS Board on the framework for developing courses, policy and procedures for delivery of language courses in senior colleges, new course design specifications for years 11 and 12 and new specifications for registered units in years 11 and 12. The group includes representatives from the Directorate, the Catholic Education office, Independent Schools and Australian Education Union.

Digital Citizenship Reference Group

Representative: Andrew Bidwell

Council was honoured to be involved with the ACT Government Digital Citizenship

Reference Group to discuss what being a digital citizen means within the context of children through to young adults. The group discussed how we can support positive influences within this community as we acknowledge the continued and pervasive importance the online world has and will become. Council looks forward to the ongoing conversations in this area.

Disability Education Reference Group (DERG)

Representative: Sharon Ding

The group continues to receive updates on NDIS uptake and transitional arrangements by the Directorate's NDIS team, who continue to encourage families to apply for the scheme. A Healthcare Access At School program has been successfully trialled with Nurse-led care at the centre of its approach to help schools be ready to assist students with a medical condition. DERG have been informed that work continues on the Student Resource Allocation and includes a review of the Student Centred Appraisal of Needs (SCAN), with consultation on SCAN to be undertaken in the next financial year (2016-17). DERG received a presentation of the 'Everyone Everyday' program for inclusion, with reported intentions to improve uptake of the program across all schools. The program includes disability awareness training and introduction with four hours of approved training. Inclusion in schools is being championed as part of the Directorate's "Schools for All" initiative.

Healthy Schools Network

Representative: Amanda Bichard

This collaboration between around 30 local not-for-profit groups working in the area of student health and wellbeing provides a 'one stop shop' for school health information and resources for teachers and parents. This year the focus has been on promoting the resource to schools and teachers.

Preschool Consultative committee

Representative: Amanda Bichard

This committee, chaired by the Education Directorate, has not met this year.

School Transport Liaison Committee (STLC)

Representative: Amanda Bichard

This group is a forum for concerns about ACTION buses services for school students. The Committee is chaired by ACTION and

includes stakeholders from ACT public, catholic and independent schools and their respective peak parent organisations. The Committee is advised in advance of school bus route changes but has no decision-making power in respect of school buses.

The STLC remains a valuable place for parent views to be represented to ACTION as it makes decisions over the allocation of its limited bus resources.

Council Executive

Executive Committee

President	John Haydon	Lyneham Primary School
Vice Presidents	Vivienne Pearce Amanda Bichard	Lake Ginninderra College Macgregor Primary School
Secretary	Cecilia Shlegel	Bonython Primary School
Treasurer	Matthew Williams (resigned) Amanda Bichard (acting)	Narrabundah College Macgregor Primary School
Committee Members	Andrew Bidwell Debra Burnett Sharon Ding Melissa Hankinson Kirsty McGovern-Hooley Adam Miller	Florey Primary School Melba-Copeland Secondary School Weetangera Primary School Weetangera Primary School Farrer Primary School Mount Stromlo High School
Co-opted Members	Joan Kellet Graeme Evans	Turner Primary School Lake Ginninderra College

Council Life Members

Grant Battersby
Pam Cahir
Trevor Cobbold
Joan Kellett
Ian Morgan
Richard Scherer
Graeme Evans

Council representatives

Australian Council of State School Organisations (ACSSO)	Melissa Hankinson
ACT Council of Social Services (ACTCOSS)	Graeme Evans
ACT Community Health Reference Group (formerly Mind Matters)	Kirsty McGovern-Hooley
ACT Curriculum Advisory Group	Amanda Bichard
ACT Schools' Animal Ethics Committee	Kirsty McGovern-Hooley
ACT School Drug Education	Amanda Bichard
Australian Early Development Index Consultative Committee	Vacant
Board of Senior Secondary Studies & 3 committees	Matthew Williams, Amanda Bichard
Careers Transitions Advisory Framework	Debra Burnett
College Appeals Review Committee	Amanda Bichard
Digital Citizenship Reference Group	Andrew Bidwell
Disability Education Reference Group	Sharon Ding
EALD/Literacy and Numeracy Reference Group	Vivienne Pearce
Healthy Schools Network	Amanda Bichard
Preschool Consultative Committee	Amanda Bichard
Safe Schools Roundtable	Matthew Williams
School Transport Liaison Committee	Amanda Bichard
School Sports ACT	Joan Kellet
U-Can Read Management Committee	Melissa Hankinson, Cecilia Shlegel
Youth Commitment Reference Group	Amanda Bichard

Financial statements and auditor's report

ACT Council of Parents and Citizens Association

ABN: 53 870 517 949

Financial Statements for the year ended 30 June 2016

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Committee's report

Committee Members

The names of the committee members in office at any time during, or since the end of, the year are:

Names	Position
John Haydon	President
Amanda Bichard	Vice President & Acting Treasurer
Vivienne Pearce	Vice President
Cecilia Shlegel	Secretary
Andrew Bidwell	Members
Melissa Jane Hankinson	Members
Adam Miller	Members
Sharon Ding	Members
Debra Burnett	Members
Kirsty McGovern-Hooley	Members
Joan Kellett	Members
Graeme Evans	Members
Terry L Sanders	Executive Officer

Committee members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Significant changes

No significant change in the nature of these activities occurred during the year.

Operating result

The profit of the Association for the financial year after providing for income tax amounted to \$ 9,180(2015: \$ 28,099).

Events after the reporting date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

Indemnification and insurance of officers and auditors

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of ACT Council of Parents & Citizens Association.

Signed in accordance with a resolution of the Members of the Committee:

Committee member:



Committee member:



Dated this 31st day of August 2016

Statement of Profit or Loss and Other Comprehensive Income

For the year ended 30 June 2016

		2016	2015
	Note	\$	\$
Grant Income	2	209,543	127,181
Affiliation Fees	2	33,884	33,826
Other income	2	10,114	11,735
Occupancy costs		(9,223)	(8,834)
Administrative expenses		(139,969)	(135,809)
Canteen implementation grant expense		(95,169)	-
Profit for the year		9,180	28,099
Other comprehensive income		-	-
Total income for the year		9,180	28,099

Statement of Financial Position

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	<u>223,603</u>	303,786
TOTAL CURRENT ASSETS		<u>223,603</u>	303,786
NON-CURRENT ASSETS			
Property, plant and equipment	4	<u>4,812</u>	-
TOTAL NON-CURRENT ASSETS		<u>4,812</u>	-
TOTAL ASSETS		<u>228,415</u>	303,786
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	5	7,612	4,887
Other liabilities	6	-	87,992
TOTAL CURRENT LIABILITIES		<u>7,612</u>	92,879
NON-CURRENT LIABILITIES			
Employee benefits	7	<u>4,600</u>	3,884
TOTAL NON-CURRENT LIABILITIES		<u>4,600</u>	3,884
TOTAL LIABILITIES		<u>12,212</u>	96,763
NET ASSETS		<u>216,203</u>	207,023
EQUITY			
Retained earnings		<u>216,203</u>	207,023
TOTAL EQUITY		<u>216,203</u>	207,023

Statement of Changes in Equity

2016

	Note	Retained Earnings \$	Total \$
Balance at 1 July 2015		207,023	207,023
Profit attributable to members of the entity		9,180	9,180
Balance at 30 June 2016		216,203	216,203

2015

	Note	Retained Earnings \$	Total \$
Balance at 1 July 2014		178,924	178,924
Profit attributable to members of the entity		28,099	28,099
Balance at 30 June 2015		207,023	207,023

Statement of Cash Flows

	Note	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from customers		175,524	180,850
Payments to suppliers and employees		(255,951)	(226,788)
Interest received		5,678	8,333
Net cash provided by/used in operating activities	9	(74,749)	(37,605)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Purchase of property, plant and equipment	4	(5,434)	-
Net cash used by investing activities		(5,434)	-
CASH FLOWS FROM FINANCING ACTIVITIES:			
OTHER ACTIVITIES:			
Net increase/(decrease) in cash and cash equivalents held		(80,183)	(37,605)
Cash and cash equivalents at beginning of year		303,786	341,391
Cash and cash equivalents at end of financial year	3	223,603	303,786

Notes to the Financial Statements

For the year ended June 30 2016

The financial statements cover ACT Council of Parents & Citizens Association as an individual entity. ACT Council of Parents & Citizens Association is a not for profit Association incorporated in the Australian Capital Territory under the Associations Incorporation Act (ACT) 1991 ('the Act').

1 Basis of Preparation

These general purpose financial statements have been prepared in accordance with the Australian Charities and Not for profits Commission Act 2012 and Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board. The association is a not for profit entity for financial reporting purposes under Australian Accounting Standards. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

Summary of Significant Accounting Policies

(a) Income Tax

The Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(c) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Plant and equipment

Plant and equipment are measured using the cost model and therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of the plant and equipment is greater than the estimated recoverable amount, the carry amount is written down immediately to the estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrement if the impairment losses relate to the revalued asset.

Depreciation

Plant and equipment is depreciated on a straight line basis over the assets useful life to the Association, commencing when the asset is ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Office Equipment	15%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(d) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(e) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period

2 Revenue and Other Income

	2016 \$	2015 \$
Grant received		
- Grant-ACT Education Division	119,551	117,181
- Canteen Imp Grant	89,992	10,000
	<u>209,543</u>	<u>127,181</u>
Affiliation fees		
- High Schools & Colleges	9,633	11,301
- Primary Schools	20,956	18,920
- Pre Schools	3,195	3,605
- Special Schools	100	-
	<u>33,884</u>	<u>33,826</u>
Other revenue		
- Interest Received	5,678	8,333
- Youth Transition Project	1,362	3,122
- ParentAction Advertising	386	280
- Insurance Commission	2,688	-
	<u>10,114</u>	<u>11,735</u>
Total Revenue	<u><u>253,541</u></u>	<u><u>172,742</u></u>

3 Cash and Cash Equivalents

	2016	2015
	\$	\$
Cash at bank and in hand	52,349	82,901
Short-term deposits	171,254	220,885
	<u>223,603</u>	<u>303,786</u>

Reconciliation of cash

Cash and Cash equivalents reported in the statement of cash flows are reconciled to the equivalent items in the statement of financial position as follows:

	2016	2015
	\$	\$
Cash and cash equivalents	<u>223,603</u>	<u>303,786</u>
Balance as per statement of cash flows	<u><u>223,603</u></u>	<u><u>303,786</u></u>

4 Property, plant and equipment

Office equipment		
At cost	28,162	22,728
Accumulated depreciation	(23,350)	(22,728)
Total property, plant and equipment	<u><u>4,812</u></u>	<u><u>-</u></u>

5 Trade and Other Payables

	2016	2015
	\$	\$
CURRENT		
GST payable	1,337	247
Other payables	6,275	4,640
	<u>7,612</u>	<u>4,887</u>

(a) Financial liabilities at amortised cost classified as trade and other payables

	2016	2015
	\$	\$
Trade and other payables:		
- total current	<u>7,612</u>	<u>4,888</u>
Less:		
GST payable	<u>(1,337)</u>	<u>(247)</u>
Financial liabilities as trade and other payables	<u><u>6,275</u></u>	<u><u>4,641</u></u>

All amounts are short term and the carrying values are considered to be a reasonable approximation of fair value

6 Other Liabilities

	2016	2015
	\$	\$
CURRENT		
Government grants	-	87,992
Total	-	87,992

7 Employee Benefits

	2016	2015
	\$	\$
Non-current liabilities		
Long service leave	4,600	3,884
	4,600	3,884

8 Auditors' Remuneration

	2016	2015
	\$	\$
Remuneration of the auditor of the association, Hardwickes Chartered Accountants, for: auditing or reviewing the financial statements	1,250	1,170
Total	1,250	1,170

9 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2016	2015
	\$	\$
Profit for the year	9,180	28,099
Non-cash flows in profit:		
- depreciation	622	-
Changes in assets and liabilities:		
- increase/(decrease) in income in advance	(87,992)	(63,156)
- increase/(decrease) in trade and other payables	2,725	(3,281)
- increase/(decrease) in employee benefits	716	733
Cashflow from operations	(74,749)	(37,605)

10 Events after the end of the Reporting Period

The financial report was authorised for issue on 24 August 2016 by the Board of Directors.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

11 Association Details

The registered office of the association is:

ACT Council of Parents & Citizens Association

PO Box 3497

Manuka ACT 2603

Responsible Person's Declaration

The responsible persons declare that in the responsible persons' opinion:

The financial statements and notes, as set out on pages 3 to 9, are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and:

(A) comply with Australian Accounting Standards; and

(B) give a true and fair view of the financial position of the registered entity as at 30 June 2016 and of its

performance for the year ended on that date.

There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.

This declaration is signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulation 2013*

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.



Responsible person



Responsible person

Dated this 31st day of August 2016

Independent Audit Report to the members of ACT Council of Parents & Citizens Association

Report on the Financial Report

We have audited the accompanying financial report of ACT Council of Parents & Citizens Association, which comprises the statement of financial position as at 30 June 2016, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the responsible persons' declaration.

Committees' Responsibility for the Financial Report

The committee are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Australian Charities and Not for profits Commission Act 2012 (ACNC Act) and for such internal control as the committee determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committees, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Accounting Professional and Ethical Standards Board and the Australian Charities and Not for profits Commission Act 2012.

Opinion

In our opinion the financial report of ACT Council of Parents & Citizens Association has been prepared in accordance with Division 60 of the Australian Charities and Not for profits Commission Act 2012, including:

- (a) giving a true and fair view of the association's financial position as at 30 June 2016 and of its financial performance and cash flows for the year ended on that date; and
- (b) complying with Australian Accounting Standards and Division 60 of the Australian Charities and Not for profits Commission Regulation 2013.

Hardwicks
Chartered Accountants



Robert Johnson FCA
Partner

Canberra

31/8/2016