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| A person that is standing in the grass  Description automatically generated  [SCHOOL] p&c PRESCHOOL SUBCOMMITTEE  MOU and Terms of Reference | tor or MOU outline  [In the amalgamation process it’s important to complete either the TOR or MOU to provide details about the subcommittee’s purpose and parameters. Both templates are provided following]  Author and date |

# Memorandum of Understanding

This Memorandum of Understanding is being entered between “name” Preschool Parents Association Incorporated (abbrev); and Parents and Citizens Association of the “name” Primary School (“name” P&C).

1. Purpose
   1. This document has been prepared to enable and formalise the decision to:

* Voluntarily wind-up the abbrev. name and cease all business activities;
* Create a process to evaluate and work through issues around the amalgamation;
* Create the “name” Preschool Subcommittee of the “name” P&C; and
* Propose terms of the amalgamation and the Preschool Subcommittee Terms of Reference.

1. Stakeholders
   1. The following stakeholders have been consulted in creating this MOU

* “name” Preschool Parents Association Incorporated (\*PPA);
* “name” Preschool educators;
* Parents and Citizens Association of the “name” Primary School (“name” P&C); and the
* “name” Primary School and “name” Preschool P-6 Principal.

1. Background
   1. Few Preschool Parent Associations remain in the ACT – with preschool closures and Preschool Parent Associations merging with Primary School Parents and Citizens Associations.
   2. The amalgamation of the \*PPA into the “name” P&C has been discussed by the members of the \*PPA for a number of years. The work load placed upon the preschool parent volunteers is significant – compounded by new management teams each year, some with variable experience in associations and some with limited handover from the outgoing parent volunteers. In addition, there is increasing difficulty in attracting parent volunteers for the \*PPA Committee.
   3. In 2020, the “name” Primary School assumed (from the \*PPA) the task of collecting voluntary contributions for the “name” Preschool, along with the management and distribution of those funds in consultation with the “name” Preschool educators. The voluntary contributions for the “name” Preschool are kept in a separate ledger – exclusively for the Preschool. While the collection and management of voluntary contributions by the “name” Primary School has eased the workload placed upon the \*PPA, the work load remains high for the preschool parent volunteers.
   4. Furthermore, current and previous \*PPA members have noted the significant changes to the way in which preschools are managed - with the ACT Government having more active involvement; and the universal preschool provision which is now run under national standards and funded in bulk to states and territories.
   5. The expected benefits of amalgamation are:

* Savings – both in-kind (volunteer time) and financial (minimal savings associated with insurance costs etc.);
* Preschool parents can focus on raising funds for the “name” Preschool and participating in the children’s preschool year; and
* The school community is strengthened by being one entity from preschool to year 6.
  1. On 26 September 2018 the \*PPA amended its constitution to enable a decision to wind-up the \*PPA to be made at any meeting at which a special resolution has passed. It is envisaged that an MOU will be negotiated and agreed before winding up the \*PPA at the final meeting of 2018.
  2. This MOU addresses key issues for both parties:
* Proposed Preschool Subcommittee
* Responsibilities of the “name” P&C
* Responsibilities of the Preschool Subcommittee
* Membership and operation
* Proposed Funding Model
* Review of the MOU

1. name P&C Preschool Subcommittee Charter
   1. The purpose of the Preschool Subcommittee will be to:
      1. Promote parent and citizen participation and to enable parents and citizens to contribute to the “name” Preschool and “name” Primary School and to ACT public schooling;
      2. Ensure that a suitable educational environment is established and maintained at “name” Preschool by:
         1. Cooperating with the ACT Department of Education and Training;
         2. Maintaining the affairs of the preschool within the responsibility of the “name” P&C;
         3. Acting as a conduit to the “name” P&C to ensure the needs of preschool community are considered as part of the broader remit of the “name” P&C and wider community; and
         4. Raising funds to add to the program run by the Watson Preschool educators.
2. Proposed rules and responsibilities of the Preschool Subcommittee
   1. The Preschool Subcommittee will operate under the “name” P&C Constitution and the agreed ‘terms of reference’ which are attached at Appendix A.
   2. The following four requirements must be met to comply with “name” P&C’s insurance and constitutional requirements. The Preschool Subcommittee must:
      1. Be elected by the school community at the “name” P&C Annual General Meeting;
      2. Conform to the “name” P&C Constitution;
      3. Report at least once a term to the “name” P&C at “name” P&C meetings; and
      4. Hand over any money which may have resulted from the Preschool Subcommittee’s activities, by banking profits into the nominated Preschool Subcommittee bank account within 7 days of receipt, as per the “name” P&C Constitution.

### Meetings and operation

### Financial matters

1. Asset ownership and future management
   1. The “name” Preschool resources that have been purchased by the \*PPA since the opening of the preschool have been donated to the preschool. Any further purchases made will be gifted to the preschool by the “name” P&C.
   2. This gifting is occurring with the understanding that the resources will be stored at the “name” Preschool, and are primarily for the use of the preschool. It is understood that there will be times where the resources will be useful to others in the school community. Loans of Preschool resources will be at the discretion of the “name” Preschool educators.
2. Review and authorisation
   1. In an effort to ensure the transition to these new arrangements works as smoothly as possible, an agenda item will be added to the “name” P&C agenda at each AGM to allow for comments and suggestions on the arrangement.
   2. The Preschool Subcommittee rules of operation will be reviewed every 2 years, or earlier if the Preschool Subcommittee and the “name” P&C agree, to ensure they remain current.
3. Future changes to this MOU
   1. Changes to this MOU will need to be agreed and approved through a “name” P&C special meeting.
4. Dispute Resolution
   1. In the case that a dispute arises out of, or in relation to the content of this MOU, the parties will endeavour in good faith to settle all matters via a “name” P&C meeting, using the school board for mediation if required.
5. Membership of the ACT Council of Parents &Citizens Associations
   1. The Preschool Subcommittee becomes a member of the ACT P&C Council (under the existing “name” P&C membership), so that separate membership of the ACT P&C Council is no longer needed.
   2. The ACT P&C Council has an [Early Learning Committee](https://www.actparents.org.au/index.php/early-learning) and Early Learning Officer and invites an early learning delegate to its quarterly committee meetings.
6. Reformation option
   1. If at any point in time, the “name” P&C, by majority vote at an AGM, decide to reform a “name” Preschool Parents Association, then an association will be established within the requirements of a not-for profit organisation at the time of commencement. These guidelines will have to be investigated at the time of formation to ensure compliance. The formation of an association in the future will render this MOU null and void.
   2. At the time of re-establishing an association, monies held within the Preschool Subcommittee bank account shall remain the property of the “name” Preschool Parents Association and the monies held in the ledger of the “name” P&C shall remain the property of the P&C.
7. Authorisation
   1. Agreed on the [Day] of [Month] [Year], on behalf of the parties:

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| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Convener,  “name” Primary School Parents and Citizens Association | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  President,  “name” Preschool Parents Association |

# name Primary School Parents and Citizens Association

# Preschool Subcommittee

# Terms of Reference

Date adopted: month ##, 2020 Next Review: month ##, 2020

## Name

The subcommittee shall be called the “name” Primary School Parents and Citizens Association (Preschool Subcommittee).

## Purpose

Subject to the direction of the “name” P&C, the purpose of the Preschool Subcommittee is to:

* Promote parent and citizen participation and to enable parents and citizens to contribute to the “name” Preschool and “name” Primary School and to ACT public schooling; and
* Ensure that a suitable educational environment is established and maintained at “name” Preschool by:
* Raising funds to add to the program run by the “name” Preschool educators;
* Cooperating with the ACT Department of Education and Training;
* Maintaining the affairs of the preschool within the responsibility of the Preschool Subcommittee; and
* Acting as a conduit to the “name” P&C to ensure the needs of preschool community are considered as part of the broader remit of the “name” P&C and wider community.

The “name” P&C will:

* ensure that preschool parents are included equitably in the “name” P&C and treated in accordance with its constitution; and
* manage the budget, business reporting and insurance needs of the Preschool Subcommittee having regard for the views of the Preschool Subcommittee and preschool parents.

## Membership and roles

All parents and carers of children at the “name” school community (preschool to year 6) are eligible to become members of the Preschool Committee.

The Preschool Subcommittee must be elected by the school community at the “name” P&C Annual General Meeting. In the event of a position becoming vacant on the Subcommittee and election may be held at a general meeting of the P&C to fill the vacancy.

Preschool Subcommittee roles will include the following:

* Chair (who is the “name” P&C representative), Secretary, Fundraising Coordinator(s) and General Members including a representative to the ACT P&C Early Learning Committee;
* “name” Preschool educators (observers) to share their vision for the “name” Preschool;
* Principal (ex-officio) to provide advice and guidance on department policies; and
* Any citizens who are interested in participating.

The Chair and Secretary may only serve in that capacity for two consecutive years.

If in any year insufficient numbers (less than 3) of preschool parents nominate for the Preschool Subcommittee it will cease to operate for that calendar year.

## Financial management

Preschool Subcommittee funds will be managed in a “name” P&C Bank account and will be identified separately and provisioned for exclusive use at the preschool. Funds raised from previous years fundraising activities will be reflected in a line item held in this account. The “name” P&C authorised members, including the Preschool Subcommittee treasurer, will be signatories on this bank account.

The Preschool Subcommittee will hand over any money which may have resulted from the Preschool Subcommittee’s activities, by banking profits into the nominated Preschool Subcommittee bank account within 7 days of receipt, as per the “name” P&C Constitution.

All expenditure must be approved by the “name” P&C as per the “name” P&C Constitution, however this can be through the annual Preschool Subcommittee budget as part of the annual “name” P&C budget process. The budget should include funds to support delivery of any fundraising activities such as the fete, expenditure on items requested by “name” Preschool educators and access to petty cash for ad hoc purchases by “name” Preschool educators.

All purchases not identified in the “name” P&C agreed budget, must be first agreed by the at a Preschool Subcommittee meeting, before being proposed at a “name” P&C meeting (as per “name” P&C Constitution).

Should the Preschool Subcommittee identify expenditure which is greater than the funds it has raised (for example for a large single project) it will raise this with the “name” P&C for consideration. The Preschool Subcommittee will include detailed costings of the proposal and the justification for the expenditure to the “name” P&C. The “name” P&C is under no obligation to approve the request.

The Preschool Subcommittee will report on its budget to the “name” P&C after each meeting.

The Preschool Subcommittee will provide funding to the “name” P&C to cover membership and fees directly attributed to the Preschool Subcommittee. These may include a proportion of the “name” P&C insurance premium and/or the ACT P&C council membership fee.

At audit time, the Preschool Subcommittee’s accounts and records will be audited as part of the audit of the “name” P&C financial records.

## Operation of Subcommittee

The Preschool Subcommittee operates in accordance with the “name” P&C constitution and these terms of reference.

### Duties of the Chair

The Chair will preside at all meetings of the subcommittee. Should the Chair be unable to attend, the Preschool Subcommittee will elect a deputy chair for the occasion.

The Chair will ensure that reports are provided to the “name” P&C meetings and the “name” P&C AGM annually.

### Duties of the Secretary

The Secretary will ensure notice of meetings are distributed at least 7 days prior to subcommittee meetings.

The Secretary will keep a full and correct record of the subcommittee meetings and will make these available on request.

### Fundraising Coordinator(s) and General Members

The Fundraising coordinators will coordinate fundraising activities including the Preschool fete and Scholastic Book Club and General Members will support Subcommittee activities and may include a newsletter coordinator, a gardening coordinator and a representative to the ACT P&C Early Learning Committee.

### Meetings

Meetings will be scheduled as required, with a minimum of one meeting per school term. Preschool subcommittee meetings should be widely advertised to the “name” school community at least one week before the meeting date.

#### Quorum

A meeting quorum will be 3 members of the “name” P&C. No business shall be transacted by the Subcommittee unless a quorum is present. If within 15 minutes after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to a date, time and place to be fixed by the Subcommittee and notified to the “name” school community.

#### Voting

Decisions will be made with the support of the majority of attendees at a Preschool Subcommittee meeting, or by the Preschool Subcommittee Chair in the case of a tied vote. All “name” P&C members can vote on any resolution or election at a meeting at which they are entitled to be present.

#### Records

Actions agreed and motions carried at Preschool Subcommittee meetings must be recorded and these minutes presented as part of the annual audit of the “name” P&C or as requested by any member of the “name” school community.

### Working groups

The Preschool Subcommittee may choose to form working groups to progress activities, for example to organise the Fete, as required.

### Reporting

The Preschool Subcommittee will report at least once a term to the “name” P&C at “name” P&C meetings.

A report on the Preschool Subcommittees activities for the year will be provided at the “name” P&C AGM.

Activities of the Preschool Subcommittee will be included in the “name” Primary Newsletter which is circulated to all “name” Primary parents every two weeks.

## Review

The Preschool Subcommittee rules of operation will be reviewed every 2 years, or earlier if the Preschool Subcommittee and the “name” P&C agree, to ensure they remain current.

Any amendment must be agreed by the Preschool Subcommittee and endorsed by the “name” P&C in order to become operative.