



ACT Council of Parents & Citizens Associations

The parent voice on public education

Winding up a Preschool Parent Association

Preschool Parent Associations (PPAs) have a significant [history](#) of contributing to early childhood education and care in the ACT. Previously, Canberra Preschool Society (now part of P&C Council) proudly supported ACT preschools for almost 80 years.

The decision to wind up an association and re establish as a P&C subcommittee is an option that PPAs may be considering. Understanding the processes involved ensures that office bearers and delegates can make informed decisions and comply with their obligations.

The process involves four elements:

1. Voluntarily decide to 'wind up' affairs of the PPA
2. Assess accommodations required from the primary school P&C association
3. Bring the PPA's affairs into order
4. Notify the ACT Government via letter

Some of the benefits of amalgamation include insurance cover and Council affiliation fees through the P&C, access to a larger group of parents with potentially longer-term membership support, and a reduction in administrative requirements. Concerns expressed by PPA's have included a loss of autonomy and less capacity to influence decision making. These concerns can be addressed through the subcommittee terms of reference (template available for download).

Please contact Council's Early Learning Officer for assistance completing a MOU and Terms of Reference. earlylearning@actparents.org.au

Process

1. The Parent Association to decide to 'wind-up' its affairs voluntarily. This involves having a Special Resolution at a general meeting, giving 21 days notice.

The special resolution could read: 'The *name* Preschool Parent Association wishes to wind up the Association as from *date*'. At this meeting three-quarters of the members, who are entitled to vote, must vote in favour of the resolution. This needs to be noted in the minutes of the meeting.

Information about Special Resolutions

Under the Act, a special resolution is required to: alter the association's rules, objects or purposes; change the association's name; amalgamate with another association; or wind up the association. A special resolution must be passed at a general meeting of the association.

2. Make any accommodations necessary to include the preschool in the Primary School P&C Association's formal documents. This may involve changes to the Primary School P&C constitution. This would involve:
 - a. Checking that the existing constitution does not exclude preschool parents

- d. All parent association records (including financial) can be packed up and stored safely for up to 5 years.
 - e. Secretary to ensure that any mail to a PO Box is redirected to '.....'
4. Notify the [ACT Government](#). Do this by writing a letter to the Registrar General saying:
- a. That you have passed a Special Resolution to wind up the association, on *this* date
 - b. That you have no assets, liabilities or interest in property.
A copy of bank statement showing "NIL" balance must accompany a letter to the Office of Regulatory Services, notifying them that you have wound-up the affairs of your Association as per date of meeting when special resolution was voted on and that all assets have been transferred to '.....'
 - c. Signed by 2 committee members.