

P&C Music Program Sub-committee

Document of Understanding

Version 4, July 2011

1. Overview

This document represents a statement of direction by the P&C Association for how to operate the Music Program subcommittee on behalf of the Mount Colah Public School P&C Association.

2. Conflicts and Resolution

- If this document conflicts or contravenes the P&C Association Constitution, Government Regulations or MCPS P&C by-laws the P&C Constitution, MCPS P&C bylaws or the relevant Government Regulations shall take precedence.
- For any errors or omissions the matter must be referred to a P&C Association general meeting for a decision or direction.

3. Name

The committee shall be known as the Mount Colah Public School P&C Association Music Program Committee.

4. Aims

The aim of the Music Program is to operate an efficient, volunteer-run program that provides:

- a. music lessons within the school structure
- b. music program students the opportunity to perform as part of a Band.
- c. promotion of the creative arts and musical opportunities within the school community
- d. to be financially self funded on year-by-year basis with minimal financial support from the P&C association

5. Membership of the committee

- a) The committee shall consist of a minimum of two members and a maximum of five members. If the minimum positions cannot be filled the committee must be disbanded.
- b) The committee convenor and bookkeeper are elected via the rules defined in the P&C by-laws and are elected annually at the October general meeting of the P&C Association.
- c) Membership of the committee will consist of a Music Program Convenor, a representative of the P&C Treasurer (Bookkeeper) and up to three other coordinators (which may include a Secretary and Instrument Officer/Librarian).
- d) Coordinators are appointed by the Convenor via a similar process to the named role process used by the P&C association. Roles are advertised via the school newsletter with applications made directly to the Convenor for consideration.

- e) All committee members must be financial members of the P&C Association.
- f) The P&C Association President shall be a member ex-officio of the committee and does have voting rights at committee meetings. The President is not counted in the above numbers.
- g) The Principal or representative shall be a member ex-officio of the committee and does have voting rights at committee meetings. The Principal is not counted in the above numbers.

6. Duties of the committee

- a) The committee shall organise and control the full administration of the Music Program in congruence with the direction of the P&C Association. However, the committee shall be responsible in all its actions to the P&C association which shall have the right to reorganise, disband or close the committee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by two financial members of the P&C Association. Further, such notice shall be advertised to members at least seven (7) days in advance of the general or special meeting.
- b) The committee shall present a report to each general meeting of the P&C Association.
- c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for each term prior to the next general meeting of the association.
- d) The Treasurer's representative must lodge with the association's Treasurer a copy of monthly bank statements one week prior to each general meeting of the association.

7. Meeting of the committee

- a) The committee shall meet at least once per school term. Each meeting shall be recorded via a set of minutes. All decisions must be agreed by majority votes (if there are an even number yes and no votes the motion is not passed).
- b) The committee must advise details of all meetings to the P&C Executive and the school community.
- c) The minutes should also be distributed to the P&C Executive. The P&C Executive should be included in all meeting invitations.
- d) The quorum for all meetings shall be two members.
- e) A special meeting must be summoned by the Music Program Convenor on a written request signed by at least two members of the committee. Seven days notice of any such meeting, stating the business of the meeting, shall be given to all members of the committee.

8. Financial Management

- a) All money received by the committee shall be deposited in an account in the name of the committee. At least two members of the committee and at least two members of the P&C Executive committee must be signatories on this account. All cheques and transfers must require two authorisers.
- b) All cash processed by the committee must be counted (daily totals) by two people and recorded in a detailed manner.
- c) Students will be invoiced for hire fees and band fees each term. Should an invoice become in arrears, the procedure documented in the Music Program Handbook shall be followed.
- d) All income received by the Music Program shall be given to:
 - i. Maintenance costs, consumables or replacement of existing equipment below \$100
 - ii. Payments to Band Directors and Tutors
 - iii. Running and attendance of events and associated expenditure (to a limit of \$5,000)
 - iv. Replacement of current inventory
 - v. The purchase of additional equipment for the efficient running of the Music Program (to a limit of \$200).
 - vi. The purchase band scores during each calendar year (to a limit of \$800)
 - vii. Repatriation of funds to the P&C Association
 - viii. All other purchases exceeding \$200 must secure prior approval from the P&C Association
 - ix. Gratuities to the value of \$50 for an organiser, helper or performer based on a music committee vote but limited to a total of \$300 (all gratuities) in a calendar year
- e) All financial planning should run to a calendar year.
- f) The committee must ensure that important or irregular financial decisions are brought to the attention of the P&C Association or P&C Executive.
- g) The committee is authorised to apply funds as detailed in this document. Under the guidelines of incorporation, all funds belong to the P&C association, and expenditure must be authorised by the association. A subcommittee must not expend funds for any purpose outside those allowed by the association.
- h) The following financial statements are to be prepared at the end of each year
 - i. A Trading and Profit and Loss Statement to show the net profit or loss on the Music Program's operation for the year
 - ii. A Balance Sheet to show the Music Program's financial position as at the end of the year.
 - iii. Pricing summary report describing current and planned pricing strategies, average gross margin and minimum margin.

- i) At least twice per year the committee should review its financial status and any monies above the following guidelines should be transferred to the P&C Association.
 - i. Available funds (cash on hand less planned expenditure) \$5,000

9. Music Program operation rules

- a) A stock-take shall be conducted at least once a year. If the discrepancy is above 5% of inventory or above \$200 the P&C Association must be notified. Any discrepancy below these levels must be approved and minuted by the Music Program committee.
- b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Music Program shall remain the sole property of the Music Program and be properly recorded and later accounted for at the time of stocktaking.
- c) All relevant Government, Council and Department of Education rules are to be researched and abided by.
- d) All students receiving music tuition in a band instrument must join a school band when an appropriate level is reached.
- e) Students who learn two or more instruments can only avail of lessons during school time for one instrument.
- f) The tuition timetable must be planned in conjunction with the School Principal and appropriate teaching staff.
- g) The committee will at all times negotiate the supply of tutoring and other music services at a competitive rate.
- h) The Music Program can run it's own fund raising events to generate funds to directly apply to the running of the music program. The event must first be reported at a P&C general meeting.

10. Pricing

- a) Music Tutoring should be priced at cost or higher (no greater than 20% margin).
- b) Event fees and ticket pricing (where relevant) should be priced to cover costs plus 5 to 20% margin. The margin should be set at a level to generate enough profit to fund the other music program operations.
- c) Pricing should be reviewed yearly as part of budget review to ensure it is in line with inflation and other changes.

11. Contractors

- a) The committee may appoint and employ a contractor for the provision of musical services as required (for example Band Conductors).
- b) Any contractor must sign an agreement that will remain in place for a period of time as deemed appropriate by the Music Program Committee. The P&C Executive and School Principal should first review and approve all contracts before being offered.

The contract should cover but not be limited to

- the role and tasks
 - instructions on following school rules
 - contractor's responsibilities for superannuation, insurance and taxes
 - length of contract
- c) The employment of a contractor must be decided via a committee meeting and majority vote.
 - d) The school Principal must be notified of all contractors and their role and can veto their employment.

12. Volunteers

- a) The committee will ensure all volunteers receive appropriate advice or training to perform their roles in a safe and productive manner.
- b) The committee shall ensure that the parent body has obtained insurance to cover all volunteers as well as public liability insurance.

13. Audit

The accounts of the Music Program committee shall be audited annually. This audit should be completed by the end of the first term of the following year.

14. Alterations

No alterations shall be made to these rules except at a general or special meeting of the association.

SIGNED BY

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COMMITTEE CONVENOR

DATED ___/___/___

AUTHORISED BY
.....

P&C ASSOCIATION PRESIDENT
.....

P&C ASSOCIATION SECRETARY

DATED ___/___/___