



**SCHOOL  
ASSOCIATION  
COMMITTEE**

# **HAND BOOK**

**VOL. 1**

***INCREASING  
PARENT AND  
COMMUNITY  
ENGAGEMENT  
IN TASMANIAN  
GOVERNMENT  
SCHOOLS***

Department for Education,  
Children and Young People



The Department for Education, Children and Young People wishes to acknowledge the support of the Tasmanian Association of State School Organisations (TASSO) in developing this resource.

### **Version Control**

*This version updated 9 December 2024*

- minor edits



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# INTRODUCTION TO THE SCHOOL ASSOCIATION

## Why have a School Association?

Research shows that children do better at school when their parents are involved and engaged in their education. Parent and community engagement in school is important, as it:

- creates a collaborative culture within the school
- uses existing community strengths to benefit all learners
- creates collaborative teamwork between staff, parents and the community
- role models good citizenship to learners
- inspires and helps learners to succeed
- helps create better understanding between the local community and school
- fosters a good understanding of the value and benefits of education
- provides adult learning opportunities
- supports opportunities for creative thinking
- creates community support.

Being part of a School Association is one way of being engaged and involved in the school.

## What is a School Association?

The School Association is made up of the parents, staff and community members of a school. School Associations exist for each Tasmanian Government School, including primary schools, high schools, district schools and colleges.

The School Association is an important part of the school, working with the Principal to achieve shared outcomes for learners attending the school and for the benefit of the whole school community. Membership of the School Association provides a forum for the sharing of knowledge and skills.

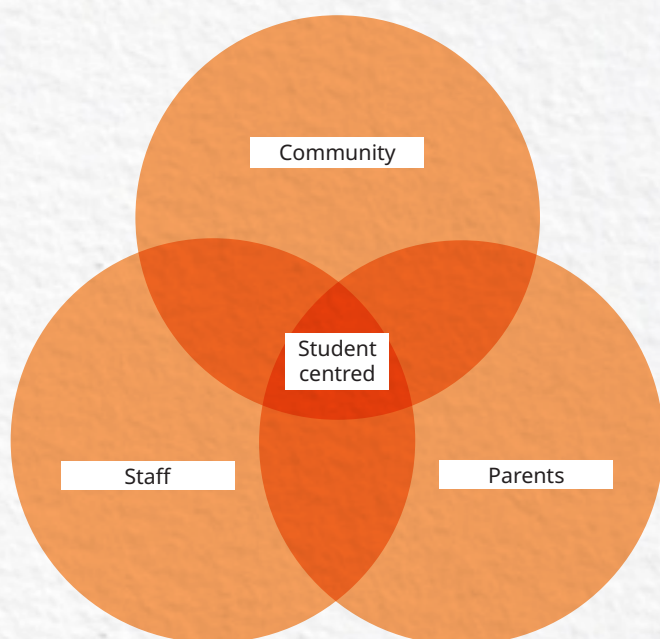
The purpose of the School Association is to provide members with a way to participate and support the school. It is not a business and there are restrictions on some of the activities the School Association can conduct (see [\*Ministerial Instructions No 12 for School Associations\*](#)).

The School Association for each school has been established under the Education Act 2016 (Tas) (the Act).

The School Association Constitution, [\*Secretary's Instruction No 7 for School Associations\*](#) and [\*Ministerial Instruction No 12 for School Associations\*](#) provide direction on the operation of the School Association and good governance.

*The name of a School Association is established under the Act and is [School Name] Association, for example "Kingston High School Association" or "Rosny College Association".*

A School Association is incorporated under the Act. Incorporation under the Act provides legal protections for School Association members, as well as status as a separate legal entity. This allows School Associations to be able to apply for grants that specify they can only be provided to incorporated groups. Under incorporation, a member of a School Association has immunity from liability for actions taken or not taken in good faith while exercising any power or function of the School Association.





Incorporation under the Act does not change a School Association's capacity to:

- apply for or hold an Australian Business Number (ABN)
- register for Goods and Services Tax (GST), or
- register with the Australian Charities and Not-for-profit Commission (ACNC).

*All School Associations can identify their incorporated status by including the statement: "[Name of School Association] is an incorporated School Association established under section 110 of the Education Act 2016 (Tas)".*

## What is the School Association Committee?

The School Association Committee (the Committee) is an elected group of School Association members that work together for the benefit of the school.

The Committee manages and conducts the affairs of the School Association and performs administration and decision-making functions as a group that represents the School Association.

Being a Committee Member is a commitment that is highly valued and recognised by the school. Being on the Committee is a rewarding role, where parents and community members' skills and knowledge support the school. This contributes to helping learners succeed. Being part of the Committee also provides an opportunity to be actively involved and engaged in the school. The Committee is also a place of learning, contributing to developing experience and skills for all members.

Anyone from the School Association can nominate to be on the Committee.

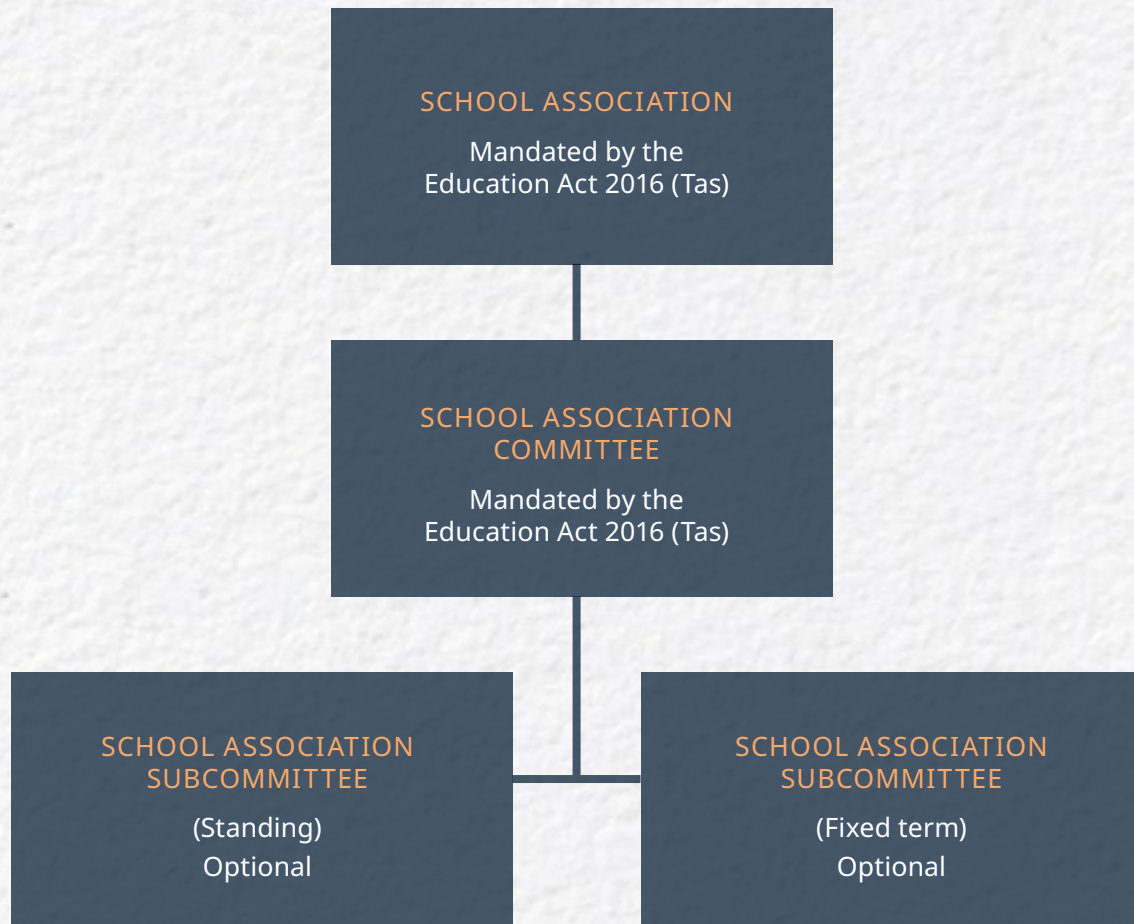
The maximum number of Committee Members depends on the School Association Constitution, which can be found in the [online register](#); however, a committee can function with a minimum of five elected members. The Committee meets at least once per term. At the first meeting following their election, the Committee elects the following officeholders:

- a chairperson (who must be a parent member or a community member, not an employee of the Department for Education, Children and Young People)
- a deputy chairperson (who can be a parent member or a community member, where possible not an employee of the Department for Education, Children and Young People)
- a secretary (who can be a parent member, community member or staff member)
- a treasurer (who can be a parent member, community member or staff member).

*The Principal is an ongoing member of the Committee, so is not subject to the election or rotation of office. The Principal is not counted as a staff member in the Committee. For example, a committee can have up to three staff members. This means that a committee can include three staff members, plus the Principal.*



## School Association structure





## School Association membership

<p><b>SCHOOL ASSOCIATION</b></p>	<p>The following people are automatically members of the School Association:</p> <ul style="list-style-type: none"> <li>• parents (parents or guardians who have children or young people enrolled at the school)</li> <li>• staff (permanent and fixed-term employees at the school)</li> <li>• the Principal, who is an automatic member of the School Association Committee.</li> </ul> <p>Community members must <a href="#">apply to become a member of the School Association</a>. This application is made in writing and is sent to the School Association Committee [<a href="#">Template 1</a>], which endorses community membership.</p>	<p>NOTES</p> <p>A formal <a href="#">register of School Association membership</a> is maintained and updated annually. This is best managed by the School Business Manager and School Association Secretary [<a href="#">Template 2</a>].</p> <p>Someone engaged as a relief teacher or a casual employee is not deemed a staff member of the School Association.</p>
<p><b>SCHOOL ASSOCIATION COMMITTEE</b></p>	<p>To ensure the Committee is representative of the School Association members it must consist of a minimum of five members and must not have more than the maximum members (as identified in the Constitution, Schedule 1). Membership is to be as follows:</p> <ul style="list-style-type: none"> <li>• not less than three parent members</li> <li>• not more than three community members</li> <li>• at least one staff member, but no more than three staff members. This does not include the Principal, who is an automatic member of the Committee. For example, a committee should include the Principal plus at least one other staff member, but not more than three.</li> </ul>	<p>NOTES</p> <p>The Chairperson cannot be a Department for Education, Children and Young People employee.</p> <p>Elections for the Committee will be held annually.</p> <p>The maximum size of the Committee is detailed in the <a href="#">School Association's Constitution</a>.</p> <p>Staff members who have children in the school are only eligible to be elected as staff representatives on the Committee; they can not be parent representatives.</p>
<p><b>SUBCOMMITTEE (STANDING)</b></p>	<p>These are formed from members of the School Association by the School Association Committee.</p> <p>The Subcommittee Chairperson must be a member of the School Association Committee.</p>	<p>NOTES</p> <p>Operate with terms of reference and report directly to the School Association Committee.</p> <p>Can serve ongoing functions such as fundraising.</p> <p>May establish sub-groups to undertake routine tasks of the Subcommittee.</p> <p>Community representatives will often provide specific expertise.</p>
<p><b>SUBCOMMITTEE (FIXED TERM)</b></p>	<p>These are formed from members of the School Association by the School Association Committee.</p> <p>The Subcommittee Chairperson must be a member of the School Association Committee.</p>	<p>NOTES</p> <p>Operate with terms of reference, and a clear timeframe of operation, and report to School Association Committee.</p> <p>Can serve one-off functions such as reviewing of a specific policy or specific activity.</p> <p>Community representatives often will provide specific expertise.</p>



## COMMUNITY REPRESENTATIVES AS A MEMBER OF THE SCHOOL ASSOCIATION

A person becomes a community member of the School Association when they request membership in writing and the Committee votes to appoint that person and records that person in the School Association Register.

The Committee must not vote to appoint a person as a community member of the School Association unless:

- the person has been nominated to become a community member of the School Association by at least two existing members of the School Association
- the person has consented, in writing, to the nomination
- the Committee is satisfied that the person has genuine reasons for wanting to become a community member of the School Association.

The Community Member Application Form [[Template 1](#)] is a useful tool that helps comply with the above process.

A community member's membership of the School Association is for an initial term of three years, commencing on the date they become a member of the School Association. At the end of that initial term the community member ceases to be a member unless the Committee has agreed to extend the membership term for a further period of three years.

A person who is a community member of the School Association also ceases to be such a member:

- if they resign their membership by notice, in writing, to the Committee
- if, at a general meeting of the School Association, the members vote to cancel the membership of that person as a community member, or if they become a parent member, staff member or the Principal.

## STUDENT REPRESENTATIVES

Students are unable to be members of the School Association as the functions, powers, liability and responsibilities of a School Association as an incorporated body cannot be conducted by people under the age of 18. To ensure student views continue to be represented, students may be engaged with School Associations as student representatives.

The Principal can appoint student representatives to attend Committee meetings. The student representative can provide insight and opinion on the matters being discussed from a student perspective to inform the vote. Due to not being of legal age, a student representative is not a member of the Committee or entitled to vote and is not counted in the quorum for the meeting.

Students at the school are also able to attend Committee meetings as observers, in addition to the student representatives appointed by the Principal.





## WHAT IS A SCHOOL ASSOCIATION REGISTER?

School Associations need to keep a register of members of the School Association. School Associations may choose to use the Template provided in this resource as their Register [Template 2].

The Register records all eligible members who can vote at School Association General Meetings and in Committee elections.

School Associations do not need a separate register of all the names of the parents and staff. This information is already maintained in school data systems, and these are treated as a register of parents and staff.

The Secretary of the School Association Committee makes sure that the Register is up to date. The School Business Manager keeps and stores the Register for the School Association at the school.

### *Keep it up to date:*

- Update the Register when members notify that they wish to be exempt and annually before the election process and Annual General Meeting.

### *Record eligible members:*

- Parents and staff are taken as those in the school data systems. This information is maintained by the school.
- Record parents and staff members who do not wish to be members of the School Association.
- Record community representatives who have been accepted as members of the School Association and are able to vote in elections. The Register is the only record of community members.

### *Keep it safe and secure:*

- Information should be kept safe and secure in accordance with the Department for Education, Children and Young People's Personal Information Protection Policy.
- Store the Register securely at the school.
- It is important that the Register be available if there is an audit.
- The general public should not be able to access the Register. This is for security and privacy reasons.



# THE ADMINISTRATION OF THE SCHOOL ASSOCIATION COMMITTEE

*For information on the roles on the committee and who can be a member see:*

- *What is the School Association Committee? (page 2)*
- *School Association (Committee) Membership (page 3)*

## KEEPING CHILDREN AND YOUNG PEOPLE SAFE

Every member of the community has a role in keeping children and young people safe. The [Safeguarding Framework: Safe. Secure. Supported.](#) outlines our approach to safeguarding children and young people from harm. All School Association Committee members must read and follow the Framework and the policies named in the Framework.

## Registration to Work with Vulnerable People (RWVP)

All Department for Education, Children and Young People employees, volunteers (including the School Association Committee), contractors and external providers must maintain a current Tasmanian RWVP. You will need proof of a current Tasmanian RWVP to be a volunteer at your child's school or school activities. You must be able to show that your RWVP is current each time you volunteer at your child's school or school activities.

Useful links:

A fact sheet is available here: [Volunteers and Visitors - RWVP.](#)

You can apply for your RWVP here: [Registration to work with Vulnerable People - Application.](#)

## ELECTION OF THE SCHOOL ASSOCIATION COMMITTEE

The month that the annual School Association Committee election (nomination/ballot) process is held is determined by the School Association Year

in the School Association Constitution.

The election of the School Association Committee Members is conducted every year, with the rotation of office requiring half the positions in each member category to be re-opened for election. All eligible members of the School Association are able to nominate for a position on the Committee and vote in any ballots held where there are more nominations than vacancies.

Any member of the School Association can nominate to be involved in the Committee. All Committee memberships will re-open for nominations/elections within two years of a person's appointment. The only person exempt from the nomination/election process is the Principal, who is an automatic member of the Committee.

The School Association Constitution provides further information on the election process and the timings of the School Association Year.

## SCHOOL ASSOCIATION YEAR

The School Association Year is documented in the School Association Constitution, under Section 2 Definitions and Interpretation. The [School Association Constitution Register](#) is a useful way of finding the School Association Constitution

## How are School Association members elected to the Committee?

Elections to the School Association Committee are through a nomination and/or ballot process. A ballot is held where there are more nominations than vacancies.

Elections are conducted by a Returning Officer who officiates the process. The Returning Officer is appointed by the Principal and is responsible for planning, organising and managing the election process. The Returning Officer can be:

- the School Business Manager (SBM), where they are not standing for election or nomination as a staff member for the Committee, or
- any person nominated by the Principal who is not up for re-election/re-nomination.

The Returning Officer is to utilise the official School Association Register of eligible voters in each category. For this reason, the SBM is often appointed as the Returning Officer, as they manage the [School Association Register \[Template 2\]](#) and know who is eligible to vote in each category. They can also



inform any potential nominators of their eligibility to stand in a particular category, as they are aware of the status of individuals.

#### IT IS IMPORTANT TO NOTE THAT:

- staff members with children at the school can only nominate as a staff representative, not a parent representative
- a Department for Education, Children and Young People employee is not eligible for the position of chairperson
- only community representatives who are current members of the School Association can nominate for a position on the Committee.

The Returning Officer must:

- publicise the election, including the categories that have vacancies, and a list of candidates for any ballot
- make arrangements for the proper counting of votes, including appointing themselves and one other person to count votes
- make arrangements for the declaration of the poll.

All nominations – parent, staff and community – should be directed to the Returning Officer. This is the best way of ensuring a transparent process that is at arm's length from those standing for election.

## When do elections take place?

The election of the School Association Committee must be held before the end of each School Association Year. The School Association Year is set out in the [School Association Constitution](#).

Elections may also take place where existing Committee Members are to retire from the Committee, in which case nominations must be called for after the retirement date.

Normally, the results of the election process are announced at the School Association Annual General Meeting (AGM).

## What is the term of office for a Committee Member?

The term of office of a Committee Member is generally two years. This term starts at the beginning of the next School Association Year after they are elected and ends on the day before

the second anniversary of the start of their term.

However, the two-year term does not apply in the following circumstances:

- when the Committee member is the Principal and is therefore automatically a member of the Committee for the duration of their Principal role; or
- when the Secretary of the Department for Education, Children and Young People has provided alternate direction/s in accordance with the Constitution, due to the Committee not conducting an election process; or
- when the rotation of office requires half the positions in each member category (parent, staff and community) to be re-opened for election and some of those members have not served a two-year term. In this situation the Committee will agree on those members who will retire from the Committee, even when the term served is only one year.

## How do Committee Members rotate office?

At the end of each School Association Year not less than one-half of each of the parent, staff and community members of the Committee must retire.

If the number of members of the Committee in a category of membership is an uneven number then the number of members to retire in that category is the lowest whole number nearest to one-half (for example, if the number of members in one category is 3, then 1 member must retire).

The members of the Committee to retire in each category of membership will be:

- i. any member who was appointed to fill a casual vacancy, and
- ii. the members who have been longest in office since last being elected or appointed.

The members of the Committee to retire must be identified at least three months before the end of the School Association Year.

*A member of the Committee who is to retire, or who has retired, may nominate for re-election as a member of the Committee.*

## How do Committee Members vacate their office?

The office of a member of the Committee becomes vacant if the member:



- resigns his or her office, in writing, addressed to the Committee
- without an approved leave of absence from the Committee, fails to attend three consecutive Committee meetings
- is removed from office by a resolution, to that effect, passed at a General Meeting of the School Association
- is removed from office by the Secretary of the Department for Education, Children and Young

- People on the grounds that the Secretary reasonably believes the member is not a fit and proper person to continue as a member
- is a parent member, and the parent's child leaves the School
  - is a staff member, and they resign or transfer to another School
  - ceases, for any reason, to be a member of the School Association.

Suggested timetable for the election process, where the Annual General Meeting (AGM) is held in March.

<b>MONTH 7 OCTOBER</b>	<b>MONTH 8 NOVEMBER</b>	<b>MONTH 9 DECEMBER</b>	<b>MONTH 10 JANUARY</b>	<b>MONTH 11 FEBRUARY</b>	<b>MONTH 12 31 MARCH End of School Association Year</b>	<b>MONTH 1 APRIL Beginning of School Association Year</b>
<b>TERM 4</b>				<b>TERM 1</b>		
IDENTIFY MEMBERS DUE FOR RETIREMENT  Principal identifies and appoints Returning Officer. The Returning Officer identifies in advance the election process in consultation with the Committee.	ELECTION COMMUNICATIONS  Prior to officially calling for nominations, a broad communication strategy should be employed, informing parents, staff and community members (through newsletters and special notices) of the forthcoming elections and the role of the School Association and School Association Committee.  The communication should include: <ul style="list-style-type: none"> <li>the number of vacancies to be filled</li> <li>the date for nomination closure</li> <li>how to nominate for a position on the Committee.</li> </ul>			ELECTION PROCESS HELD	ANNUAL GENERAL MEETING  Held up to two weeks before or after end of School Association Year. Election to Committee confirmed/ announced and term of office commenced.	

For more detail on the timing and tasks to hold elections, see the [Checklist: Holding Elections \[Template 3\]](#).

## The election process

The election process consists of the following steps:

### STEP ONE – COMMUNICATION

School Association members should be informed of the election using a variety of communication methods, which may include the school newsletter, email, letters home, social media or school internet.

The Principal identifies and appoints Returning Officer.

### STEP TWO - NOMINATIONS

The Returning Officer calls for nominations to the Committee and all members of the School Association are invited to nominate to be part of the School Association Committee.

Normally this will involve the completion of the Nomination Form [\[Template 4\]](#).

A person nominated to the Committee must:

- be a member of the School Association, and be eligible to vote as a member of the School Association
- consent, in writing, to the nomination
- be proposed and seconded by two members of the School Association who are eligible to vote.



Where the number of nominations for existing vacancies does not exceed the number of vacancies, a ballot does not need to be held. Where a ballot is not required the Returning Officer must:

- declare the nominees elected
- where vacancies still remain, issue a further call for nominations
- where vacancies still remain, advise the Committee to appoint members to fill these vacancies.

In the event that there are more nominations than there are vacancies to be filled the Returning Officer should organise and conduct a ballot for each category [Template 5].

### STEP THREE – BALLOT

Where the number of nominations exceeds the number of vacancies available this will result in a ballot.

The process of the ballot is also to be determined by the Returning Officer. Common examples of a ballot process include:

- votes in a ballot box – a ballot may involve voting using a Ballot Paper [Template 5]. In some cases this may be verified and checked by the Returning Officer before posting in a ballot box,
- a show of hands at a Special General Meeting of the School Association, or
- electronic voting.

The Returning Officer must ensure that the votes received are from eligible voting members.

After the formal counting of votes the Returning Officer will publish the results to the School Association (It may not be appropriate to publish the actual numbers of votes received per candidate.). The Returning Officer must retain the results of the ballot in case another vacancy arises and can be filled directly from the same ballot.

## What happens if there is a vacancy following an election?

Where a vacancy remains on the Committee following the elections the Returning Officer will:

- call for further nominations
- conduct a second election (unless the number of nominations does not exceed the number of vacancies, in which case the Returning Officer will declare the nominated candidates as members of the Committee).

If there is still a vacancy on the Committee after this process the Committee may appoint, by invitation, a suitable School Association member to take up that vacancy.

## What happens if the election process does not occur?

If the School Association does not hold elections for the Committee the Secretary of the Department of Education may:

- i. direct the School Association to hold elections for additional members of the Committee
- ii. set how and when such elections are to be held
- iii. set the term of the members so elected (which must expire not later than the end of the next School Association Year after that election).

The School Association must comply with any such directions.

## What happens if we cannot form a committee?

If a School Association Committee cannot be formed, or if an established Committee ceases to function as intended:

- The Principal, as soon as practicable, must notify the Minister in writing through Strategic Policy and Projects (an optional form is provided [Template 14]).
- This notification must include a detailed explanation of the steps undertaken to attempt to form or maintain a committee and the reasons why a committee cannot be formed or maintained as intended.
- The Principal is to continue to convene School Association general Meetings in line with minimum requirements set out in the Education Act 2016 and the Constitution until a committee can be formed.

*It is important to note that members of the School Association can be elected onto the School Association Committee in the following ways:*

- *Parent members are elected by a ballot of parent members.*
- *Community members are elected by a process approved by the Committee (but in the case of the first election for the Committee approved by the Principal).*
- *Staff members are elected by a ballot of staff members.*



## THE CONSTITUTION

The School Association Constitution is a set of rules outlining how the School Association will operate. It is important that all members of the School Association are aware that the School Association has a Constitution.

Each School Association must operate according to its [Constitution](#), which has been formally approved by the Minister for Education and Training.

School Association Committee Members need to be familiar with the content of their School Association's Constitution and understand that they are legally obliged to follow the rules of the Constitution.

The Constitution sets out the functions of the School Association – its purpose and role – which makes it a valuable tool for ensuring the Committee retains its focus on core business.

## SCHOOL ASSOCIATION CONSTITUTION

The [School Association Constitution Register](#) is a useful way of finding your School Association Constitution.

### How can school associations amend their constitution?

Following a review at a General Meeting of the School Association, a School Association may wish to amend their Constitution.

[Secretary's Instruction No 7 for School Associations](#) provides instructions that School Associations must follow in order to apply for approval to propose and amend their Constitution.

An overview of the process can be found below and a form to assist with the process is available in [Templates and Forms](#) [[Template 6](#)].

## Process: amending a school association constitution



### INFORMATION

#### SCHOOL ASSOCIATION

- Proposed amendments to the Model Constitution can only be made in accordance with the Education Act 2016 and Education Regulations 2017.
- If unsure, the School Association Chairperson can seek further information from [school.associations@decyp.tas.gov.au](mailto:school.associations@decyp.tas.gov.au)



### ASSOCIATION REVIEW

#### SCHOOL ASSOCIATION

- The School Association reviews and agrees any changes to the Constitution at a General Meeting of the School Association.
- The Form 'Amending the School Association Constitution' may be used as a guide for discussion [[Template 6](#)].
- Any proposed changes to the Constitution must be documented and agreed in the minutes of the General Meeting.



### SUBMIT APPLICATION

#### SCHOOL ASSOCIATION

- The School Association Committee Chairperson submits an application to change the Constitution by sending the minutes of the General Meeting, a copy of the amended Constitution (with highlighted changes), and a copy of the form 'Amending the School Association Constitution' (where available) to [legal.services@decyp.tas.gov.au](mailto:legal.services@decyp.tas.gov.au)



### ASSESS APPLICATION

#### DEPARTMENT FOR EDUCATION, CHILDREN AND YOUNG PEOPLE

- Assesses the application to change the Constitution and may seek further information from the School Association.
- Progresses application with the Minister for Education, Children and Youth.



### OUTCOME OF APPLICATION

#### DEPARTMENT FOR EDUCATION, CHILDREN AND YOUNG PEOPLE

- The School Association Chairperson will be notified in writing by the Minister for Education, Children and Youth on the outcome of the application.



## SCHOOL ASSOCIATION COMMITTEE OFFICEHOLDERS

### What is an Officeholder?

Each member of the School Association Committee is an officeholder under the Education Act 2016 (Tas) and is responsible for making sure that the School Association complies with the following:

- the [Education Act 2016](#) (Tas) and [Education Regulations 2017](#)
- [Ministerial Instructions No 12 for School Associations](#)
- [Secretary's Instruction No 7 for School Associations](#)
- the [School Association Constitution](#)
- any other relevant legislation, policies and procedures that relate to the activities of the School Association.

### Who are the Specified Officeholders?

The Committee elects specified officeholders at their first meeting following Committee elections. Specified officeholders include the Chairperson, Deputy Chairperson, Secretary and Treasurer. This group is known as the Executive. The election of the Executive is conducted by the school Principal.

There are four specified officeholder positions:

- Chairperson (must be a parent or community member and not an employee of the Department for Education, Children and Young People)
- Deputy Chairperson (it is recommended that this is a parent or community member and not an employee of the Department for Education, Children and Young People)
- Secretary
- Treasurer.

### The Chairperson

The Chairperson facilitates Committee and School Association meetings and should display impartiality, firmness, tact, common-sense, courtesy, patience and tolerance.

Some of the roles of the Chairperson include:

- checking the accuracy of any minutes
- consulting with the Secretary and the Principal in the preparation of the agenda
- announcing, if necessary, who has voting rights
- monitoring time during meetings and bringing discussion to a close, when broad consensus is reached
- presenting reports, such as Annual Reports, on the activities of the School Association
- ensuring that the School Association finances are independently audited annually
- acting as the public spokesperson on School Association matters
- managing conflict of interest and dispute processes.

### The Deputy Chairperson

The Deputy Chairperson acts as the Chairperson where the Chairperson is unavailable.

### The Secretary

Some of the roles of the Secretary include:

- preparing and advertising meetings
- preparing meeting agendas [[Template 7](#)]
- preparing and distributing reports, minutes, correspondence and other records
- recording the minutes of meetings [[Template 8](#)] and ensuring that the minutes record:
  - » attendance
  - » conflict/s of interest
  - » decisions, actions, motions, amendments and the main issues, with clear accountabilities and timeframes where required.
- storing records of meetings at the school
- maintaining the School Association Member Register and Committee Member Register with the School Business Manager [[Template 2](#)]
- where possible, electronically storing records.



## The Treasurer

The Treasurer manages and maintains the financial records for the School Association. Other members of the Committee must support the Treasurer.

Some of the roles of the Treasurer include:

- ensuring that all the School Association finances comply with the *Education Act 2016 (Tas)*, *Education Regulations 2017*, *Ministerial Instructions No 12 for School Associations* and *Secretary's Instructions No 7 for School Associations* and operate in alignment with the School Association Constitution
- maintaining the School Association bank account, if there is one
- recording details of authorised officers that can operate the bank account (at least two must be identified, one being the Treasurer and one other member of the Committee)
- ensuring that true and proper financial records are kept and stored appropriately at the school
- where necessary, ensuring that an ABN is obtained and registration for GST
- providing regular reports to the School Association on its financial business
- making records of all financial transactions available to the Committee when requested
- submitting to the Auditor all financial records for the year and providing complete access to the financial affairs of the School Association
- tabling the Auditors Report at the Annual General Meeting
- preparing a Financial Report for the School Association which considers the broad picture of the financial position of the School Association, including:
  - » Were targets met?
  - » What were causes for variance in estimated income/expenditure against actual figures?
  - » Were estimates realistic?
  - » Was effort required to conduct activity sufficiently reflected in final outcomes?





# SCHOOL ASSOCIATION MEETING GUIDELINES

## Introduction to meetings

Gaining a general understanding of meeting procedures will enable more active participation in the School Association and its various meetings.

Meetings are a forum for people to discuss matters that are of mutual concern or benefit. Meetings are where recommendations are made, reports presented, directions given and courses of action decided by a consensus or majority vote. For a meeting to achieve these goals, a structure for the meeting (agenda), and a record of the meeting and actions (minutes) are required.

Preparation is important to ensure effective and efficient meetings. Meetings need an agenda, which will set out what is to be discussed. The agenda should be distributed to all members attending the meeting at least one week prior, so that everyone is aware of what is going to occur. People cannot be expected to provide considered advice without notice. Any reports to be tabled should also be sent out with the agenda in order to allow time for consideration.

Generally, meetings should not exceed two hours in length. If meetings proceed longer than this, it is recommended that the Chairperson and the Principal meet to discuss how business might be managed more effectively. More frequent meetings may also be required to attend to the volume of business.

At the beginning of the meeting, it is recommended that the Chairperson ask if there are any further matters that any member wishes to add to the agenda under General Business. Knowing in advance of any other business will assist the Chairperson in time allocation.

The official Committee minutes should record any decisions (called motions) that are reached. The minutes should record the mover and seconder of any motions, as well as the motion itself. There will be times when those who might abstain from voting on a particular motion wish to have that recorded in the minutes. Once confirmed, the formal minutes become a public document and should be kept at the school.

## Different meeting types

School Associations hold different types of meetings depending on the purpose of the meeting.

	MEETING TYPE	WHO IS INVITED	WHEN HELD
GENERAL MEETINGS	Annual General Meeting	School Association members including the Committee	Once a year (as close as practicable to the end of each School Association Year)
	Special General Meetings, also known as General Meetings	School Association members including the Committee	From time-to-time the Committee or Principal may call a Special General Meeting
COMMITTEE MEETINGS	School Association Committee Meeting	School Association Committee and observers	At least once per term and more if determined by the Committee
	Special School Association Committee Meeting	School Association Committee and observers	If requested by the Principal, the Chairperson or any three Committee Members
SUBCOMMITTEE MEETINGS	School Association Subcommittee Meeting Standing and fixed	School Association Committee Member (at least one in each subcommittee), and interested members of the School Association	As determined by the Committee and documented in the Terms of Reference of the subcommittee



## SCHOOL ASSOCIATION YEAR

This is documented in the [School Association Constitution](#), under Section 2 Definitions and Interpretation. The School Association Constitution Register is a useful way of finding your School Association Constitution.

## SCHOOL ASSOCIATION COMMITTEE MEETING OBSERVERS

School Association Committee meetings are open to all members of the School Association and school students to attend as observers, unless they are excluded by the Chairperson of the meeting. Observers can only speak at the meeting in accordance with any direction given by the Chairperson of the meeting.

## Purpose of the School Association Annual General Meeting

The Annual General Meeting (AGM) is to:

- confirm the minutes of the previous Annual General Meeting, and any Special General Meeting held since that meeting [[Template 9](#)]
- receive and, if approved, ratify the School Association's annual report
- receive and ratify the annual school report
- receive and ratify the annual audited financial statements of the School Association
- receive other relevant reports
- where possible, announce the results of the last election of members of the Committee.

The AGM may deal with special business if notice of that business is given to members in accordance with the Constitution.

For more detail on the timing and tasks to hold the AGM see the Checklist: Holding Annual General Meetings [[Template 9](#)].

## Purpose of the School Association Committee meetings

The purpose of the School Association Committee meetings is to manage the affairs of the School Association.

## COMMITTEE CONFIDENTIALITY

No Committee can confidently work together and express differing viewpoints without trust and confidentiality within the Committee.

Confidentiality applies to all members of the Committee.



What is said by individual Committee Members during a meeting must never be conveyed to other people, either personally or by using social media.

Effective committees rely on an open flow of information and ideas, particularly on information provided by the Principal. Some of this information may be sensitive in nature, and not be for public disclosure or discussion outside the Committee. Where something is sensitive in nature this should be clearly identified.

The Committee must maintain its confidentiality about such information – to breach it would be to severely compromise the work of the Committee, and potentially damage the reputation of the school. Most significantly, it would impact the relationships of trust within the Committee.

It is recommended that each Committee formulates a Code of Conduct or Ways of Working Together Agreement for members at the beginning of the year and that these are revisited during the year and at induction.

## Meeting notice

A meeting notice must be circulated to all members of that meeting. For example:

### CONSTITUTIONAL REQUIREMENTS FOR A NOTICE OF ANNUAL GENERAL MEETINGS OR SPECIAL GENERAL MEETINGS

At least 14 days before the date fixed for holding a General Meeting of the School Association the Secretary of the School Association (or if there is no Secretary for the time being, the Principal) must take reasonable steps to advertise the meeting through media, such as the school newsletter, on the school notice board, on the school website, on school social media accounts or a local newspaper circulating in the district where the school is located.

The notice must specify the place, day and time for the holding of the meeting and the nature of the business of the meeting.

The non-receipt of that notice by any member does not invalidate the meeting, or any proceedings or resolution passed, at the meeting.

### CONSTITUTIONAL REQUIREMENTS NOTICE OF SCHOOL ASSOCIATION COMMITTEE OR SUBCOMMITTEE MEETINGS

All Committee or Subcommittee Members should receive a written notification from the Secretary seven days prior to a Committee or Subcommittee meeting.

The notice must specify the place, day and time for the holding of the meeting and the nature of the business of the meeting.

## Agenda

An agenda forms the structure of the meeting [[Template 7](#)]. The agenda states where and when the meeting will take place and what matters will be listed for discussion (items of business) together with any relevant material, as well as a draft copy of the minutes of the previous meeting.

In most instances the main headings of an agenda will remain unchanged. The number of items under each heading may vary given the matters being considered by the School Association. The agenda ultimately becomes a historical record of business addressed for that particular meeting for future reference.

## Minutes

Minutes record those present at the meeting (and any apologies) and what happened at the meeting. It is important that accurate minutes are kept and that all motions adopted are identified. It is not necessary to include general discussion in the minutes, just the key points in reaching the decision. The minutes may also list actions to be taken and by whom.

Every motion of the School Association Committee and Subcommittees within the minutes should then form part of a formal Motions Register developed by the School Association and maintained by the Secretary. It is beneficial for motions to be numbered and referenced in a Motions Register, as per the following example [[Template 10](#)]:

### WHAT ARE MOTIONS?

Motions are decisions made by the committee and are recorded in minutes and the Motions Register.

For example:

*Motion 1/01/2018:*

*A Smith/B Walker: 'That ABC School Association endorses the donation of \$500 to the school for the purchase of sports equipment as presented by the Fundraising Subcommittee'*

### CARRIED

*Smith/Walker - First name mover of the motion and the second name – seconder to motion.*

*1 – Reflects numerical motion i.e. 1st decision of the School Association.*

*01 – Relates to month in which meeting held.*

*2018 - Relates to year motion adopted.*

Please see [[Template 11](#)] for more information on motions.



## MEETING STRUCTURE

### Opening the meeting

The meeting begins when the Chairperson declares the meeting opened. The opening time should be recorded in the minutes.

The meeting is unable to begin until the Chairperson declares a quorum. This means that there are enough people in attendance to allow discussions and motions to be voted upon. If a quorum cannot be declared within a stipulated time of the meeting's designated starting time the meeting should be rescheduled.

If a Chairperson is not present at the scheduled start time the meeting should elect the Deputy Chairperson to take the meeting.

The Chairperson may also welcome guests and speakers at this time, and state the 'welcome to country'.

#### QUORUM FOR SCHOOL ASSOCIATION GENERAL MEETINGS (INCLUDING ANNUAL OR SPECIAL MEETINGS)

The quorum for a School Association general meeting is the current elected Committee size, plus one.

For example: for a current Committee of 11, the quorum at the general meeting is 12.

This does not mean that the entire Committee needs to be in attendance at a general meeting. It is any members of the School Association totalling the quorum number above.

#### QUORUM FOR SCHOOL ASSOCIATION COMMITTEE OR SUBCOMMITTEE MEETINGS

The quorum for a Committee meeting is the majority (more than 50%) of the current Committee or half the Committee, plus one.

For example: for a current Committee of 11 the quorum at the Committee meeting is 6. For a current Committee of 15 the quorum at the Committee meeting is 8.

#### PRESENT AND APOLOGIES

This is a record of those at the meeting and those unable to attend.

The Chairperson states the names of those members who formally notified that they were unable to attend the meeting in a motion. The Chair then calls a mover and seconder to this motion.

An example is as follows:

*Motion 2/2/2018*

*That the apologies of x be accepted.*

*or*

*That the apologies of x be conditionally accepted.*

*The Secretary or members may advise on other apologies.*

### Conflict of interest declarations

The Chairperson will ask members of the meeting whether there are any conflicts of interest. Members are asked to declare any conflicts. The Committee will determine how declarations will be addressed and this will be recorded in the minutes.

*Schedule One of the Constitution provides information on the size of the current Committee. The School Association Constitution Register is a useful way of finding your School Association Constitution.*



## CONFLICT OF INTEREST

There will be occasions when individual members of the Committee have an outside interest that has the potential to influence how that Committee Member will act and vote in the meeting. This is to be expected and does not disqualify anyone from being a member of the Committee.

Common issues where potential conflicts of interest arise are financial (for example, the Committee Member might be the owner of a business which might be a potential supplier to the School, and the Committee must make a decision about purchases). It could be personal/family related (for example, where the Committee is considering student awards and the child of the Committee Member may be a nominee). It could be that the Committee Member is also a member of another organisation or committee which has a relationship with the School.

The Constitution clause 14.6 states:

*"If a member of the Committee has a direct or indirect pecuniary interest in a contract entered into by the School Association, or a proposed contract that the School Association is considering entering into, the member must disclose the conflict of interest to the Committee as soon as he or she becomes aware and must not take part in any deliberation or decision of the School Association that relates to that contract or proposed contract".*

Committee Members will be able to see before the meeting any agenda items where there might be a conflict of interest. At the beginning of the meeting (usually after welcoming everybody), the Chairperson will ask the Committee to declare any potential conflicts of interest arising from the circulated agenda. The Committee will determine how declarations will be addressed and this will be recorded in the minutes.

The most practical process is that the Committee Member simply leaves the room for that particular agenda item and takes no part in the discussion or decision-making.

Should discussion during the meeting unexpectedly lead to circumstances where there is a potential conflict of interest then that Committee Member should immediately declare it and be excused from the meeting while that item is resolved.







## Minutes of the previous meeting

The Chairperson should ask for a motion for the recorded minutes as a true and accurate record. If there are corrections the Chairperson should ask the meeting to vote on those corrections.

If there are only a few minor corrections, the Chairperson may ask the members to accept the minutes with the corrections. The vote to adopt the minutes can then go ahead on that basis. Once the minutes have been adopted this should be recorded.

It is not appropriate, at this time, to have further debates on decisions that were made at the previous meeting.

## Business arising from the previous meeting

Items for discussion from the previous meeting will be listed on the agenda.

Any reports or information requested at the last meeting are discussed, and decisions are recorded.

This is where previous motions are discussed, if required.

## Inwards/outwards correspondence

Letters that have been sent/received are tabled.

Any written correspondence received or sent since the last meeting is discussed, and motions are recorded.

## School Association Financial Report

The Treasurer presents an update on the School Association Financial Report. Any discussion and motions are recorded.

## Reports

Reports written for the meeting are tabled and discussed, and motions are recorded.

Written reports are to be kept with the minutes.

## General business

General business items are items that have been added to the agenda and will be announced individually by the Chairperson.

Once discussion is complete, the Chairperson calls on someone to put forward or move a motion. Motions must be put to a vote. Once the motions receive a majority (more than 50%) they become resolutions. A seconder is someone who agrees that a motion should be put forward or moved. Sometimes amendments to a motion are suggested. Only after the amendments are discussed and accepted can the amended motion be brought to the vote.

## Any other business

It is at this point in time that the members are able to raise additional issues they feel should be discussed. These include any items which are not listed on the agenda. No extremely important or complex issues should be raised unannounced during this part of the meeting. If an urgent matter must be dealt with at the meeting the Chairperson should be informed before the meeting begins. A revised agenda can then be drawn-up. If the Chairperson feels that any of the issues brought up for discussion are too complex they may call for another meeting to discuss the issue or, alternatively, put it on the agenda for the next scheduled meeting.

## Close of meeting

Once all the issues have been put forward and discussed, the Chairperson advises members of the date and time of the next meeting. The meeting is now officially closed, and the time of closure should be recorded in the minutes.



## SCHOOL ASSOCIATION SUBCOMMITTEES

### What is a subcommittee?

A School Association Committee may choose to have one or more subcommittees.

A subcommittee has powers and performs functions that have been delegated by the Committee. The Committee documents the functions and powers of a subcommittee in a document called the Terms of Reference [[Template 12](#)]. The Terms of Reference (ToR) set out how the meetings will be managed and organised.

Examples of the functions and powers that may be delegated to a subcommittee are:

- specific fundraising activities
- event coordination
- school canteen
- school uniform shop.

### Who chairs a subcommittee?

A subcommittee must consist of one member from the Committee, who must act as Chairperson of the subcommittee and report to the Committee on subcommittee activity.

### Who can be on a subcommittee?

A subcommittee can then be made up of any other members of the School Association deemed appropriate by the Committee; this can include other members of the Committee or members of the wider School Association.

### How long do subcommittees last?







Normally a subcommittee is set up for a time-limited period. However, longer-term subcommittees (or standing subcommittees) may also be needed.

The length of time that a subcommittee exists should be documented in the Terms of Reference [[Template 12](#)]. Subcommittee that have existed for a year or longer should be reviewed by the Committee.

A good time to review subcommittees is after the AGM.



## Suggested process for establishing and operating a subcommittee

 STEP 1	<b>SCHOOL ASSOCIATION COMMITTEE</b> School Association Committee identifies the need for a subcommittee.
 STEP 2	<b>SCHOOL ASSOCIATION COMMITTEE</b> The Committee develops a subcommittee Terms of Reference and identifies the Committee representative who will act as Chairperson of the subcommittee.
 STEP 3	<b>SCHOOL ASSOCIATION</b> Subcommittee membership is sought from the School Association.
 STEP 4	<b>SUBCOMMITTEE</b> Subcommittee attends first meeting and reads Terms of Reference.
 STEP 5	<b>SUBCOMMITTEE</b> Subcommittee works through the Terms of Reference functions to develop a plan, implements this plan, and reports to the Committee.
 STEP 6	<b>SCHOOL ASSOCIATION COMMITTEE</b> The Committee annually reviews subcommittee Terms of Reference.



## SCHOOL ASSOCIATION FINANCIAL AFFAIRS

The Committee must make and keep written financial records in relation to the School Association. These records should correctly record and explain the School Association's financial affairs and enable true and fair financial statements to be prepared and audited in respect of the School Association.

The financial records of the School Association must be stored at the school. Where possible the records are to be stored electronically. The financial records of the School Association must be kept for a period of seven years and should be made available for inspection by any member of the Committee, the Secretary of the Department for Education, Children and Young People (the Secretary) or a person authorised by the Secretary, at any time.

### School Association bank accounts

A School Association may open, maintain and operate such authorised deposit-taking institution accounts as it considers necessary for the purposes of carrying out its functions.

In order to minimise the level of effort that is required to control and monitor the accounts, it is recommended that School Associations keep to a minimum the number of accounts operated.

If a Committee elects to open, maintain and operate an authorised deposit-taking institution account, the account must be in the name of the School Association as it appears in the [Constitution](#).

The account must be kept with an authorised deposit-taking institution agreed by majority vote of the Committee and operated by no less than two members of the Committee, one being the Treasurer and one other member of the Committee as nominated by the Committee.

Except with the authority of the Committee, no payment of an amount exceeding one hundred dollars can be made from the funds of the School Association other than by cheque or electronic funds transfer drawn on the School Association's authorised deposit-taking institution account.

No cheques or electronic funds transfers may be drawn on the School Association's authorised deposit-taking institution account, or used, except for the payment of expenditure that has

been authorised by the Committee. This could be done through a process of up-front agreement on budget expenditure at the Committee, and agreement to examine the expenditure report at each meeting to ensure that expenditure matches with what the Committee agreed. This authorisation must be recorded in the minutes as a motion.

All cheques and electronic funds transfers must be signed by the Treasurer and one other member of the Committee as nominated by the Committee.

If the Treasurer is unavailable the Committee must nominate another member of the Committee to sign.

Records of all financial transactions must be maintained by the Treasurer and made available for review by any member of the Committee upon their request.

The Treasurer of the School Association maintains all financial records, which are to include records of:

- i. all authorised deposit-taking institution accounts
- ii. all income
- iii. all payments
- iv. all cash transactions and holdings
- v. all assets and liabilities.

### External financial audit

The financial affairs of the School Association must be audited annually and there is no ability to apply for an exemption.

A person appointed as auditor must be:

- i. a member of [Certified Practising Accountant Australia \(CPA\)](#) who is entitled to use the letters 'CPA' or 'FCPA'; or
- ii. a member of The Institute of Chartered Accountants in Australia who is entitled to use the letters 'CA' or 'FCA'; or
- iii. a member of the Institute of Public Accountants who is entitled to use the letters 'MIPA' or 'FIPA'; or
- iv. an employee of a public sector entity who has the maturity, commercial skills and experience to examine the financial affairs of the School Association; or
- v. an employee of an insurance company, financial institution or other financial or commercial organisation, who has the maturity, commercial skills and experience to examine the financial affairs of the School Association.



The person appointed must not be a member of the Committee. The person appointed has all the powers of an authorised auditor. The auditor is to be appointed in an honorary capacity. Where this is not possible the auditors fees are to be negotiated and confirmed prior to the appointment and agreed by majority vote of the Committee.

This audit is intended to be in an honorary capacity where possible to limit expense. There are a number of people within the Department for Education, Children and Young People who could potentially undertake the audit, for example a School Business Manager from a nearby school or a parent of the school (that is not on the Committee) with audit experience and who meets the criteria above.

The Treasurer must submit to the appointed auditor for examination the records, accounts, books and financial statements of the School Association as required by the auditor as soon as possible after the end of the School Association Year, and before the Annual General Meeting.

The auditor must be given complete access to the financial affairs of the School Association. The auditor's report must be tabled by the Treasurer at the Annual General Meeting. The auditor's report must be stored with the financial records of the School Association at the school and kept for a period of seven years. They must be made available for inspection by the Secretary or a person authorised by the Secretary, at any time.

## Australian Business Number (ABN)

School Associations may be required to have an ABN. If the School Association is undertaking regular financial transactions (for example, purchasing goods to sell in a School Association run canteen) the School Association will need to register for an ABN. This enables the School Association to transact with businesses who will usually request an ABN when supplying goods or services. School Associations are categorised as 'State Government - Other Incorporated Entity' when completing an ABN registration form.

Further information is available on the [Australian Business Register](#) website. This site enables the user to register for an ABN or amend an ABN.

It is possible to operate without an ABN, so if you are unsure and require assistance with an ABN query please e-mail [FinServ@decyp.tas.gov.au](mailto:FinServ@decyp.tas.gov.au).

## Goods and Services Tax (GST)

School Associations can make the decision whether or not to register for the GST.

To provide general guidance on GST registration the following should be considered:

- If the annual turnover is expected to be greater than \$150,000 you may be required to register for GST.
- If the annual turnover is less than \$150,000, the School Association will probably not be required to register for GST.

If the School Association does register for GST and then operates within the GST system the School Association will be able to charge and collect GST. The School Association must also meet GST lodgement requirements with the [Australian Taxation Office \(ATO\)](#). If the School Association is not registered for GST it will not charge or collect GST and will not be able to claim back the GST on purchases made.

For School Associations that receive income over \$150,000 per year it is recommended that professional advice is sought on GST requirements.

It is very important to note that accurate book keeping is important to be able to comply with legislative rules for GST. Registering for GST does involve a greater level of work and extra administrative cost, so it is recommended that School Associations give careful consideration before proceeding with registering for GST.

### WHAT DOES IT MEAN TO BE REGISTERED?

If the School Association decides to register for the GST it will be required to:

- charge, collect and account for GST on taxable supplies
- remit any GST collected on taxable supplies to the ATO
- account for any GST paid as part of the price of any goods and services purchased
- claim back from the ATO an input tax credit for GST paid as part of purchases of goods and services
- complete a Business Activity Statement (BAS) and submit this to the ATO on a quarterly basis.

### WHAT ABOUT THE SCHOOL CANTEEN?

If the School Association is registered for GST and, as part of its activities, runs the school canteen, this operation receives special treatment under the GST legislation: in the operation of canteens and tuckshops, School Associations can elect to be "input taxed".





### DO YOU REQUIRE FURTHER ASSISTANCE?

The Department for Education, Children and Young People will assist any School Association that requires further information or assistance in relation to registration or any other GST matter.

Contact:

[ServiceCentre@decyp.tas.gov.au](mailto:ServiceCentre@decyp.tas.gov.au) or  
phone the Service Centre on  
1800 816 057

What this means:

- School Associations do not have to charge GST on food sold in the school canteen.
- However, School Associations will not be able to claim back a refund for any GST that is included in costs associated with the canteen.

In some instances, such costs will be easy to identify. However, complex rules of apportionment will be required for some outgoings that relate partially to the canteen.

It is important to note that this means that canteen costs will need to be carefully accounted for separately within School Association accounting systems to ensure that GST paid on these costs is not claimed back in error from the ATO when claiming other input tax credits.

Please note:

If your School Association is running a School Canteen or a School Uniform Shop it may also need to refer to *Ministerial Instruction No 12* for School Associations as it might be a restricted activity.

#### WHAT ELSE DOES GST APPLY TO?

As a general rule, once registered, School Associations will need to account for GST on all things other than those outlined above. This would include, for example:

- membership subscriptions
- enterprises conducted, such as school fetes, bookshops, stationery or uniform supplies
- sale of surplus assets.

Do not forget that School Associations will be able to reduce GST paid by making sure that they claim back the GST component on any costs that the School Association incurs in connection with their activities.

#### WHAT ABOUT DONATIONS TO A SCHOOL?

If a School Association makes a donation to a school there are no GST implications for the school. A donation is a genuine gift where the school is not obliged to provide or do anything in return for the donation. A mere acknowledgment as to the source of a donation is not sufficient to render the donation not to be a gift.



# FORMS AND TEMPLATES

This section provides suggested forms and templates to support the work of School Associations.

If there is a requirement to use a specific form or template this is clearly identified.

Please note: School Association documentation should not be on Department for Education, Children and Young People letterhead.



# Template 1 – Optional Form: School Association Appointment of Committee Member

(School Association documentation should not be on Department for Education, Children and Young People letterhead)

## Appointment as Community Member of [INSERT NAME] School Association

- Completed forms can be posted, scanned and emailed to: [INSERT EMAIL ADDRESS], or passed in at the School Office. Please check all details carefully as incomplete forms cannot be accepted.
- A copy School Association Constitution is available from the office or by visiting the Online School Association Constitution Register at <https://publicdocumentcentre.education.tas.gov.au/SchoolAssocCons>
- Note: two existing members of the School Association must nominate a community member. Positions are for a period of three years.

Community member name:  
.....  
.....

Address:  
.....  
.....

Phone:  
.....  
.....

Email:  
.....  
.....

Reason for inclusion as a community member:



I, ....., consent to this appointment as a community member of the [INSERT NAME] School Association.

Signature..... Date...../...../.....

Current School Association members to complete to nominate the community member:

Member 1:

Member 2

Name .....  
Name.....

Signature.....  
Signature.....

Address.....  
Address.....

.....  
.....

The final outcome of this nomination will be communicated in writing from the School Association Committee.

---

School Association Committee endorsement:.....Date...../...../.....



## Template 2 – Optional Template: School Association Member Register

*(School Association documentation should not be on Department for Education, Children and Young People letterhead)*

# [Insert School Name] School Association Member Register

Register of School Association Members for [Insert School Association Year]

### Parent Members

Parents and staff are taken as those in the school data systems.

This information is maintained by the school.

This excludes the following parents who have requested not to be members:

[Name]

### Staff Members

Staff are current staff employed on a permanent basis or fixed-term contract at the school and are recorded in the school data systems.

This information is maintained by the school.

This excludes the following staff who have requested not to be members:

[Name]

### The Principal

The Principal is an automatic member of the School Association.

### Community Members

Expiry Date of Membership

Community members are as follows:

[Name] of [House Number, Street Suburb] contactable by [Telephone and/or Email]

[Name] of [House Number, Street Suburb] contactable by [Telephone and/or Email]

[Name] of [House Number, Street Suburb] contactable by [Telephone and/or Email]



## Template 3 – Checklist: Holding Elections

### Checklist – Holding Elections

The election of the School Association Committee must be held before the end of each School Association Year or where a member retires before the end of their two-year term. The election process steps are undertaken by the School Association Committee or Returning Officer as detailed.

*\* Note:* The timings shown are based on a School Association Year that ends on 31 March. If your Association has nominated an alternative School Association Year in your Constitution, you will need to adjust the timeframe to suit your School Association Year.

Complete	Term 4* Tasks
<input type="checkbox"/>	Identify Committee Members due for retirement at the end of the School Association Year. <i>Hint:</i> Not less than one-half of each of the parent members, staff members and community members must retire each year, so generally the members due for retirement were elected two years earlier. Members who have completed their term on the Committee can re-nominate if they still meet the requirements of the position.
<input type="checkbox"/>	Notify the Principal which members of the Committee are due to retire.
<input type="checkbox"/>	Confirm who is able to nominate and vote in the election process by referring to the School Association member register.
<input type="checkbox"/>	Set a date for the closing of nominations and include it in the communication strategy. Remember to allow enough time to: <ul style="list-style-type: none"><li>• conduct a ballot if there are more nominations than vacant positions</li><li>• call for more nominations if insufficient were received to fill all the vacant positions.</li></ul>
<input type="checkbox"/>	The Principal is to nominate the Returning Officer for the election process.
<input type="checkbox"/>	The Returning Officer to plan with the Committee the process for conducting the elections and for holding a ballot if more nominations are received than positions vacant.
<input type="checkbox"/>	The Returning Officer to develop, with the Committee, the communication strategy for conducting the election ensuring that information can reach <u>all</u> members of the School Association, for example social media, school newsletter, emails or notes home. The communications should include: <ul style="list-style-type: none"><li>• the number of and type of vacancies to be filled (i.e. parent representative, staff representative, community representative)</li></ul>



	<ul style="list-style-type: none"> <li>• how to nominate for a position on the Committee, including where to obtain a representative nomination form and what is required to complete it</li> <li>• the closing date for nominations and where to lodge completed nomination forms</li> <li>• the process for conducting an election if necessary.</li> </ul>
<input type="checkbox"/>	<p>The Returning Officer is to</p> <ul style="list-style-type: none"> <li>• publicise the calling for nominations as per the prescribed communication strategy</li> <li>• open the nomination process and receive nominations.</li> </ul>
Complete	Term 1* Tasks
<input type="checkbox"/>	The Returning Officer can re-issue the communications calling for nominations prior to the initial nomination period closing.
<input type="checkbox"/>	<p>After the closing date for receiving nominations, the Returning Officer is to:</p> <ul style="list-style-type: none"> <li>• call for further nominations to fill vacancies (if not enough nominations have been received)</li> <li>• hold a ballot using the established process where necessary (if the number of nominations for any vacancy exceed the number of positions available).</li> </ul> <p>If the number of nominations exactly fill all the vacancies a ballot is not required and the Returning Officer is to declare the nominated candidates duly elected.</p>
<input type="checkbox"/>	The Returning Officer is to announce the elected Committee members at the Annual General Meeting (AGM).
<input type="checkbox"/>	<p>The officer holders for the Executive of the School Association Committee (the role of Chairperson, Deputy Chairperson, Secretary and Treasurer) are elected at the first Committee meeting following the Committee election process. The election of office holders is conducted by the Principal and office holders are elected for one year.</p> <p><i>Hint:</i> This first Committee meeting where office holders are elected is usually held immediately after the AGM closes.</p>



## Template 4 – Optional Form: School Association Committee Nomination

*(School Association documentation should not be on Department for Education, Children and Young People letterhead)*

### [SCHOOL NAME] School Association Committee Nomination Form

- Completed forms can be posted, scanned and emailed to: [INSERT EMAIL ADDRESS] or passed in at the School Office. Please check all details carefully as incomplete forms will not be able to be accepted.
- A copy School Association Constitution is available from the office or by visiting the Online School Association Constitution Register at <https://publicdocumentcentre.education.tas.gov.au/SchoolAssocCons>

The School Association Committee has vacancies commencing [INSERT School Association Year]. There are [INSERT NUMBER] parent/staff/community member vacancies on the Committee. Positions are for a period of [x] years.

Nominations for these vacancies close on [INSERT DATE]. If there are more nominations than vacancies elections will be held on [INSERT DATE].

Further information on the School Association can be found at: [INSERT]

- the School Office
- <https://www.decyp.tas.gov.au/about-us/community-and-engagement/school-association-committees/>

[INSERT NAME] School Association invites you to consider nomination for one of these positions. To nominate please complete the information below.

#### Nominated Person's Details

I \_\_\_\_\_ confirm that I am a member of the [INSERT SCHOOL NAME] School Association and I wish to nominate for the position of [parent/staff/community member] on the School Association Committee

Signed by nominator: ..... Date:...../...../.....

Proposer Name: ..... Signed: .....

Seconder Name: ..... Signed: .....

Please note the proposer and seconder should be from the same category of membership, i.e. parents nominate parents, staff nominate staff, community members are nominated by any member.

Please return this form to the Returning Officer [INSERT NAME] by [INSERT DATE].



## Template 5 – Optional Template: School Association Committee Ballot Paper

*(School Association documentation should not be on Department for Education, Children and Young People letterhead)*

[Name] School Association Committee [Parent/Staff/Community] Member Ballot Paper	[Name] School Association Committee [Parent/Staff/Community] Member Ballot Paper	[Name] School Association Committee [Parent/Staff/Community] Member Ballot Paper
Election of parent/staff/community [please select] representatives to the School Association Committee.	Election of parent/staff/community [please select] representatives to the School Association Committee.	Election of parent/staff/community [please select] representatives to the School Association Committee.
Place a tick <input checked="" type="checkbox"/> against the name of the candidate that you wish to elect to the School Association Committee.	Place a tick <input checked="" type="checkbox"/> against the name of the candidate that you wish to elect to the School Association Committee.	Place a tick <input checked="" type="checkbox"/> against the name of the candidate that you wish to elect to the School Association Committee.
There are [insert number] vacancies to be filled, therefore, please only mark up to [insert number] boxes.	There are [insert number] vacancies to be filled, therefore, please only mark up to [insert number] boxes.	There are [insert number] vacancies to be filled, therefore, please only mark up to [insert number] boxes.
<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]
<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]
<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]
<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]	<input type="checkbox"/> [Insert Name]
All ballot papers must be returned by [insert date].	All ballot papers must be returned by [insert date].	All ballot papers must be returned by [insert date].
Please return the ballot paper to (in the Ballot Box located in the [insert location]) / send via email to [insert address] / return in the envelope provided).	Please return the ballot paper to (in the Ballot Box located in the [insert location]) / send via email to [insert address] / return in the envelope provided).	Please return the ballot paper to (in the Ballot Box located in the [insert location]) / send via email to [insert address] / return in the envelope provided).
Thank you for your participation.	Thank you for your participation.	Thank you for your participation.



# Template 6 – Optional Form: Amending the School Association Constitution

*(School Association documentation should not be on Department for Education, Children and Young People letterhead)*

## Amending the School Association Constitution

Your School Association Committee may wish to use this form to identify proposed amendments to the School Association's Constitution. Please delete rows where no changes to the constitution are proposed.

Provide a copy of this form to [Legal.Services@decyp.tas.gov.au](mailto:Legal.Services@decyp.tas.gov.au) with a copy of the Constitution with the changes.

Please complete the following:
Name of School Association:
Name of Chair of School Association:
Chair of School Association's signature:
Name of Principal of School:
Principal's signature:



Constitution Rule Number	Where this column has a cross information must be entered	School Association to tick when information is entered	School Association to identify amendments proposed and reasons for these amendments
1 Name of School Association	X		[School Name] Association.
2 Definitions and Interpretation	X		School Association Year means each period of 12 months ending on [31 March OR change to another date selected by the School Association].
2.1 Definitions - general			
2.2 Definitions incorporated from <i>Education Act 2016 (Tas)</i>			
2.3 Interpretation			
2.4 Constitution not to affect application of Act			
3 Functions			
4 Powers			
4.1 Powers of School Association generally			
4.2 Authorised deposit-taking institution account			
5 Performance and exercise of functions and powers of School Association			
6 Duty to comply with Act and Secretary's instructions			
7 Membership of School Association			
7.1 Membership			
7.2 Community members			



7.3 Person may elect not to be parent member or staff member			
8 Committee			
8.1 Establishment of Committee			
8.2 Committee's functions and powers			
8.3 Principal taken to be member			
8.4 Election of members of Committee			
8.5 Conduct of elections for members of Committee and related matters			
9 Term of office of members of Committee			
9.1 Application			
9.2 General rule			
9.3 Rotation of office			
9.4 Casual vacancies			
9.5 Vacation of office			
10 School Association's officeholders			
10.1 Officeholders			
10.2 Election and removal of Specified Officeholders			
10.3 Role of Secretary of School Association			
10.4 Role of Treasurer of School Association			
11 Student representative			
12 Subcommittees of Committee			



I3 School Association meetings			
I3.1 General meetings			
I3.2 Business of the annual general meeting			
I3.3 Convening of general meetings			
I3.4 Notice of general meetings			
I3.5 Quorum for general meetings			
I3.6 Chairperson of general meetings			
I3.7 Voting at general meetings			
I3.8 General conduct of meetings			
I4 Committee meetings			
I4.1 When Committee must meet			
I4.2 Quorum			
I4.3 Use of technology			
I4.4 Chairperson for meetings			
I4.5 Voting			
I4.6 Conflict of interest			
I4.7 Circulating resolution			
I4.8 Observers			
I5 Payments to members of the Committee			
I6 Execution of documents			
I6.1 Execution of documents using a seal			



16.2 Execution of documents without a seal			
17 Information to be provided by Principal			
18 Financial and related records			
19 Amendment of this Constitution			
20 Indemnity			
21 Liability			
Schedule I	X		The Committee must have not more than [11 members OR change to increase the maximum committee size to 12, 13, 14 or 15].

Please detail any other amendments proposed and the reasons for these amendments



## Template 7 – Optional Template: School Association Agenda

*(School Association documentation should not be on Department for Education, Children and Young People letterhead)*

### Agenda

[INSERT School Association Name]

[Insert meeting type] Agenda

Date/Time:

Venue:

Meeting opened:

Meeting recorder:

Chairperson:

Observers:

Agenda	Presenter	Time available
Welcome and introductions	Chair	(5) minutes
Present and apologies	Chair	
Quorum noted		
Conflict of interest declarations	All	
Minutes from the previous meeting	Chair/All	
Business arising from the previous meeting	Chair/All	
Correspondence In/Out	Secretary	
School Association Finance Report	Treasurer	
Reports (including Principal reports, Subcommittee reports, Chairperson report)	Committee	
General Business items (e.g. Policies, Plans)	Committee	
Any other business	Chair	
Close	Chair	
Date of next meeting	Chair	

## Template 8 – Optional Template: School Association Minutes

*(School Association documentation should not be on Department for Education, Children and Young People letterhead)*

### Minutes

[INSERT School Association Name]

[Insert meeting type] Minutes

Date/Time:

Venue:

Meeting opened:

Meeting recorder:

Chairperson:

Observers:

No	Agenda Item	Actionable by who
1	Welcome and introductions	Chair
2	Present and apologies	Chair
3	Conflict of interest declarations	
4	Minutes from the previous meeting	
5	Business or Actions arising from the previous meeting	
6	Correspondence In/Out	
7	School Association Finance Report	
8	Reports	
9	General items	
10	Any other business	
11	Close	
12	Date of next meeting	



## Template 9 – Checklist: Holding an Annual General Meeting

### Checklist – Holding Annual General Meetings

The Annual General Meeting (AGM) of the School Association is to be held as close as practicable to the end of the School Association Year.

*\* Note:* The timings shown are based on a School Association Year that ends on 31 March. If your Association has nominated an alternative School Association Year in your Constitution you will need to adjust the timeframe to suit your School Association Year.

Complete	Term 4* Tasks
<input type="checkbox"/>	Identify the date, venue and timing for AGM, setting the date for the AGM as close as practical to the end of the Association Year (generally 31 March but check your Association's Constitution for the date of your Association Year).  <i>Hint:</i> Establishing the AGM date months in advance allows for the AGM details to be included in communications about the Committee Member elections and planning for the requirements to be completed before holding the AGM.
<input type="checkbox"/>	Check that members of the Committee can attend the AGM to ensure there will be a quorum in line with your Association's Constitution. No business can be conducted at the AGM unless a quorum is present.
<input type="checkbox"/>	Check that the Auditor appointed at the previous AGM is still available to audit the School Association's financial records, other information they might require and how much time they will require to complete the audit. This will assist with having an audited financial report ready for the AGM.
Complete	Term 1* Tasks
<input type="checkbox"/>	Deliver the financial information the Auditor needs as per the conversation with them in Term 4.
<input type="checkbox"/>	Prepare a written School Association Annual Report for presentation at the AGM. This report can include what has been done during the previous 12 months and previously planned future activities or direction.
<input type="checkbox"/>	At least 14 days prior to the date chosen for the AGM, the Secretary of the School Association (or, if there is no Secretary, the Principal) must advertise the time, date, venue and business of the AGM, through the School Newsletter and other communication mechanisms as appropriate.

<input type="checkbox"/>	Prepare the agenda for the AGM with the Committee and make copies available for the AGM.
<input type="checkbox"/>	Have copies of the Minutes of the previous AGM (and the minutes of any Special General Meetings held during the past year) available for presentation at the AGM, along with the School Association's Annual Report.
<input type="checkbox"/>	Have copies of the audited Financial Report available for presentation by the Treasurer at the AGM.
<input type="checkbox"/>	Have copies of the School's Annual Report available for presentation by the Principal at the AGM.



# Template 10 – Optional Template: School Association Motion Table

(School Association documentation should not be on Department for Education, Children and Young People letterhead)

## Motion Table

No	Month	Year	Decision	First mover	Seconder	Result
1	01	2018	Example:  A Smith/B Walker: 'That ABC School Association endorses the donation of \$500 to the school for the purchase of sports equipment as presented by the Fundraising Subcommittee'	Smith	Wilson	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

## Template 11 – Optional Template: School Association Motion Table

*(School Association documentation should not be on Department for Education, Children and Young People letterhead)*

### Motions – What, Why and How

#### What is a motion?

A motion is a specific decision resulting in an action being taken, it is not easily changed and if carried has the support of the majority eligible to vote. Motions allow for actions to happen.

Within a School Association Committee, the below items need a motion:

<b>Apologies</b>	Accepting the apologies means that you have accepted a person being absent.
<b>Minutes from a previous meeting</b>	Accepting the minutes of the meeting held (date) having been circulated be taken to be read and confirmed as an accurate record.
<b>Correspondence</b>	Accepting inward correspondence and outward correspondence endorsed.
<b>School Association Financial Report</b>	Accepting the financial report presented. Every committee member has a responsibility to ensure that the financial records are correct. Voting to accept the report means you take your share of the responsibility.
<b>Reports</b>	Accepting any written or verbal reports.
<b>Financial Items</b>	A motion would be presented for any decisions in relation to spending funds.
<b>Other actions</b>	A motion would be presented for any decisions that require an action.

#### How to present a motion

MOTIONS ARE FORMAL PROPOSALS PRESENTED TO A COMMITTEE.

To make a motion legitimate it must be:

- presented to a quorum of voters
- moved, by a person eligible to vote
- seconded, by a person eligible to vote
- voted on, by those eligible to vote
- if a majority of voters vote for the motion, it is considered to be passed and becomes known as a resolution, meaning a firm decision to do or not to do something.

Merely making a suggestion without the above steps is **NOT** a motion.

For example:



“Does everyone agree to move the date of the school fair to June 30th?” is **NOT** a motion.

A Motion for moving the date of the school fair would be proposed in the following way:

“I move that the date of the school fair is changed to June the 30<sup>th</sup>.”

The Chairperson would then call for a Seconder: “Is there someone willing to second that?”

Once there is a seconder the Chair would call for a vote, usually an indication given verbally or by hand to the following questions:

“All those in favour? Those against? Anyone wish to abstain?”

If the majority vote is in favour then the motion is Carried. In the earlier example the resolution is that the date of the school fair is moved to June 30<sup>th</sup>.

The Motion must be recorded in the minutes of the meeting.

Moved: J. Citizen Seconded: Z. Abc that the date for the school fair be moved to June 30<sup>th</sup>. Carried

Motions can be done via email if the requirements as outlined in your School Association Constitution Clause 14.7 Circulating Resolution are met.

#### *14.7 Circulating resolution*

*(a) The Committee may pass a circulating resolution without a meeting being held.*

*(b) A circulating resolution is passed if all members of the Committee entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 14.7*

*(c) or clause 14.7(d). (c) Each member of the Committee signs:*

*(i) a single document setting out the resolution and containing a statement that they agree to the resolution, or*

*(ii) separate copies of that document, as long as the wording of the resolution is the same in each copy.*

*(d) Each member of the Committee sends an email to all other members of the Committee agreeing to the resolution as set out in the email.*

*(e) A circulating resolution is passed when the last member of the Committee signs or otherwise agrees to the resolution in the manner set out in clause 14.7(c) or clause 14.7(d).*

The emails need to be included at the next meeting and kept with the minutes. This provides an open and transparent record of resolutions made by a committee. The motion should also be recorded on the motion register.

## Template 12 – Optional Template: Subcommittee Terms of Reference

(School Association documentation should not be on Department for Education, Children and Young People letterhead)

### Terms of Reference

[School Name] School Association

[Title of subcommittee]

#### 1. Function and powers of the subcommittee

The [Title] subcommittee has been established to perform the following functions on behalf of the Committee:

[List functions here]:

In exercising these functions the [Title] subcommittee has the powers to:

[List powers here]:

[Title] subcommittee is to operate in accordance with all applicable laws. This includes:

- The Education Act 2016 (Tas);
- The Education Act Regulations 2017;
- Ministerial Instruction No 12 for School Associations;
- The Secretary's Instruction No 7 for School Associations; and
- School Association Constitution.

The School Association Committee reserves its powers to terminate the [Title] subcommittee at any time.

#### 2. Term of subcommittee

The [Title] subcommittee will be established from [date] until [date]. Within this time the [Title] subcommittee will be reviewed [annually, monthly, or quarterly].

#### 3. Membership

*Please note in agreeing membership, the Committee needs to consider the size of the subcommittee. Larger groups can slow actions and decision-making, and can make it difficult to arrange suitable meeting times and locations.*

The [Title] subcommittee shall consist of no more than [x] members.

The [Title] subcommittee will consist of:

[Name Committee representative] (Please note that an appointed Committee member must assume the role of Chairperson and must report to the Committee on the activities of the subcommittee).

[List other members of Committee] (if applicable)

[List members of School Association] (if applicable)

[Student representative] (if applicable)

[Other representatives, consultants or advisors] (if applicable)



[Observers] (if applicable)

#### 4. Subcommittee Roles

##### a) Chairperson of Subcommittee

The Chair, [INSERT Committee member's name] shall convene the [Title] subcommittee meetings.

If the designated Chair is not available then the meeting cannot proceed. Please note: that the Chair of the [Title] subcommittee does not exercise the same powers within the School Association as the Chairperson of the School Association Committee.

The Chair of the subcommittee will:

- present reports to the School Association Committee on activities of the subcommittee at the intervals agreed by the Committee
- consult with the Secretary in the preparation of the agenda and check the accuracy of any minutes
- monitor time during the meeting
- manage conflict of interest and dispute processes.

##### b) Secretary of Subcommittee

The Secretary, [name], shall act and perform the functions of secretary for the [Title] subcommittee.

The Secretary of the subcommittee will:

- store accurate records of the subcommittee at the school
- work with the School Association Treasurer to ensure accurate financial records
- prepare and advertise meetings
- prepare meeting agendas
- prepare and distribute reports, minutes, correspondence and other records to the meeting
- record the minutes of the meeting, ensuring that the minutes reflect decisions, actions, motions, attendance and conflict of interest.

#### 5. Agenda Items

The Chair and the Secretary of the [title] subcommittee will determine the agenda [LINK TEMPLATE] [number of days] working days prior to the next scheduled meeting.

The [Title] subcommittee agenda, with attached meeting papers, will be distributed at least [number of days] working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

#### 6. Minutes & Meeting Papers

The minutes [LINK TEMPLATE] of each subcommittee meeting will be prepared by the Secretary.

Full copies of the minutes, including attachments, shall be provided to the [Title] subcommittee no later than [number of days] working days following each meeting.

Decisions and recommendations will be made by consensus/majority vote of the [Title] subcommittee and will be presented to the School Association Committee for approval.

All recommendations and decisions will be recorded in the minutes.

By agreement of the [Title] subcommittee, out-of-session decisions [will be/will not be] deemed acceptable. All out-of-session decisions shall be recorded in the minutes of the next scheduled [Title] subcommittee meeting.

The minutes of each [Title] subcommittee meeting will be monitored and maintained by the Secretary in accordance with the School Association Constitution. Electronic or paper copies of minutes, meeting papers and agendas will be stored in the School Office, where they must be kept for a period of seven years.

#### 7. Frequency of Meetings

The subcommittee shall meet [insert timeframe or Meeting Schedule].

Notice of meetings must be provided to subcommittee members no less than seven days in advance of the meeting date.

#### 8. Quorum Requirements

[This section cannot be changed as it is a requirement of the School Association Constitution]

The quorum for a subcommittee meeting is one-half of the members of the subcommittee plus one. A subcommittee must not conduct its business unless a quorum is present.

#### 9. Reporting

The [Title] subcommittee must provide a report to the School Association Committee every [insert frequency determined by the Committee]. This report will be presented at the Committee meeting.

#### 10. Conflict of Interest

At the commencement of each [Title] subcommittee meeting, the Chair must ask members to review the agenda and disclose any potential conflict/s of interest which may require them to be excused from deliberation and decision-making when that agenda item is raised. This must include declaring any membership or official duties of any other associations or committees. This must be recorded in the minutes.

In addition, if a member of the [Title] subcommittee has a direct or indirect interest in a contract entered into by the School Association, or a proposed contract that the School Association is considering entering into, the member:

- must disclose the conflict of interest to the Committee or subcommittee as soon as he or she becomes aware of it
- must not take part in any deliberation or decision of the School Association or subcommittee that relates to that contract or proposed contract.

#### 11. Dispute Resolution

[To be determined by the Committee and documented below].

It is always best to discuss issues openly within the subcommittee; however, if an issue cannot be resolved you can use the steps below.

In the event of a dispute of the subcommittee the following process shall be followed:



Step One	If the matter is not resolved, the Chairperson of the subcommittee will coordinate any dispute resolution process. Where the Chairperson of the subcommittee is involved, the issue should go to the School Association Committee Chairperson.
Step Two	If this does not resolve the matter, the issue will be presented to the School Association Committee Chairperson for resolution.
Step Three	If the matter cannot be resolved by the School Association Committee Chairperson, the matter may be referred to the Director, School Improvement.

## Template 13 – Mandatory Form: Restricted Activity Application Form

(School Association documentation should not be on Department for Education, Children and Young People letterhead)

### Restricted Activity Application Form

*This form must be used when making an application for a Restricted Activity.*

Name of School Association	
Date of Application	
Chair of the School Association Committee	(Name) (Signature)
Principal of the School	(Name) (Signature)
Identify the Restricted Activity	Please tick
Employing any person	
Holding or otherwise dealing with real property	
Borrowing money from any person or organisation	
Loaning money to any person or organisation	
Entering into contracts with a contract price or value of more than \$5,000	
Critical Date	Is there a critical date for a decision?

Please note your privacy is protected - information that you share with us is confidential.



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#### Additional Information and Evidence Required

Please attach copies of all the relevant information below. Please note legal advice and an application for Secretary approval cannot start without all of the information identified below.

		Please tick if attached
A. Employing any person	Background and reasons for needing to employ a person; A copy of the proposed employment arrangement/contract of the person/s being employed; A copy of the workers compensation insurance cover held by the School Association; Information as to how the employee is to be managed including the work health and safety requirements.	
B. Holding or otherwise dealing with real property	Background and reasons for needing to own or deal with real property. This should include the future plans for the property, or proceeds of any sale/leasing arrangements; A copy of the relevant ownership papers (e.g. certificate of titles); Information relating to the management of the real property (e.g. lease agreements, insurances etc.).	
C./D. Borrowing or loaning money from any person or organisation	Background and reasons for needing to borrow money, or loan money. This should include whether the loan is a short-term or long-term arrangement; A copy of the relevant loan agreements.	
E. Entering into contracts with a contract price or value of more than \$5,000	Background and reasons for needing to enter into a contract. This should include why the school could not enter into the contract; A copy of the proposed contract, purchase order or quote (e.g. school uniform clothing order); A copy of any legal advice sought on the contract.	

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Please attach with your application a Risk Assessment.

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Please note: If you do not provide all of the information needed to process your application it will be considered an incomplete application. Where information is not available, School Associations are requested to provide a written statement addressing the points above.

## Template 14 – Optional Form: Inability to Form or Maintain School Association Committee Form

(School Association documentation should not be on Department for Education, Children and Young People letterhead)

### Inability to form or maintain School Association Committee

If a school association committee cannot be formed or maintained the principal is to notify the Minister for Education through Strategic Policy and Projects as soon as practicable. This form includes required information for notifying the Minister. For more information about this requirement see Section 3.2 of [Secretary's Instruction No.7 for School Associations](#).

(**Note:** There is a requirement for the principal to continue to convene school association general meetings in line with minimum requirements set out in the *Education Act 2016* and the association constitution until a committee can be formed.)

**School/college name:**

**Principal name:**

**Date:**

#### CONTEXT

Provide a detailed explanation of the steps taken to attempt to form your school/college association committee.

Outline the reasons why your committee cannot be formed or maintained as intended.

Please send a copy of this form to [schoolassociations@decyp.tas.gov.au](mailto:schoolassociations@decyp.tas.gov.au).

Department for Education,  
Children and Young People





## PART FOUR: RESOURCES AND EXAMPLES

This section provides web based resources for School Associations and the Committee. They will all be found grouped in the School Association portal of the [Tasmanian Department for Education, Children and Young People website](#).

1. [Secretary's Instructions No.7 for School Associations](#)
2. [Ministerial Instructions No 12 for School Associations](#)
3. [Model Constitution for School Associations](#)
4. [Frequently asked Questions about School Associations](#)

Other information to support School Associations can also be found by contacting Tasmanian Association State Schools Organisation (TASSO):

Website <https://www.tasso.org.au/>

Email [info@tasso.org.au](mailto:info@tasso.org.au)

Phone 03 6243 7718

Department for Education, Children and Young People:

School Associations [webpage](#)

Phone 1800 816 057 (Free call)

Email [schoolassociations@decyp.tas.gov.au](mailto:schoolassociations@decyp.tas.gov.au)