



# Uniform Shop Policy

This policy was adopted at the General Meeting of the Chatswood High School P&C Association held on the 19<sup>th</sup> day of May 2017.

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## 1. DEFINITIONS

"CHS" means Chatswood High School

"P&C Association" means Chatswood High School Parents' and Citizens' Association Incorporated

"SRC" means Students' Representative Council

"Uniform Shop" means the Chatswood High School Uniform Shop

"Uniform Shop Sub-Committee" means the Chatswood High School Uniform Shop Sub-Committee

"Convenor" means the P&C elected leader of the Uniform Shop Sub-Committee

"NSW DET" means New South Wales Department of Education and Training

"AGM" means Annual General Meeting

## 2. RATIONALE

The Uniform Shop is situated on the Chatswood High School site. As such, Chatswood High School gives CHS P&C authority to run a Uniform Shop.

Uniform Shop services are provided for CHS students and parents. Students range in age from 11 to 19 years. The Uniform product range is determined by the CHS Principal.

The Uniform Shop is a sustainable not-for-profit operation providing quality school wear at affordable and competitive prices, returning net revenue back to the school community. It is an integral part of the school and complements the school culture and routine.

The current uniform was introduced in 2012 and at the beginning of 2013 the Uniform Shop also accepted responsibility for retailing the "music uniform". The Uniform Shop began selling recycled (second-hand) uniform in 2014; these items are donated to the Uniform Shop.

The CHS Uniform Shop presently sources its products from various suppliers. The Convenor, in consultation with the Uniform Shop Sub-Committee will periodically review supplier performance with special attention to product quality, cost, and delivery lead time and include such observations in reports to the Executive Committee and General meetings, as appropriate.

## 3. UNIFORM SHOP GOALS

The Uniform Shop goals are to:

- a) provide quality affordable school wear on a timely basis.
- b) have practices that are consistent with school policies.
- c) function as an efficient and viable business by setting prices aiming to achieve the P&C Association's prescribed revenue target.
- d) provide an opportunity for active parental/carer involvement in the school community.
- e) encourage courtesy and consideration among all who use the Uniform Shop facilities.
- f) provide a service to the school.

#### **4. UNIFORM SHOP POLICY**

- a) The Association owns and operates the Uniform Shop as a business Unit pursuant to P&C Association Rules to achieve the above mentioned goals.
- b) This policy is issued under the authority of the Association Rules to manage the operations of the Uniform Shop.
- c) The Uniform Shop Convenor is the designated “custodian” of the currently approved version of the Uniform Shop Policy.
- d) A copy of the Policy is to be located on the P&C Association’s website in the interests of business transparency.

#### **5. ALTERATIONS TO THIS POLICY**

- a) The Uniform Shop Convenor, in consultation with at least one other member of the Uniform Shop Sub-Committee and the Uniform Shop Manager will review this policy annually and/or when required.
- b) Any alteration to the Policy must comply with the relevant Association Rules.

#### **6. ORGANISATION AND ADMINISTRATION**

- a) The Uniform Shop Sub-Committee is established to administer and operate the Uniform Shop in accordance with this policy and is led by an elected Convenor.
- b) The Sub-Committee Convenor, to be known as the Uniform Shop Convenor, will present a report to each General meeting of the P&C Association.
- c) The Uniform Shop Convenor will present and table a written annual report to the AGM of the P&C Association. The Treasurer will present the corresponding Auditor's Report, covering Uniform Shop aspects, (if available) to the AGM.
- d) The P&C Association Treasurer (or his/her representative) will present the proposed annual budget (including Uniform Shop requirements) to the Association AGM. The AGM-approved Uniform Shop budget is to be funded out of the Uniform Shop’s income. If additional funding is required, the Uniform Shop Convenor in consultation with the Treasurer must notify the P&C executive. Following the Executive’s consideration of available options, it may seek additional funding approval at the next General meeting of the P&C Association.
- e) A paid Bookkeeper will work with the Uniform Shop Manager to ensure all financial and stock-take records are properly kept and are accurate. Following a review of the recorded hours worked, the Bookkeeper will arrange payment of wages to the Uniform Shop Manager, and will also arrange a reimbursement for items bought.
- f) All expenditure must be budgeted and approved at a meeting of the P&C Association. If any capital equipment (\$2000 or more) requires urgent repair or replacement due to breakdown, the expenditure up to an amount of \$2,000 is considered an operating expense and may be authorised by the Uniform Shop Convenor. Such expenditure is to be notified at the next general meeting of the P&C Association.
- g) If the P&C Association foresees a need to reorganise the Uniform Shop Sub-Committee, the President shall first consult the Principal to ensure his/her position is taken into account before making any change.
- h) The CHS P&C Uniform shop is staffed by the Uniform Shop Manager, and volunteer parents/carers and may also be staffed by paid casual assistants.

## **7. MEMBERSHIP OF THE UNIFORM SHOP SUB-COMMITTEE**

- a) The Uniform Shop Sub-Committee shall comprise up to nine members as follows:
  - i. Standing Members (AGM elected positions):
    - i. the P&C Assn President (or a designated Vice President)
    - ii. the Uniform Shop Convenor
    - iii. the P&C Assn Treasurer or his/her representative
  - ii. Invited Members: parents or student representatives of CHS or school community citizens as appropriate.
  - iii. Ex Officio Members (non-voting)
    - i. CHS Principal
    - ii. Uniform Shop Manager
- b) Paid staff, such as a paid Uniform Shop Manager, Bookkeeper or Casual Assistants, cannot vote on issues coming before the Uniform Shop Sub-Committee.
- c) All parent/carer representatives on the Uniform Shop Sub-Committee are encouraged to volunteer in the school Uniform Shop at least once per term.
- d) Should any Invited Member be absent for more than three consecutive meetings without reasonable cause, the position shall be deemed vacant and available to be reallocated at the discretion of the Uniform Shop Convenor.

## **8. UNIFORM SHOP SUB-COMMITTEE MEETINGS**

- a) The Uniform Shop Sub-Committee must meet at least once per school term and prior to the P&C Association General meeting. Within this constraint, the date and time is to be decided by the Uniform Shop Convenor, in consultation with Uniform Shop Sub-Committee members.
- b) The quorum for all meetings shall be four members of the Uniform Shop Sub-Committee.
- c) The Uniform Shop Convenor shall chair meetings of the Sub-Committee.
- d) Decisions of the Uniform Shop Sub-Committee are made by a simple majority of the voting members present with the Convenor exercising a casting vote in the event of a tied vote.
- e) A special meeting may be called at the written request of at least two members of the Uniform Shop Sub-Committee. Seven days' notice of any meeting shall be given to all members of the Sub-Committee stating the business of the meeting.
- f) Where the Sub-Committee cannot be formed or cannot achieve a quorum, the Sub-Committee's role reverts to the Association Executive Committee.
- g) The Convenor will ensure an electronic copy of the minutes of all sub-committee meetings is passed to the P&C Association Secretary.

## **9. ACCOUNTABILITY AND PERFORMANCE REPORTING**

- a) All financial transactions associated with the Uniform Shop operation are to be recorded in accordance with current accounting practice.
- b) The Sub-Committee is to review the Uniform Shop's financial performance at each meeting and decide any required operating adjustments.

- c) The audited annual report (if available) will be presented by the P&C Association Treasurer or his/her delegate at the P&C Association's AGM.

## **10. ELECTION OF OFFICE BEARERS**

- a) The elected office bearers shall be determined at the P&C Association's AGM. In the event of an intervening casual vacancy, the P&C Association Executive Committee is empowered to appoint a person to such a position until the next AGM.
- b) Invited members will be determined at the discretion of the Convenor from any expressions of interest received.
- c) Ex officio positions are held by appointment.

## **11. SUB-COMMITTEE ROLES AND RESPONSIBILITIES**

- a) The Convenor, acting on the advice of the Sub Committee, shall organise and control the full administration of the Uniform Shop and be responsible to the Executive Committee, acting for the P&C Association. Subject to the P&C Association's Constitution and relevant Rules (By Laws), the Uniform Shop operation and its administrative organisation may be varied from time to time.
- b) The Convenor shall present a report to the general meeting of the P&C Association, following any reportable occurrence.
- c) The Bookkeeper must lodge with the Association's Treasurer a current financial statement for the trading period in time for presentation and tabling at each General meeting of the Association.
- d) The Uniform Shop Convenor will ensure all Sub-Committee members have access to the current Uniform Shop Policy.

## **12. CONDITIONS OF EMPLOYMENT**

- a) The Uniform Shop Convenor, acting on the advice of the Uniform Shop Sub-Committee, and in consultation with the P&C Executive, may appoint and employ a Manager and other necessary staff and shall determine rates for remuneration and conditions of engagement and shall terminate such arrangements, in accordance with the relevant award.
- b) The Uniform Shop Manager and Assistants shall:
  - i. be appointed and dismissed, as necessary, by the Uniform Shop Convenor acting on the advice of the Uniform Shop Sub-Committee and P&C Executive;
  - ii. be paid in accordance with the relevant award;
  - iii. be paid appropriate superannuation contribution as required by law;
  - iv. be given upon employment a work agreement, which shall be agreed to and signed;
  - v. receive an annual performance review or as necessary, in accordance with the work agreement;
  - vi. the annual performance review will be conducted by the Uniform Shop Convenor, in the company of the P&C Association's President or delegate;
  - vii. be employed as either a full-time, part-time or casual staff as determined appropriate by the Convenor on the advice of the Uniform Shop Sub-Committee; and

viii. Be subject to Working with Children Checks (WCC) as required by NSW legislation

- c) When the Uniform Shop Manager/Assistant(s) position(s) need to be filled, expressions of interest will first be sought from the school community. If in the view of the selection panel drawn from the Association Executive, no suitable applications are received from the school community, then the position(s) will be advertised more widely.

### **13. EMPLOYED STAFF**

- a) The Uniform Shop Manager is responsible to the Uniform Shop Convenor for the daily operations of the Uniform Shop, including the supervision of the Uniform Shop Assistant and Uniform Shop volunteers and ensuring associated Working with children clearances (WWCC) are obtained as required by NSW legislation.
- b) The Uniform Shop Manager will report to and be accountable to the Uniform Shop Convenor.
- c) The Uniform Shop Manager should seek prior approval from the Uniform Shop Convenor before making any major changes in pricing or operations.
- d) The Bookkeeper will be responsible to the P&C Association's Treasurer.

### **14. INVENTORY MANAGEMENT**

- a) The Uniform Shop will procure, store and retail the following uniform product categories for the student population comprising Junior boys, Junior girls, Senior boys and Senior girls:
- Summer Uniforms;
  - Winter Uniforms;
  - PE Uniforms;
  - Music Uniforms;
  - Consignment Blazers;
  - Recycled (second-hand) Uniforms; and
  - Accessories.
- b) Provisioning is to be based on the following parameters:
- i. male to female student ratio as reflected in the student population as at the Term 1 enrolment;
  - ii. stock replenishment orders to be placed at the optimum time for seasonal uniform change;
  - iii. maximum value of stock held not to exceed \$160,000;
  - iv. Uniform Shop customers are to pay for all orders;
  - v. use of Vend and Xero business applications;
  - vi. the contracted sole supplier is sourced for the entire uniform range;
  - vii. most items are made overseas (longer lead times);
  - viii. fabric used for uniforms is woven specifically for the school;
  - ix. the supplier may hold stock in their warehouse if required;
  - x. stock level for Winter product lines should be set "low" at the end of Winter;
  - xi. stock level for Summer product lines should be "low" at the end of Summer;
  - xii. before release to the supplier, all stock orders are to be approved by the Convenor and designated Treasurer or their appointed delegate.

- c) Orders are to be delivered direct to the Uniform Shop.

## **15. PRICING POLICY**

- a) The Uniform Shop Sub-Committee will determine the percentage mark-up on products.
- b) Price variations suggested by the Uniform Shop Manager must be approved by the Uniform Shop Convenor.
- c) The Uniform Shop will operate to the revenue targets set by the P&C Association.

## **16. TRADING HOURS**

The Uniform Shop will open as advertised on the P&C Website and as displayed at the Uniform Shop.

## **17. EQUIPMENT**

- a) The P&C Association shall provide essential, safe equipment and ensure that it is well maintained and in good repair. All equipment is to be used correctly.
- b) All capital expenditure and maintenance is to be treated as Operating Expenses and comply with Policy No 5.
- c) All Uniform Shop related expenditure is to be included in the accounting record for the trading period.

## **18. PRODUCT ADVERTISING AND PROMOTION**

New clothing lines will be advertised to students and the school community through school newsletters, assemblies etc.

## **19. INSURANCE**

- a) The P&C Association will ensure Worker's Compensation Insurance cover for all paid employees.
- b) The costs of such insurance cover will be attributed to the Uniform Shop as a business expense.
- c) The Association will ensure all shop plant and equipment and clothing stock is adequately insured and that the costs of such insurance cover are attributed to the Uniform Shop as a business expense.
- d) Volunteers who are either over the age of 70 years or more than six months pregnant, as well as pre-school age children, are not covered. These volunteers should be advised that the current Association insurance policy does not cover them.
- e) The P&C Association will ensure Voluntary Workers Insurance cover for all CHS P&C Uniform Shop volunteers.

## **20. RECYCLED (SECOND-HAND) PRODUCTS**

- a) The Uniform Shop Convenor will have discretion to facilitate the sale/resale of second-hand clothing items in consultation with the Uniform Shop Manager.



- b) The Uniform Shop Manager in consultation with the Uniform Shop Convenor will price second-hand clothing items based on product condition, new product cost, demand and saleability.

## **21. VOLUNTARY WORKERS**

- a) The CHS P&C Uniform Shop is run with the help of volunteers from the school community. The assistance of the volunteers, who donate their time, skills and efforts is very much appreciated by the CHS P&C and we would like to thank all of volunteers for their help. Thank you.
- b) The Uniform Shop Manager will ensure all persons working within the Uniform Shop have access to and understand this Uniform Shop Policy.
- c) The Uniform Shop Manager will ensure that the use of volunteer staff in the Uniform Shop is optimised for safe and efficient operations at all times and that before employment in the Shop, each volunteer holds a current working with children clearance as required by NSW legislation.
- c) Volunteers will be provided with information about the Uniform Shop and the role of volunteers.
- d) The Uniform Shop Manager will provide all volunteers with an orientation program covering WHS, shop routine, transaction recording, insurance, product prices and emergency evacuation procedures.
- e) All paid staff and volunteers shall sign the Uniform Shop attendance book.
- f) Insurance requirements do not allow the CHS P&C Uniform Shop to take volunteers that are aged 70 and over.

## **22. MONIES**

- a) All money received by the Uniform Shop shall be deposited in the designated P&C Association's Uniform Shop account.
- b) The daily takings should be counted and checked by the Uniform Shop Manager/Assistant/Volunteer. The daily taking should be recorded and signed off by the person counting and the person checking.
- c) Where possible all creditors and expenses are to be paid online by electronic funds transfer. Any online payment transactions will be authorised jointly by the Bookkeeper/Treasurer and one other Standing Member. For on-line payments, the following additional controls are required:
  - i. two authorised persons should review & approve each transaction;
  - ii. the authorised person creating the online payment transaction will notify the second authority when the transaction is ready for review (and release for payment);
  - iii. any surplus funds should be transferred to the P&C Association's General Fund account.
- d) In the case of manual payments, all creditors and expenses are to be paid by cheque ('cheque payment'). Cheques must be signed by two authorised signatories.
- e) An appropriate float as determined by the Uniform Shop Sub-Committee shall be kept in a secure location.
- f) The Uniform Shop Manager will ensure that reasonable safety and security arrangements are made for the daily banking, following NSW DET cash handling procedures. Accurate records shall be kept of the monies received and expended.

- g) The Treasurer or his/her representative shall present a financial report for the trading period at the corresponding meeting of the Uniform Shop Sub-Committee.
- h) Sufficient funds will be kept aside for employee leave, and equipment maintenance.
- i) The presentation, tabling and distribution of the annual audited financial report of the Uniform Shop's operations is the responsibility of the P&C Association's Treasurer and Secretary.
- j) All income received by the Uniform Shop shall be applied as follows:
  - i. Pay creditors;
  - ii. Pay wages of Uniform Shop staff;
  - iii. The provision of superannuation and/or long service leave as may be required;
  - iv. Uniform Shop maintenance and replacement of stock or equipment;
  - v. The purchase of additional equipment for the efficient running of the Uniform Shop;
  - vi. The general funds of the P&C Association.
- k) The repayment of loans or other creditors or liabilities may take precedence to the payment of the cash distribution of profits.

### **23. AUDITOR**

- a) The P&C Association shall appoint the auditor each year at the Association's AGM.
- b) The Auditor shall not be a member of any P&C Association Committees or a person who might have or appear to have any conflict of interest arising from a personal or business relationship with a member of such Committees.
- c) The Auditor shall be provided with all necessary accounting books and records as required for audit purposes, including minutes and correspondence of the Uniform Shop Sub-Committee and have reasonable access to the books, accounting records and other documents of the Uniform Shop.

### **24. GIFTS AND CONCESSIONS**

All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supply of goods or services, directly or indirectly, to the Uniform Shop shall remain the property/stock of the P&C Association and be properly recorded and accounted for.