



FPS P&C Association

Special Meeting 3/6/25 7pm

Meeting opened by Jasmine at 7:03pm

Present: Jasmine Campbell, David Stuart, Natalie Campbell, Rebecca Walshe-Smith, Georgette Stanton, Paulette Sewell, Anastasia Prenzoski, Steph McKeown, Allanah Smyth, Sian Bennett, Sarah Grimm, Melissa Harding, Mat Smith, Chantell Willis

Apologies: Natalee Vincent, Emma Clayton, Sam Ackroyd

Georgette presented research on behalf of the Canteen Working Group (previously referred to as the "Subcommittee") to address queries raised in the initial report presented at the previous general meeting (May 2025) – See attached report

Discussions around

Considering outsourcing payroll – 1 quote from Figtree Accounting for a flat monthly fee plus \$9 per payrun. Extra accountability, and less pressure on the executive committee should the treasurer in future feel uncertain about performing this task. Also mention of their ability to audit finances, particularly once this includes payment of employees. Further discussion to be had around this in the leadup to next AGM.

David feeling confident about Xero \$35/month Currently using the free version as a trial and also noted confidence in ability to execute payroll, superannuation payments etc using this software at least for the duration of the trial period should the outcome of this meeting be that a canteen coordinator is to be employed.

David presented the forecast budget and explained assumptions – see attached report

- Conclusion made that payment of a canteen coordinator can be sustainable, with the knowledge that additional creative ways of fundraising will need to be explored by the P&C (previously the canteen has provided substantial funds to be added to fundraising for donation back to the school)
- Xero software currently being trialled – David comfortable with this and feels it will be user-friendly enough to be able to be handed over between treasurers. Cost for this software is \$35/month.
- Whilst David has recommended keeping payroll in house for the duration of the trial of employing a canteen coordinator, it was acknowledged that this is a good option to consider in future if treasurer role is left vacant or the new treasurer isn't feeling confident in the process.

Comment was made from Jasmine that funds from Fundraising events cannot be used to pay for canteen expenses (equipment maintenance etc). This will require clarification and further discussion among the executive and possibly at a general meeting.

Bec Walshe-Smith presented the Proposal on behalf of the Canteen Working Group – see attached report

The Canteen Working Group moves that:

FPS P&C employ a casual canteen coordinator for 10 hours per week to begin on 21/7/25.

This will be a trial period up to the end of term 1 2026

The recruitment process will begin immediately with advertising to the school community, interviews and onboarding completed by 20/7/25.

Ballot conducted 8:01pm officiated by Melissa Harding

Motion Carried.

Actions:

Job ad (currently in draft form) to be reviewed and sent via School Bytes on 4/6/25

Position Description to be finalised and made available to anyone who enquires regarding the position

Canteen Working Group to facilitate creation of a Selection Panel who then will review all applications received before 18/6/25 and conduct interviews in week 9, with background checks completed and preferred applicant contacted week 9/10 with onboarding completed and canteen coordinator ready to commence work on 21/7/25.

David to set up Xero for payments once preferred applicant has accepted the offer.

Meeting Closed 8:10pm

Canteen Coordinator Trial Proposal

Trial period to start Term 3 2025 and run the end of Term 1 2026.

** Time to review and make any necessary changes before the next AGM where this will back on the agenda for what the following 12 months looks like. And annually thereafter.

Paid 10 hour week casual role during school weeks only. There is an expectation that sometimes more hours will be required, and these would be voluntary / unpaid hours. This leaves us the opportunity from both sides of the contract to terminate at any time if required.

The timeline we propose if the vote is successful tonight would be recruitment to start tomorrow. We have the ad if anyone would like to look over it.

Interviews to take place with our selection panel in week 8 and all necessary actions to be taken the final 2 weeks of term for a smooth transition to start for next term.

The recruitment plan, including selection panel will be finalised in the next 2 weeks by the working group, if the vote is successful tonight. With the contract then be finalised by the working group.

Research undertaken by Figtree Primary School Sub Committee for Canteen Co Ordinator Role

NSW P&C School Canteen Employee Onboarding Checklist

1. Pre-Employment

- Define the role and responsibilities
- Confirm budget and approval from P&C committee
- Draft and advertise the job description
- Conduct interviews and reference checks
- Issue a Letter of Offer and Employment Contract

2. Legal & Compliance

- Register as an employer with the ATO (if not already)
- Confirm applicable award (Fast Food Industry Award 2010)
- Provide the Fair Work Information Statement
- Collect Tax File Number Declaration
- Set up Superannuation fund details
- Ensure Working With Children Check (WWCC) is completed
- Ensure Food Safety Supervisor Certification is complete and current
- Ensure First Aid Certification is completed and is current

3. Payroll Setup

- Choose payroll software (e.g., Xero, MYOB, QuickBooks)
- Set up employee profile in payroll system
- Configure pay rates, leave entitlements, and super
- Enable Single Touch Payroll (STP) reporting
- Schedule regular pay cycles

4. Insurance

- Workers Compensation Insurance (via icare NSW)
- Public Liability Insurance
- Voluntary Workers Insurance (for parent helpers)
- Management Liability Insurance (for committee)

5. Training & Induction

- Provide food safety and hygiene training
- Introduce canteen procedures and policies
- Explain emergency and safety protocols
- Assign a mentor or supervisor for the first week

6. Ongoing Management

- Set up regular performance check-ins
- Maintain accurate timesheets and records
- Keep up to date with award changes and compliance

For **P&C-run school canteens in NSW**, the correct pay structure is governed by the **Fast Food Industry Award 2010 (MA000003)**

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◆ Key Details:

- **Award:** Fast Food Industry Award 2010
- **Who it applies to:** Canteen staff employed by P&C Associations, provided the P&C is incorporated and engages in substantial trading activities
- **Award Definition:** Covers the preparation and sale of meals, snacks, and beverages primarily for takeaway—matching typical school canteen operations

◆ How to Determine Pay Rates:

To find the **current minimum pay rates** under this award:

1. Visit the Fair Work Pay Calculator.
2. Select the **Fast Food Industry Award 2010**.
3. Enter the employee's classification (e.g., Level 1 Food Services Attendant), age, and employment type (casual, part-time, full-time).

4. The calculator will provide:

- Base hourly rate
- Casual loading (if applicable)
- Penalty rates for weekends, public holidays, etc.

◆ Common Classifications:

- **Level 1:** Entry-level food service workers (e.g., preparing food, serving customers).
- **Level 2+:** Supervisory or more experienced roles.

Here are the **key responsibilities and important considerations** for **NSW P&C Associations** when employing canteen staff, based on guidance from the Federation of Parents and Citizens Associations of NSW

📄 1. Legal and Employment Responsibilities

- **Award Coverage:** Staff must be employed under the **Fast Food Industry Award 2010 (MA000003)**.
- **Employment Contracts:** Written contracts should clearly outline duties, hours, classification level, and pay.
- **Fair Work Compliance:** Provide the **Fair Work Information Statement** to all new employees.
- **Working With Children Check (WWCC):** Mandatory for all paid staff working in school environments.

💰 2. Payroll and Financial Management

- **Payroll Software:** Use compliant systems like Xero, MYOB, or QuickBooks for Single Touch Payroll (STP) reporting.
- **Superannuation:** Must be paid to a complying fund at the current legislated rate.
- **Record Keeping:** Maintain accurate records of hours worked, pay, leave, and super contributions.

🛡️ 3. Insurance Requirements

- **Workers Compensation Insurance:** Mandatory in NSW (usually through icare).

- **Public Liability Insurance:** Covers injury or damage to third parties.
 - **Voluntary Workers Insurance:** Covers parent helpers.
 - **Management Liability Insurance:** Protects committee members from legal liability.
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4. Training and Safety

- **Food Safety:** Staff must be trained in food handling and hygiene.
 - **Work Health and Safety (WHS):** P&C must ensure a safe working environment for staff and volunteers.
 - **Emergency Procedures:** Staff should be trained in school-specific safety protocols.
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5. Operational Management

- **Canteen Policy:** Develop clear policies for operations, pricing, stock control, and volunteer management.
 - **Volunteer Coordination:** If volunteers are involved, ensure they are inducted and supervised.
 - **Menu Planning:** Align with NSW Healthy School Canteen Strategy where applicable.
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6. Governance and Oversight

- **Subcommittee:** Many P&Cs form a **Canteen Subcommittee** to oversee operations.
- **Financial Oversight:** Regular reporting to the P&C executive is essential.
- **Audits:** Include canteen finances in the P&C's annual audit.

NSW P&C Associations are not legally required to engage a solicitor or HR manager to employ canteen staff—but it is **strongly recommended** to seek professional advice in certain situations.

Here's a breakdown:

What P&Cs Must Do Themselves

P&C Associations are treated **like any other employer** under Australian law, even though they are volunteer-run. This means they must:

- Comply with the **Fair Work Act 2009**
- Use the correct **Modern Award** (usually the Fast Food Industry Award 2010 for canteen staff)
- Provide proper **employment contracts**

- Ensure **workplace safety**, insurance, and superannuation
 - Maintain **accurate payroll and employee records**
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When to Seek Legal or HR Advice

According to the **Federation of P&C Associations NSW**, you should consider consulting a **solicitor or HR advisor** if:

- You're unsure which award or classification applies
- You're drafting or modifying employment contracts
- You're dealing with **disciplinary issues**, termination, or disputes
- You're navigating **changes to employment law** (e.g., casual conversion rules)
- You want to ensure **compliance** and avoid penalties (which can be significant)

The P&C Federation partners with **Hicksons Lawyers** to provide legal templates and guidance through their [Member Portal](#)

You can find the employment contract and other essential HR documents here:

 [P&C Federation Member Portal – Employment Templates](#)

(You'll need to log in with your P&C Association's credentials.)

What's Included in the Templates

The portal typically includes:

- **Employment contract templates** (casual, part-time, full-time)
 - **Position descriptions**
 - **Fair Work Information Statement**
 - **Award summaries**
 - **Induction checklists**
 - **Termination and performance management letters**
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In NSW (and across Australia), **superannuation for canteen staff**—or any eligible employee—must be paid **at least quarterly** to comply with the **Superannuation Guarantee (SG)** obligations set by the ATO.

Quarterly Super Payment Due Dates (2025)

Quarter	Period	Payment Due Date
Q1	1 July – 30 September	28 October
Q2	1 October – 31 December	28 January
Q3	1 January – 31 March	28 April
Q4	1 April – 30 June	28 July

Super must be **received by the employee's fund** by the due date—not just sent to a clearing house

 **Additional Notes:**

- You **can pay more frequently** (e.g., monthly or fortnightly), but the total for each quarter must be paid by the due date.
- If you miss a deadline, you must lodge a **Super Guarantee Charge (SGC) statement** and pay a penalty.
- The **current SG rate** is **11.5%** of an employee's **ordinary time earnings** (rising to **12% on 1 July 2025**)

SOFTWARE

 **Best Payroll Software Options for You**

Software	Monthly Cost	Why It's a Good Fit
Xero Payroll Only	~\$15/month	Simple, STP-compliant, integrates with Xero if you use it for accounting.
KeyPay Micro	~\$4–6/month	Very affordable, STP-compliant, good for 1–2 employees.
Payroller	Free (basic) or ~\$12/month	ATO-approved, easy to use, ideal for micro-employers.

Software	Monthly Cost	Why It's a Good Fit
MYOB Business Lite	~\$30/month	Includes payroll for up to 2 employees, good if you want accounting + payroll.

MYOB Business Lite does support **superannuation payments** through its built-in feature called **Pay Super**.

 **What You Can Do with MYOB Business Lite:**

- **Record superannuation contributions** during payroll runs.
- **Make super payments directly** to employee funds using **Pay Super**, which is **SuperStream compliant**.
- **Generate reports** to track paid and unpaid super contributions.
- **Schedule and authorise payments** to ensure they meet ATO deadlines.

You'll need to **set up Pay Super** within MYOB and verify your bank account before making payments

 **Good to Know:**

- Super payments must be **authorised at least 5 business days before the due date** to ensure timely processing.
- MYOB will handle the **lodgement and compliance** with ATO requirements for superannuation.

 **Pros of Paying Canteen Staff**

1. Consistency and Reliability

- Paid staff are more likely to show up consistently and follow procedures.
- Reduces reliance on volunteers, who may be unavailable or inconsistent.

2. Professionalism

- Staff can be trained in food safety, customer service, and cash handling.
- Improves the quality and efficiency of canteen operations.

3. Compliance and Accountability

- Paid roles come with clear responsibilities and performance expectations.
- Easier to enforce food safety, WHS, and financial procedures.

4. Sustainability

- Helps maintain operations even when volunteer numbers are low.
- Supports long-term planning and menu development.

Overall Budget
Figtree Public School P&C
July 2025 to June 2026

Account	Jul-2025	Aug-2025	Sep-2025	Oct-2025	Nov-2025	Dec-2025	Jan-2026	Feb-2026	Mar-2026	Apr-2026	May-2026	Jun-2026	TOTAL
Income													
Interest Income (270)	\$195.42	\$196.33	\$196.77	\$196.85	\$197.01	\$196.34	\$195.94	\$194.59	\$193.35	\$194.38	\$195.04	\$195.45	\$2,347.46
Other Revenue (260)	\$1,389.77	\$1,429.75	\$1,548.90	\$1,550.65	\$1,679.87	\$1,759.76	\$1,707.65	\$1,849.96	\$2,004.12	\$1,791.64	\$1,690.52	\$1,682.07	\$20,084.65
Sales (200)	\$4,910.08	\$4,546.80	\$4,527.69	\$4,189.55	\$4,278.16	\$4,165.81	\$4,213.27	\$4,564.38	\$4,687.45	\$4,503.26	\$4,532.51	\$4,492.40	\$53,611.36
Total Income	\$6,495.27	\$6,172.89	\$6,273.36	\$5,937.05	\$6,155.04	\$6,121.91	\$6,116.86	\$6,608.92	\$6,884.91	\$6,489.27	\$6,418.07	\$6,369.92	\$76,043.47
Less Cost of Sales													
Cost of Goods Sold (310)	\$2,717.48	\$2,839.44	\$2,838.15	\$2,669.37	\$2,668.74	\$2,867.65	\$2,610.71	\$2,655.73	\$2,877.04	\$2,880.44	\$2,844.80	\$2,813.14	\$33,282.67
Total Cost of Sales	\$2,717.48	\$2,839.44	\$2,838.15	\$2,669.37	\$2,668.74	\$2,867.65	\$2,610.71	\$2,655.73	\$2,877.04	\$2,880.44	\$2,844.80	\$2,813.14	\$33,282.67
Gross Profit	\$3,777.80	\$3,333.45	\$3,435.21	\$3,267.68	\$3,486.30	\$3,254.26	\$3,506.15	\$3,953.20	\$4,007.87	\$3,608.83	\$3,573.27	\$3,556.77	\$42,760.80
Less Operating Expenses													
Bank Fees (404)	\$54.37	\$58.83	\$63.60	\$68.18	\$29.77	\$31.70	\$34.02	\$36.81	\$39.62	\$42.83	\$46.35	\$46.36	\$552.43
Bank Revaluations (497)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cleaning (408)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.67	\$45.14	\$586.81
Consulting & Accounting (412)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation (416)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Entertainment (420)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Freight & Courier (425)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Expenses (429)	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$2,083.00	\$24,996.00
Income Tax Expense (505)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (433)	\$0.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700.00
Interest Expense (437)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal expenses (441)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Light, Power, Heating (445)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Motor Vehicle Expenses (449)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses (453)	\$19.70	\$21.34	\$20.66	\$8.06	\$8.73	\$9.45	\$10.24	\$11.10	\$12.02	\$13.02	\$14.11	\$13.88	\$162.32
Printing & Stationery (461)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Realised Currency Gains (499)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent (469)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs and Maintenance (473)	\$87.68	\$94.99	\$102.90	\$58.77	\$63.66	\$68.97	\$52.72	\$57.11	\$61.87	\$67.03	\$72.61	\$72.44	\$860.74
Subscriptions (485)	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$420.00
Superannuation (478)	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$936.00
Telephone & Internet (489)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel - International (494)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel - National (493)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unrealised Currency Gains (498)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wages and Salaries (477)	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$1,471.00	\$17,652.00
Total Operating Expenses	\$3,828.75	\$5,542.16	\$3,854.16	\$3,802.01	\$3,769.16	\$4,277.12	\$3,763.98	\$3,772.01	\$3,780.51	\$3,789.88	\$3,842.74	\$3,846.82	\$47,869.29
Total Expenses	\$3,828.75	\$5,542.16	\$3,854.16	\$3,802.01	\$3,769.16	\$4,277.12	\$3,763.98	\$3,772.01	\$3,780.51	\$3,789.88	\$3,842.74	\$3,846.82	\$47,869.29
Net Profit	-\$50.95	-\$2,208.71	-\$418.95	-\$534.33	-\$282.86	-\$1,022.86	-\$257.83	\$181.18	\$227.36	-\$181.04	-\$269.47	-\$290.04	-\$5,108.49