



ASHBURY PUBLIC SCHOOL

Parents and Citizens Association

BAND SUB-COMMITTEE RULES

1 Name

The Ashbury Public School P&C Association Band Sub-Committee shall be known as the Band Sub-Committee.

2 Aims

- 2.1 To facilitate the existence of self-funding school bands to which a primary student of the School may join.
- 2.2 To ensure continued existence of the Band(s) by prudent management of resources, minimum costs to students and professional Band Director and tutor guidance.
- 2.3 To arrange performance opportunities of the Band(s) within the local community at a range of venues and occasions.
- 2.4 To organise enrichment opportunities for the students such as band camps and events and opportunities to view other band performances.

3 Membership of the Sub-Committee

- 3.1 Each year the P&C Association shall arrange an Annual General Meeting of the Band Sub-Committee in conjunction with the P&C Association's own AGM or within four weeks of the P&C's AGM. People eligible to vote at the Band Sub-Committee AGM will be the parents or guardians of students who are participating in the Band in the current calendar year of the AGM. The parents or guardians must be up to date with Band fees.
- 3.2 At the AGM a report is to be presented to the meeting by the Band Sub-Committee Chair, the financial statements for previous year presented, a budget for the current year presented and an election of Band Sub-Committee members be conducted.
- 3.3 The Band Sub-Committee members will be:
 - (a) Chair
 - (b) Secretary
 - (c) Treasurer
 - (d) Assistant Treasurer
 - (e) Band-School Liaison Teacher
 - (f) Parent Liaison
 - (g) Resources Co-ordinator
 - (h) Up to two committee membersThe P&C President, or their nominee, and the Principal shall be ex-officio members.

4 Duties of the Sub-Committee

- 4.1 The Band Sub-Committee shall organise and control the full administration of the Bands.
- 4.2 The Band Sub-Committee shall be responsible for all of its actions to the P&C Association Committee which retains the right to re-organise, disband or close the

Sub-Committee. Such a decision by the P&C Association will require the majority vote at a general meeting or a special general meeting of the P&C Association called for that purpose.

- 4.3 Any notice of motion for action to re-organise, disband or close must be given in writing to the P&C Association's Secretary and must be signed by at least six financial members of the P&C Association. Further, such notice shall be circulated to all financial members of the P&C Association at least seven days in advance of the general or special meeting.
- 4.4 The Band Sub-Committee shall present a report to the Annual General Meeting of the P&C Association.
- 4.5 The Band Sub-Committee's Treasurer shall lodge a current financial statement at each meeting of the Band Sub-Committee. This statement must also be lodged with the P&C Association's Treasurer for presentation at the next meeting of the P&C Association.
- 4.6 The Band Sub-Committee's Secretary or another nominated Band Sub-Committee member shall submit a report indicating the operation and planned activities of the Bands to the P&C Association in a timely manner to be presented at the monthly P&C Association Committee meeting.
- 4.7 The Band Sub-Committee shall prepare a Band Development Plan annually prior to the P&C's Association Committee annual budgeting meeting. The Plan is to include a budget and will be considered and approved by the P&C Association Committee and the Principal annually.
- 4.8 The Band Sub-Committee shall inform students and parents/guardians of their responsibilities at the beginning of each year or on enrolment.

5 Meetings of the Sub-Committee

- 5.1 The Band Sub-Committee shall meet once a month each school term. A schedule of meeting dates shall be advertised in the School newsletter.
- 5.2 A quorum for all meetings shall be three members, including at least two of the Chair, Secretary and Treasurer.
- 5.3 A Special General Meeting of the Band Sub-Committee may be called for by the Secretary of the Sub-Committee on the written request of at least three members of the Band Sub-Committee. Seven days notice of such a meeting, stating the business of the meeting, shall be provided to all Band Sub-Committee members.

6 Funds

- 6.1 The Band Sub-Committee's primary sources of income shall be:
 - (a) Band student administration fees
 - (b) Fund-raising activities by the Band(s) and the P&C Association
 - (c) Donations
 - (d) Instrumental rental
 - (e) Fees and charges levied for specific activities
 - (f) Performance fees
- 6.2 All money received by the Band Sub-Committee shall be deposited in an account, approved by the P&C Association, in the name of the Band Sub-Committee.
- 6.3 The income received by the Band Sub-Committee shall be used for:

- (a) Payment of Band Director
- (b) Purchase of music
- (c) Purchase and maintenance of instruments and other band equipment (eg music stands)
- (d) Costs associated with band administration
- (e) Costs associated with band performances
- (f) Presentations to students and special supporters
- (g) Specific functions for which the income was raised
- (h) Band social functions

On dissolution of the band, the funds will be transferred to the P&C Association

6.4 *Payment of Expenses:*

All invoices are to be paid by cheque. Cheques are to be signed by any two of the Band Sub-Committee's Chair, Secretary, Treasurer and P&C Association Treasurer.

6.5 *Capital purchases:*

Each individual capital purchase of over \$2,000 requires three written quotes prior approval from the P&C Association Executive and for purchases over \$5,000, prior approval from the P&C Association Committee at a meeting.

6.6 *Audit of Accounts:*

The accounts of the Band Sub-Committee will be audited annually as part of the P&C Association's funds.

7 Band Operation Rules

7.1 The Band program shall consist of three bands: Training Band, Intermediate Band and Concert Band. All interested students may join the Training Band and may later progress to the other Bands. The Band Director shall recommend students for the other Bands as they acquire appropriate skills at his/her discretion.

7.2 The appointment of the Band Director shall be the responsibility of the Band Sub-Committee within approved budget parameters. The P&C Association shall be notified of any proposed alterations to conditions and/or remuneration for the Band Director with a revised budget.

7.3 The Band Director shall be directly responsible to the Band Sub-Committee. The ongoing supervision and co-ordination of the tutors will be the Band Director's role.

7.4 *Insurance and workers compensation*

The Band Director shall be appointed through Ashbury Public School by the Department of Education to ensure adequate cover for insurance and worker's compensation.

7.5 *Access to school premises*

The Band Sub-Committee, Band Director and tutors will not have any special privileges regarding access to school buildings other than that arranged by the Principal or the Band-School Liaison Teacher. The Band Director and Band Sub-Committee is responsible for the liaison with the Principal to ensure tutorial and band rehearsals are scheduled outside school hours and sufficient rooms are allocated to each tutor.

7.6 *Selection of musical instrument for students*

The Band Director will provide advice and direction regarding the selection of instruments for students or existing students desiring a change. The Band Sub-Committee will arrange an annual instrument "showcase" day for potential new and current students to handle and try a range of instruments.

7.7 *Band Instrument and Equipment Ownership*

All instruments and band resources purchased by or donated to the Band Sub-Committee will be considered as School property.

7.8 *Band purchased instruments*

When the Band Sub-Committee is leasing instruments owned by the school, a set of conditions concerning period of hire, care and maintenance, early notice of return and payment terms must be documented and approved by the P&C Association.

7.9 *Instrument suppliers*

The Band Sub-Committee is to review its recommended suppliers (purchase and hire) at least every two years to ensure best possible price, quality and conditions are being obtained.

7.10 *Access to storage*

The School will provide access to secure storage for the Bands' equipment but not including individual student instruments other than for a short duration on an "as needed" basis.

7.11 *Exclusion or expulsion of students*

The Band Sub-Committee shall have the right to take appropriate and considered action, including expulsion from the band. This may be due to the non-payment of fees (following a minimum of two written notices), sustained or repetitive disorderly behaviour or actions contrary to the school's rules and the agreed band conduct that applies to practice and performance.

7.12 *Fees*

The Band Sub-Committee establishes procedures for payment of administration and hire fees. A receipt shall be issued for all payments. Fees shall be adjusted at the Band Sub-Committee's discretion following written notification of a student's absence of a period of four or more school weeks. The parents and guardians of students are responsible for payment of tuition directly with the student's tutor.

7.13 *Performances*

The Band Sub-Committee shall organise an annual performance program for all the bands. The program will include community and competition/festival performances.

8 Alteration to Rules

Any alteration to these rules requires the majority approval of the Band Sub-Committee and P&C Association at a general or special meeting called for this purpose respectively or where a minimum seven days notice of the proposed rule change is provided to all Band Sub-Committee members and P&C Association members.

SIGNED:

Band Sub-Committee Chair	_____	Date	_____
P&C Association President	_____	Date	_____
P&C Association Secretary	_____	Date	_____