



NAG 6 KIDS FIRST POLICY

NATIONAL ADMINISTRATION GUIDELINE 6: LEGISLATION

Review Date: February 2016

1. The valued functions of 'Kids First' may include:
 - Assisting in school community functions
 - Fundraising – Kids First is a charitable fundraising organization and prioritizes all income generated to the BOT
2. 'Kids First' will elect at its Annual General Meeting in Term 2 each year, a President, Secretary, Treasurer and other office holders from persons present at the meeting and those giving apologies. An annual audited report must be handed in to the BOT following the AGM.
3. The 'Kids First' committee may consist of any interested person associated with the local community.
4. 'Kids First' will hold regular meetings. The dates of these will be advertised in the school newsletter.
5. Meetings are to follow parliamentary guidelines with the keeping of accurate minutes, correspondence, treasurer's report, principal's oral report and general business.
6. A quorum must consist of 2 executive members and one other person in attendance.
7. The (approved/unapproved) minutes, treasurer's report and other reports of all advertised regular meetings must be tabled at each BOT meeting. (To be handed in at the school office by the Thursday prior to the BOT meeting.)
8. A member of the 'Kids First' executive committee may attend monthly Board meetings. Normal BOT meeting procedures are to be followed. A Board of Trustee member and / or staff member will endeavour to attend 'Kids First' meetings.
9. The BOT will give Kids First directive where Kids First funds should be spent. This is to ensure that all Kids First projects fit into the BOT strategic, annual and 5-year property plans.
10. 'Kids First' will consult with school management when planning school based activities.
11. Internal controls of finance will include:
 - the operation of a cash book accounting system
 - two signatures required on every cheque
 - receipts being presented for reimbursement
 - a treasurer's report being tabled/presented at each meeting.
12. To make the most effective use of publicly raised monies, 'Kids First' will donate fundraised money to the Board enabling the Board to legally claim GST and meet all Inland Revenue Department requirements.
13. Prevention of Private Pecuniary Profit

- Any income, benefit, or advantage must be used to advance the charitable purpose of the organization;
 - No member of the organisation, or anyone associated with the organisation, or person associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments, to, or on behalf of, the member or associated person of any income, benefit or advantage;
 - Any payments made to a member of the organization, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties;
14. Winding-up Provisions:
- Any remaining property after debts and liabilities have been settled must be given to Ngatea Primary School.
15. 'Kids First' agrees that the governance and day-to-day management of the school is the role of the Board of Trustees and Principal.
16. **School Uniforms:** Kids First will responsible for the sales of school uniforms. It should be noted that:
- a. The BOT sets the school uniform. Any variances or changes to the uniform must have BOT approval.
 - b. Kids First must ensure it complies how the [Commerce Act](#) applies to exclusive arrangements for school uniforms, stationery or other school supplies. They are intended to help schools maximise the benefits of competition when entering such arrangements.
 - c. Kids First should use their bargaining power with suppliers to negotiate competitive deals. This should include:
 - i. Approaching a number of potential suppliers to get the most competitive prices
 - ii. Conducting competitive tenders on a regular basis – in the case of exclusive arrangements, at least every three years
 - iii. considering whether appointing two or more suppliers would provide greater benefits than a single supplier
 - iv. choosing a supplier (or suppliers) on the basis of clear and objective criteria such as the lowest price for the appropriate quality.
 - v. To ensure that the benefits of competition flow through to parents, a school could also agree with the supplier what maximum price levels will ultimately be charged.
 - d. Kids First is to supply the BOT every 18 months with full details of
 - i. Tenders from 2 or more suppliers of school uniforms;
 - ii. The reasons for entering into an exclusive arrangement
 - iii. The process followed for selecting the manufacturer and/or the retailer(s)
 - iv. The reasons for choosing the successful supplier and the terms and conditions of the arrangements (including how long it lasts)
 - v. The steps taken by the school to ensure that the chosen supplier charges prices that result in a net benefit to the school
 - vi. The financial benefits to the school from choosing this supplier, and why this is good for the school.
 - vii. When explaining any exclusive deal to parents, Kids First also need to make sure that they describe the arrangement accurately. For example, if a school claims it has “negotiated the best deal for prices”, it needs to ensure that this is indeed the case.

17. The executive committee will sign acceptance of the Board policy, which will be presented at each Kids First AGM and signed by the incoming office holders.

Conclusion

Through the establishment of clear guidelines 'Kids First' understands its role in our school.



Andrew Gordon – BOT Chairperson

February 2016

Signed

BOT Chairperson:

Kids First President:

Kids First Treasurer:

Kids First Secretary:

Date: