

Canberra Preschool Society Inc.

Guidelines to achieve amalgamation, co-location
and closure of preschool sites.

(to be) Approved: October, 2008

Review due: October, 2010

Stage 1 The closure is proposed.

1. The ACT Education Act (2004) in: Part 3.2 Establishment and operation of government schools; Section 20 Establishing government schools etc.

The consultation process, prior to any closure decision is critical and will, no doubt, be highly charged with emotion and politics. The CPS stresses that it is important that Parent Association consider that the community has the opportunity to participate constructively within the consultation process. The participation:

- must engage the consultation in a manner that focuses upon the access to, and the provision of, quality educational opportunities in the ACT.
- should encourage openness and transparency.

It is important to remember that the objective, for the process, is to lead to “sustainable decisions” with regard to the provision of education in the ACT. Genuine consultation requires active, responsible and considerate participation.

It has been noted that, in the past, there will “murmurings” in the press with respect to the general rationale (for closure) PRIOR to any formal announcement – this is a specific strategy for facilitating change. There may be, but certainly not limited to: Government denials, suggestions, leaks of pertinent and potentially “volatile” information with respect to imminent Government proposals, or announcements, with respect to school site closures. Therefore, often the final announcement will not, generally-speaking, appear “out of the blue”.

2. The Minister for Education, will, as soon as practical, follow the stipulations as set down by the ACT Education Act (2004). The methodology for facilitating community and stakeholder consultations will be made clear. The Minister will be available for individual consultations.
3. The Department of Education and Training, will, as soon as reasonably practical, facilitate and implement the consultation process.
4. The CPS, will, as soon as reasonably practical:
 - a contact the preschool nominated for closure, to offer assistance – in terms of, but not limited to provide:
 - advice
 - information
 - assign a council member to represent the CPS council on the Parent Association’s Preschool Proposed Closure Working Party. The CPS council member, will provide advice and assistance at any stage of the stake-holder’s consultation planning, but will not lead the process.
 - b organise an opportunity to discuss with the nominated members of the Preschool Proposed Closure Working Party aspects of their stake-holder consultation process
 - c include the proposed closure in the agendas of the ensuing CPS meetings of the Council and the General Members for general discussion and the formation of a CPS level stake-holders consultation plan (see Appendix 2).
 - d open a Preschool Proposed Closure File (see Appendix 2)
 - e implementation of the stake-holders consultation plan – as authorised by Council and or General Members, in accordance with the Associations Constitution, by-laws and any relevant existing position statements.
 - f ensure that appropriate arrangements made with respect to the appropriate, and secure, handling, packing, removal and storage of individual Preschool Parent Association assets are in place.

- i Securing the ACT DET assistance and cooperation with respect to the appropriate handling of the Preschool Parent Association assets and records, for example, but not limited to, the packing, removal and appropriate storage of the following items:
 - teaching resources, for example: books, puzzles, gross motor equipment.
 - preschool equipment, for example: tables, chairs, shelving, computers, photocopiers.
 - Preschool Parent Association records.
 - heritage items, for example: photographs, memorabilia, artefacts
 - g ensure the provision of information on ‘removal’ procedures is made to the Preschool Parent Associations, facing proposed closure, is managed in a professional and timely manner.
5. The Preschool Parent Association, will, as soon as reasonably practical:
- a form a Preschool Proposed Closure Working Party (see Appendix 1), who will meet, as soon as reasonably practical, to discuss implications of the proposed closure and formulate a stake-holders consultation plan (see Appendix 2). The President of the Parent Association will chair and ensure that:
 - i the CPS Office is informed of the members of the Preschool Proposed Closure Working Party and their relevant contact details.
 - ii there is appropriate member participation – ensuring that the outcome is managed responsibly.
 - b open a Preschool Proposed Closure file (see Appendix 2)
 This will provide a central location for all the relevant papers. The file should reside with the President of the Parent Association, or another nominated person on the Preschool Proposed Closure Working Party.
 - c formulate a Stake-holders Consultation Plan, (See Appendix 2)
 This plan is to be drafted in accordance with instructions from the Parent Association members, as per the Association’s own constitution, by-laws and any relevant existing position statements.
 - d formulate a Parent Association Management Plan (see Appendix 4).
 This plan needs to reflect:
 - i **‘scenario-type’ thinking**. It is important to consider that the Parent Association is legally responsible for the appropriate management of its affairs whatever the outcome of the proposed closure at the end of the community and stake-holder consultation process. The scenario’s could be, but is certainly not limited to, the following:
 - The closure is overturned and the Preschool stays open.
 - The closure is overturned and due to the stakeholder’s consultation review process a new Government proposal is released with different options for the preschool.
 - The closure is approved – but implementation of the closure is delayed.
 - The closure goes ahead as per the Government’s proposal.
 The Preschool Proposed Closure Working Party will need to formulate a plan for managing the Parent Association’s legal responsibilities FOR EACH outcome “scenario”.
 - ii **“ethical-type” thinking** – how the Parent Association will manage its responsibilities in the event that the proposed closure is confirmed subsequent to

the end of academic year and the plan must be implemented when all of the children have left the Preschool.

- e initiate the management of all Hard Assets – the teaching resources, equipment and materials: (See Appendix 3)
 - i undertake an update of the Association’s existing hard asset inventory (for example, but not limited to, teaching resources, equipment and materials), in order to:
 - Identify, register and, if considered pertinent, the disposal of out-dated and/or surplus materials.
 - identify, and register items that are not on the hard asset inventory, for example, but not limited to: memorabilia, photo albums, plaques and
 - transfer hard asset data onto an Object Management Register (see Appendix 3)
 - ii Identify potential recipients of Parent Association assets, in accordance with the Association’s own constitution, or the ACT Associations Incorporated Act (1991)
 - nominate item recipient upon the Object Management Register.
 - approve the recipient nomination – in order to expedite the management of the assets quickly – should the need arise.
 - identify which items are considered as “high-risk” (attractive to potential theft or vandalism) for example, but not limited to: computers, digital equipment, printers, video or digital media players etc. Mark these items on a separate “high-risk” inventory and ensure that the list is accessible, maintained and kept in a secure place.
 - gather all of the Association’s records and manage them in accordance with the Territory Record’s Act (2002) and the Guideline No. 1 - Records Management Programs which is available from <http://www.territoryrecords.act.gov.au/background> . (see Appendix 5)
- f initiate the management of all Financial Records:
 - i At the end of November, the Preschool Proposed Closure Working Party will forward a Treasurer’s Report and financial statements, to CPS Office;
 - ii As soon as possible after the closing date, forward the financial records from 1 December to the closing date to the CPS Office. with the financial statement.
- g Arrangements for an appropriate celebration for the outcome, be it remaining open or closing.

All of the participants: children, parents, teaching staff and the surrounding neighbourhood should have the opportunity to draw things to a conclusion and experience some form of “closure” – or celebrate the Preschool’s continuance.

The celebration should acknowledge the tremendous role that that the preschool played in drawing the neighbourhood together and building a greater sense of community. Thought should be put to the following:

- i determining a date and a program and considering the guests it intends to invite.
- ii accessing preschool funds to fund such celebrations.

Stage 2 The closure is authorised.

1. The Minister for Education, as soon as reasonably practicable after approval for a decision to close a preschool site and/or amalgamate with another, will:
 - a despatch a written notice of the approval to the Department of Education and Training Chief Executive.
2. The Chief Executive, as soon as reasonably practicable after receipt of the written notice of closure or amalgamation approval will:
 - a despatch a written confirmation, and any accompanying material as it receives, of the preschool closure to the:
 - i Principal of Preschools
 - ii Departmental officer responsible for the logistics of the management of Departmental resources and assets.
 - iii Canberra Preschool Society
3. The Preschool Principal, as soon as reasonably practicable after receipt of the written confirmation will implement Departmental policy with respect to closure or amalgamation of a Site.
4. The Departmental Officer, as soon as reasonably practicable after receipt of the written confirmation will implement Departmental policy with respect to closure or amalgamation of a Site.
5. The Canberra Preschool Society (CPS), as soon as reasonably practicable after receipt of the written confirmation will implement CPS policy with respect to closure or amalgamation of a Site. The CPS will:
 - a contact immediately, either in person, by phone or other immediate communication media, the President, or other nominated representative, of the Preschool Parent Association to inform them with respect to the Government's decision
 - b despatch written confirmation, and any accompanying material, as is directed by the CPS policy, to the Preschool Parent Association President.
 - c add closure date to the Preschool Proposed Closure File for the nominated Preschool and cross-out the word "Proposed".
6. The Parent Association, as soon as possible after the receipt of the notice of closure, will:
 - a add closure date to the Preschool Proposed Closure File for the nominated Preschool and cross-out the word "Proposed",
 - b place the minister's letter with the other important documents, and
 - c begin implementation of their Management Plan.

Stage 3 Preschool matters

1. The ACT Government – as soon as possible after the declaration of amalgamation or closure, will:
 - a declare the preschool surplus to requirements.
2. The ACT Department of Education and Training – as soon as possible after the declaration of amalgamation or closure, will:
 - a commence to manage the preschool's disposal.. This usually means that they will engage a Departmental officer to:

- i identify ACTDET ‘fixtures and fittings’ which can be removed and relocated to other sites (e.g. all fixed items including the playground equipment, shade structures, air-conditioners, shelving, pin-up boards etc)
 - ii to arrange the secure removal and archiving of Departmental preschool records, heritage items and other memorabilia.
 - iii to arrange rubbish removal
 - iv to provide information on ‘salvage’ procedures
 - v to be the liaison person with ACTDET,
 - vi to arrange appropriate security,
 - vii to manage the termination of power, water and communication utilities, and for those ICT, phone and fax systems to be collected.
 - viii to liaise, and assist, with the Preschool Parent Association Preschool Closure Working Party with respect the packing, removal and transfer of Parent Association resources to their identified destinations, in accordance with the Parent Association’s Assets Management Register.
3. The CPS Executive Officer – as soon as possible after the declaration of amalgamation or closure, will:
- a contact the closing Preschool Parent Association President to confirm the contact details of Preschool Closure Working Party members. (see Appendix 1)
 - i In the matter of amalgamations and co-locations the same processes apply in respect of the closing site.
 - b provide advice and assistance at any stage of the closure or amalgamation process, but will not lead the process, through provision of, but not limited to, the following:
 - i assistance to the Parent Association Executive Council in the dealing with the matters of Governance, for example, but not, limited to, the “winding-up” of their Incorporated Association in accordance with the ACT Association Incorporation ACT of 1991.
 - ii the provision of contact information with respect to the Departmental Officer responsible for the preschool’s closure or amalgamation.
4. The Preschool Closure Working Party – as soon as possible after the declaration of amalgamation or closure, will:
- a Set a general meeting date for all members.
 - b implement their chosen Management Plan.
- NB. The management plan will include a description of processes and timelines to manage the following aspects associated closure and amalgamation should that also occur. As it is the Parent Association who will need to choose to utilize normal decision-making processes, as outlined in their Constitution, in managing the closure and amalgamation process – it will be the responsibility of the Parent Association President to lead the process.
- i manage all the aspects associated with the closure or amalgamation (see Appendix 2), including, but limited to:
 - Constitutional requirements
 - Asset distribution

Stage 4 Communications Plan

1. The CPS – will as soon as the preschools have been advised of a Ministerial decision on closure, co-location and/or amalgamation:

- a develop a Communication Plan that will include a media strategy. This would commence as soon as a decision has been made to close, co-locate or amalgamate and will include in order:
 - i A letter for parents of the preschool to be sent
 - ii A CPS media release issued the day after the parent letters are sent.
 - iii Other CPS communications for the remainder of the period / year to be determined in consultation with the Working Party.
2. The Parent Association – will implement their own communication’s strategy as per their Management Plan.

Stage 5 Transition Arrangements

The CPS firmly believes that it is important to emphasise that educational programs, at the closing preschool, will continue to the end of the year and to ensure as much as is practicable, and that they are not affected by any further dwindling of enrolments throughout the year. Therefore, the most important feature in a closure process is the management of transition of children and students from the closing site to new education or care facilities

1. The ACT Department of Education – as soon as possible after the declaration of amalgamation or closure, will:
 - a convene a meeting of site managers to establish protocols for student enrolment. It is important to emphasise that educational programs at the closing site will continue to the end of the school year and to ensure as much as is practicable, that they are not affected by any further dwindling of enrolments throughout the remainder of the year.
 - b encourage new students/children to enroll at the next nearest Government school if not intending to enroll at the amalgamating site.
 - c convene a meeting with the Preschool teacher, Teaching Assistant, CPS Executive Officer and the Parent Association President to clearly establish protocols for student enrolment.
 - d In the event that the closure of the preschool has been understood for a period greater than one year – there should be no enrolments taken for the year following the announced closure date.
 - e Where there is the likelihood of a preschool child participating for a further year of Preschool education and not moving into the Kindergarten year at the linked primary school site – as in, for example, but not limited to: Early Intervention, Autism Units or English as a Second Language Units – where possible, for example in term four of the final year, the Preschool Principal and staff are to develop a transition program in conjunction with the CPS and Preschool Parent Associations of other preschools or where the majority of students are likely to transfer. Transition strategies might include:
 - i a program of visits to the new site;
 - ii discussions between teachers concerning students and children’s needs;
 - iii encouraging visits of teachers from the host site;
 - iv parent visits;
 - v parents welcomed and given the opportunity to be involved in the new Preschool Parent Association.
 - vi psychological support to the family in dealing with the stress of adapting to change / transition (for example: counselling, parenting support). This is essential for families dealing with recognised special needs (for example: autism / asperger disorder, behavioural, and/or language needs) where change

management is difficult to negotiate and manage in the months subsequent to the change taking place.

- f In acknowledgement that Preschool is a non-compulsory component of Government education, funding should be made available to cover costs associated with establishing the student in the Kindergarten year and the school of the parent's choice (be it Government or Non-Government). This transition funding should include, but not be limited to:
 - i covering the costs of the provision of new school uniforms.
 - ii negotiated support with respect to transport costs.

Stage 6 Governance Matters

The CPS encourages the Preschool Parent Association to exercise its legal right to choose its own course of action with respect to its future. In this the CPS has ensured that there is a considerable degree of flexibility for the member Parent Associations.

NB. For those preschools, facing closure as a result of the Government's adoption of the 2006 Toward 2020 proposal, there is a considerable amount of pressure being brought-to-bear in which to make the decisions with respect to the Parent Association's immediate, medium and long-term future.

The CPS strongly urges that the Preschool Parent Association undertake independent legal advice with respect to its decision-making. After which, the CPS recommends that the following be undertaken:

1. The Parent Association – as soon as possible after the declaration of amalgamation or closure, will choose to utilize normal decision-making processes, as outlined in their Constitution, in managing the closure and amalgamation process. The Preschool Parent Association may choose, but not be limited to, the following options:
 - a to amalgamate with the Parent Association of a preschool that is amalgamated to the Primary School where a majority of its students will be enrolled for the year following the preschool year.; or
 - b to wind up the Parent Association and divide the Parent Association's assets between a number of other Parent Associations – in accordance with the wishes of the Parent Association's members and the association's own constitution; or
 - c to wind up the Parent Association, and arrange the sale of their teaching resources and equipment and to then transfer the Association's financial assets – in accordance with the wishes of the Parent Association's members and the association's own constitution.
2. The Preschool Closure Working Party – as soon as possible after the decision of the Parent Association as to the management of the amalgamation or closure, will set key dates for establishment of the winding-up or amalgamation of the Parent Association. This is managed in accordance to the Parent Association's own Constitution.
 - a Amalgamation. In the event of a preschool amalgamation, the next steps must be followed.
 - i An Incorporated Association should refer to its Rules of Incorporation in regards to the process for 'amalgamation' the Association with another Incorporated Association.
 - ii The ACT Associations Incorporations ACT 1991 allows two or more associations that are already incorporated under the Act, to amalgamate as a single association.
 - iii The Parent Association Executive Committee's of both incorporated associations should meet to discuss and clarify any matters outstanding from the decision to amalgamate. It is in this meeting that the terms of the amalgamation, the objects

and rules of the new Parent Association are determined. The new rules must be consistent with the objects of the new association. This can be as simple as adopting one Parent Associations rules – in this way they are ensured to address the matters included in Schedule 1 to the Act. Alternatively, the amalgamating associations may resolve to adopt the Model Rules (refer to website at www.rgo.act.gov.au).

- iv The terms of the amalgamation, the objects and rules of the new association must then be approved by a special resolution of each amalgamating association as stated in Section 26(1) of the ACT Associations Incorporation Act (1991)
 - v A special resolution must be passed at a general meeting of the association.
 - vi At least twenty-one days' notice of the meeting must be given to the members of the association together with a notice of intention to propose the resolution as a special resolution.
 - vii At the meeting the special resolution must be passed by at least three-quarters of association members who, are entitled to vote, either vote in person at the meeting or by proxy (if proxy voting is allowed under the rules of the association).
 - viii Notice of the special resolution to be lodged with the office before they are effective.
 - ix Where the Act says that a special resolution is necessary it is important that all the requirements for a special resolution are satisfied. If they are not there is no valid decision by the association.
 - x Once the special resolution to amalgamate the associations is passed, a joint application should be lodged with the office to incorporate as a single entity. Application must be made using Form A2 "Application to Amalgamate Associations" and be accompanied by the prescribed fee (refer to website at www.rgo.act.gov.au).
- b Closure. In the event of a preschool Closure, the decision to "wind up" the Incorporated Association as already been made and the next steps must be followed.
- i An Incorporated Association should refer to its Rules of Incorporation in regards to the process for 'winding up' the Association. This is often referred to as a "dissolution", or the "winding up", of the Incorporated Association.
 - ii If the Rules states that the Association is "wound up" according to the Incorporation Act, the following would apply:
 - iii The "winding up" must be approved by a special resolution of the association as stated in Section 26(1) of the ACT Associations Incorporation Act (1991)
 - iv A special resolution must be passed at a general meeting of the association.
 - v At least twenty-one days' notice of the meeting must be given to the members of the association together with a notice of intention to propose the resolution as a special resolution.
 - vi At the meeting the special resolution must be passed by at least three-quarters of association members who, are entitled to vote, either vote in person at the meeting or by proxy (if proxy voting is allowed under the rules of the association).
 - vii Notice of the special resolution to be lodged with the office before they are effective.
 - Where the Act says that a special resolution is necessary it is important that all the requirements for a special resolution are satisfied. If they are not there is no valid decision by the association.

Stage 7 Hard Asset (Object) Management.

3. The Parent Association – as soon as possible after the decision of the Parent Association as to the management of the amalgamation or closure will:

a Upon the amalgamation of two Preschool Parent Associations.

The Canberra Preschool Society recommends that, in accordance with the Associations Incorporated Act (1991) Part3, Division 3.3, Section 28, (1):

- i the now amalgamated Preschool Parent Association (after satisfying debts and liabilities) determine as to where:
 - the hard assets (teaching resources, equipment etc) of the ‘closing’ Preschool shall be stored.
 - the records, of the ‘closing’ Preschool, shall be stored
- ii Arrange for the hard assets and records to be packed, labelled and readied for transferral by the Departmental Officer in accordance to the DET Timetable.

b Upon closure – the “winding up” of the Preschool Parent Association.

The Canberra Preschool Society recommends that the Preschool Parent Association hard assets (after satisfying debts and liabilities) and all records shall, be dealt with in a manner that satisfies the legal obligations as described in the Associations Incorporated Act (1991) Part 7, Section 92:

- i All the teaching resources, equipment and materials that have been identified, on the Object Management Register, as being transferred to another Preschool Parent Association of a Government preschool (as this satisfies the Association’s legal obligations) must be:
 - packed, labelled and readied for transferral by the Departmental Officer in accordance to the DET Timetable.
- ii All remaining teaching resources, equipment and materials must be, either:
 - disposed of, in accordance to Parent Association member’s directions, recognising that should the goods be destined for a Non-Government site, the packing and handling of the goods must be arranged and fully paid for out of the Parent Associations own funds. Or
 - sold and the funds from that sale be placed into the Parent Association Account.

Stage 8 Financial Assets

4. Financial records

- a Having already forwarded a Treasurer’s Report and financial statements, to the end of November, to CPS Office;
 - i As soon as possible after the closing date, forward the financial records from 1 December to the closing date to the CPS Office. with the financial statement.

5. Closing Bank Accounts

- a Subsequent to the disposal (transfer or sale) of the hard assets, and the resultant funds having been deposited, the bank account must be closed and a cheque should be addressed to the Canberra Preschool Society for the closing balance.
- b The cheque should be forwarded to the CPS Executive Officer.
 - i The CPS Executive Officer will deposit the cheque into the CPS account under a journal entry designated for the purpose of the management of preschool closures.

- c A list should also be provided of all the un-presented cheques, the name of the suppliers, and a copy of any outstanding bills.
 - i The CPS Executive Officer will ensure that all outstanding bills are paid.

6. Payment of Accounts

- a During the last week of preschool no bills are to be paid because there will be insufficient time for the supplier to present the cheque. These accounts should be forwarded to CPS Executive Officer [see Stage 8 / 1 / d / iii.

Stage 9 Closing Celebration

The preschool community are encouraged to hold an appropriate celebration to honour the history of the closing preschool and to ensure continuing pride in the contribution to public education and care in the Australian Capital Territory.

7. The Preschool Closure Working Party will:

- a organise and conduct the closing celebration – by:
 - i determining a date and a program and considering the guests it intends to invite.
 - ii may decide to access preschool funds to fund such celebrations.

Appendix 1
Preschool Proposed Closure Working Party
Proforma

Preschool Proposed Closure Working Party

| | | |
|---|----------------|---------|
| Preschool Proposed Closure Working Party form | | |
| PRESCHOOL NAME | | |
| NAME: | | |
| PHONE: | FAX: | MOBILE: |
| EMAIL: | | |
| TEACHER-IN-CHARGE CONTACT DETAILS | | |
| NAME: | | |
| PHONE: | FAX: | MOBILE: |
| EMAIL: | | |
| PARENT ASSOCIATION PRESIDENT CONTACT DETAILS | | |
| NAME: | | |
| PHONE: | FAX: | MOBILE: |
| EMAIL: | | |
| PARENT ASSOCIATION ASSETS CONTROL OFFICER CONTACT DETAILS | | |
| NAME: | | |
| PHONE: | FAX: | MOBILE: |
| EMAIL: | | |
| CPS COUNCIL CONTACT DETAILS | | |
| NAME: | | |
| PHONE: | FAX: | MOBILE: |
| EMAIL: | | |
| CPS CONTACT DETAILS | | |
| NAME: Dianne Thornton | | |
| PHONE: 6286 2527 | FAX: 6286 2895 | MOBILE: |
| EMAIL: canberrapreschools@bigpond.com | | |
| DATE OF END OF CONSULTATION PROCESS. | | |
| DATE OF CLOSURE | | |

Appendix 2 – Stake-holders Consultation Plan

The stake-holders consultation plan will include a description of processes and timelines to manage the following aspects of the community and stake-holders consultation process with respect to the proposed preschool closure and/or amalgamation.

1. Form Preschool Proposed Closure Working Party, who is to assume control of the formulation and implementation of the stake-holders consultation plan.
2. Open a Preschool Proposed Closure File. The contents will vary, due to the individual nature of each preschool's unique neighbourhood and Association characteristics, but should include, in most cases:
 - a A Preschool Proposed Closure Working Party Contact form. A copy of which is to be sent off to the CPS office.
 - b A schedule of, but not limited to:
 - c meeting dates, locations and times.
 - d consultation deadlines
 - e A copy of the Association's constitution.
 - f A copy of the Insurer's relevant documentation.
 - g A copy of the Association's last, approved, Treasurer's report – and any approved Treasurer's reports subsequent to the announcement of the proposed closure.
 - h A copy of the Association's Asset Inventory.
 - i A record of all meeting notes (or minutes) including dates, those present and a list of action items, those responsible and with dates for task completion.
3. Formulate a plan for the stake-holders consultation process, including, but not limited to:
 - a preparation of a stake-holder submission to Government with respect to the community / stake-holder consultation regarding the proposed closure,
 - b meeting notes and action items – with, amongst others: other stake-holders, members of the community.
 - c research data
 - d media releases
4. A copy of the Stake-holders Submission

Appendix 3 – Hard Asset (Object) Management

Object Management Register

Object Despatch Record.

In many cases this can be an adaptation of the Preschool Parent Association's own Asset register. Especially if this is managed using a spreadsheet. Extra columns can be added to the existing spreadsheet and the workbook saved under an alternative file name.

Appendix 4 – Parent Association Management Plan

The plan will include a description of processes and timelines to manage the following aspects associated closure and amalgamation should that occur.

As it is the Parent Association who will need to choose to utilize normal decision-making processes, as outlined in their Constitution, in managing the closure and amalgamation process – it will be the responsibility of the Parent Association President to lead the process.

The plan will reflect the Parent Associations “scenario-type thinking” and their “ethical-type responsibility”.

1. Each “scenario” plan should include, but not be limited to the following:
 - a communication plan
 - b media releases
 - c communication to existing members with respect to governance & management issues.
2. transition arrangements for children and students
 - a finalisation
3. governance matters, administrating the choice of the Parent Association with respect to changing aspects of the of existing Parent Association:
 - a amalgamation
 - b “winding-up”
4. financial issues
 - a closure of accounts
 - b payment of outstanding bills & liabilities;
5. information technology;
6. archiving or management of site records
 - a in accordance with the ACT Territory Records Act (2004);
 - b archiving or management of site memorabilia;
7. management of hard assets (teaching resources, equipment and materials)
 - a stock take of resources and equipment,
 - b identification of recipients, and / or manner of disposal
8. removals
 - a packing; and
9. closing celebration
 - a delegation of task
 - b invitees
 - c program.
10. To assist you in the process we have designed a Management Planner – to help you organise each of the tasks – and tick them off when they have been completed.