



Farmers' Market Policy

Relationship to other policies:

This policy should be read in conjunction with the Buildings and Grounds Maintenance Levy Policy and the Cash Handling Policy.

Background:

The Farmers' Market was established in 2014 to support the school in a variety of ways:

- a cultural experience, exposing students and the community to food and goods produced on Victorian farms;
- an opportunity for closer engagement with the broader community, many of whom would otherwise have little or no contact with the school;
- enhanced opportunities to promote healthy food and healthy eating habits; and
- extra funding to support school projects, excursions and initiatives.

Purpose:

This policy seeks to set out the rationale, framework for operation and funding arrangements from the Farmers' Market.

The objectives of the Farmers' Market are:

- To establish and nurture a sense of community;
- Encourage participation, cooperation, communication and creativity;
- To provide opportunities for kids to reconnect with nature in a meaningful, seasonal, productive and satisfying way.
- To educate our school community about the benefits of, and to provide access to healthy foods and sustainable and environmentally responsive practices.

Policy:

The Farmers' Market will:

- provide a significant opportunity to grow the relationship between the community and the school;
- contribute to the understanding of both students and the community of food produced from Victorian farms;
- wherever possible, promote healthy food and healthy eating habits; and
- assist the school with funding for various projects and initiatives (over and above what existing funding allows) such as excursions or new playground equipment.

Farmers' Market income and expenditure will be tracked through the school's Official Account with a separate subprogram maintained to enable incomings and outgoings to be tracked. Incomings and outgoings will be regularly reported to the: Farmers' Market Subcommittee; Finance Subcommittee and School Council.

Funding from the Farmers' Market will be used to support the school. Examples of how expenditure may be used include:

- activities such as advertising, market signage, BBQ repair etc. to continue to sustain the Farmers' Market at the discretion of the Principal;
- projects, purchases or activities for the school that are deemed necessary and are approved by the School Council.

In line with the original intent of the market, when considering how funds (other than funds being used to sustain the market) will be expended, the following principles will be taken into account:

- the promotion of healthy food and healthy eating habits;

- the use of local, Victorian suppliers;
- enhancement of the relationship with the community; and
- projects and initiatives (over and above what existing funding allows) such as excursions or new playground equipment.

To maintain transparency and to sustain the level of buy-in and support required from the school community to continue to run the market, all non-market related expenditure above \$1,000 will be reported to School Council and then communicated in the school newsletter on a monthly basis.

All non-farm related stalls are to be approved by School Council. Such stalls are to be politically-neutral.

Roles and Responsibilities:

External Market Manager

The market will be run by an external market manager who is responsible for:

- ensuring the number of stallholders is maintained;
- providing feedback to the subcommittee from stallholders;
- putting forward ideas to improve the market;
- maintaining accreditation with the Victorian Farmers' Market Association;
- completing the school's contractor induction and complying with relevant policies and procedures; and
- identifying hazards and implementing appropriate risk control measures and complying with responsibilities set out in Attachment 2 (Bonbeach Farmers' Market Safe Work Methods Statement).

The market manager will be engaged on similar terms and conditions as set out in Attachment 1.

Farmers' Market Subcommittee

A subcommittee of School Council is responsible for:

- liaising with the Market Manager to obtain feedback and input into market operations;
- identifying areas of improvement for example advertising and signage and undertaking associated work; and
- coordinating volunteers to set up, pack up and collect donations at the gates and organise for non-profit organisations or the school to run the BBQ egg and bacon roll stall.

The Subcommittee must be convened by a member of School Council who is responsible for recording minutes of each meeting and forwarding to the Business Manager to circulate to School Council members.

The Subcommittee will comprise of the Principal, at least one parent School Council member, the market manager (on an ad hoc basis when attendance is requested) and other key market volunteers.

The Subcommittee will ensure that the roster of parent/guardian volunteers at each market is provided to the School Office to determine who is eligible for exemption from paying the Buildings and Grounds Maintenance Levy in the following year.

School Office

In line with the Cash Handling Policy the school office is responsible for maintaining a separate subprogram account under the school's Official Account.

Principal and Assistant Principal

The Principal and Assistant Principal are responsible for ensuring all cash donations are counted and verified by two people on the day of the market. Cash will be checked on the next working day by the School Office and banked.

Principal

The Principal is responsible for ensuring that the Market Manger:

- completes the contractor induction and complies with relevant policies and procedures;
- fulfils the role and responsibilities outlined in Attachments 1 and 2;
- the school has appropriate insurance cover; and
- the Department of Education and Training (DET) legal branch has reviewed the agreement contained in Attachment 1 prior to signing to ensure risks for the school are minimised.

Review

This policy will be reviewed annually by the Farmers' Market Subcommittee. Any changes will be recommended to the Education Subcommittee.

Approval

This policy was approved by School Council on 26 April 2017.