

# CSHS P&C Association Inc



## 180514 CSHS P&C General Meeting

When	14 May 2018 at 19:30
Location:	Admin Conference room - Churchlands Senior High School, 20 Lucca St, Churchlands WA 6018, Australia
Chairperson	Kate Sinfield
Minute taker	Brendon Flaherty
Present	Bridget Barry , Marina Biddle , Rachel Clegg , Brendon Flaherty (Secretary / WACSSO Rep), Tracey Gralton , Neil Hunt , Sandie Lam , Raelene Lovick , Kelly Lyndon (Uniform Shop Coordinator), Nandita Naroth (Treasurer), Jane Powell (Communications), Kate Sinfield (President), Ken Taylor (Vice President)
Apologies	Katie Almeida , Geraldine Day-Perkins , Natasha Guest , Annie Halse-Smith , Gill Kenny , Claire Leishman , Shaniah Lyndon , John Mackenzie , Kathy Putt , Katrina Tap , Jennifer van den Hoek

## Minutes

### 1. **Welcome**

The meeting opened at 7:30 pm

Kate welcomed everyone to our third meeting for the year.

## **2. Confirmation of Minutes of previous meeting**

The minutes had been previously circulated.

An alteration to the second dot point of Item 6 was changed to read "MYOB is setup in two files & causes lots of extra effort / time / wages so this will be improved by the use of a new POS system in the Uniform Shop. (TBA)"

### **Decision**

With the correction above the Minutes of the General Meeting of 26 March 2018 were moved, voted & ACCEPTED as being a true record.

## **3. Vice President's Report**

Kate had no specific report as her items would be discussed under other Items.

## **4. Principal's Report**

Neil presented his report.

- Neil added that due to the need to fast track the upgrade projects he has already met with BMW and Programmed Maintenance and plans are underway to complete the works this year.

 [180514\\_Principals\\_Report.pdf](#)

## 5. Treasurer's Report

Nandita presented her report.

[180514\\_Treasurers\\_Report.pdf](#)

### Decision

Moved, voted and ACCEPTED that the P&C Annual Budget for 2019 to be presented and ratified by the last General Meeting of the year.

Moved, voted and ACCEPTED that the Treasurer should provide a summary report to each meeting re all expenditures for the past and upcoming periods to be accepted by the P&C with all transactions to be audited at the end of the year.

Moved, voted & ACCEPTED to purchase a Vend Advanced POS plan for approximately \$80 per month for use in the Uniform Shop

Moved, voted & ACCEPTED to purchase a new touch screen computer with associated hardware & software to a maximum of \$2000 for the Uniform Shop

Moved, voted & ACCEPTED to cancel any further apportionment of admin charges to subcommittees

Moved, voted & ACCEPTED to implement the new Procedure for Receiving Money & Making Payments to be updated / improved as needed

Moved, voted & ACCEPTED to roll over the Building Fund Term Deposit for 9 months till February 2019.

### 5.1. Spending Requests & Suggestions

Neil requested \$800 to fund the "Just Say No" presentation from Jade Lewis for the Year 10 students and parents (two dates). This had been very successful last year with the younger years

#### Decision

Moved, voted & ACCEPTED to fund \$800 for the "Just Say No" presentations

Moved, voted & ACCEPTED to fund \$250 for last year's Year 12 Award for Consistent Achievement

## 5.2. Alumni Funds request

Tracey requested approval for funding of display & storage materials - Quote \$7,964 for a dedicated alumni feature on the school website to assist in bring back alumni to help support the existing students (Brand agency).

Tracey to provide further details to the next meeting.

### Tasks

- ✓ Review the proposed deliverables of the Brand Agency proposal for the Alumni web page.  
Assignee: Ken Taylor  
Due date: 11 Jun 2018

## 6. Communications

Jane presented a verbal report.

- Jane regularly receives requests for items onto the P&C Facebook page such as Cyber safety events.
- Generally if the request is for a Not For Profit or supporting community event or students or the P&C it would be OK.
- Jane to continue to decide on a case by case basis but check with the Executive if not sure

## 7. Music Parents' Report

Tracey presented a report.

- Liquor Licensing rules have been revised and only 12 per year unless a Special Purpose Licence is purchased.
- \$3514 for a Special License but then available for EVERY event at the concert hall. Agreement had been reached that the Music Parents would fund the ongoing cost of the licence at about \$500 per year.
- Events outside the concert hall area (such as the Gym of Art Exhibition) would continue to require an Occasional Liquor Licence with only 12 per year available.

### Decision

Moved, voted & ACCEPTED to apply for a Licence for the Concert Hall area to the value of about \$3500 at P&C cost

### Tasks

- ✓ Prepare application for a Special Facility Licence to Liquor Licensing  
Assignee: Kate Sinfield  
Due date: 11 Jun 2018

## 8. Uniform Shop

Kelly presented her report.

- The details of the requirements for the new computer and Vend POS as well as MS Office and emails has been discussed already in Item 5
- In addition to the POS we would like to get a dataset of the school students, forms and contact details to enable a better customer service going forward. This would allow emailing of receipts, records of purchases and returns as well as sizing support.
- |

[📎 180514\\_Uniform\\_Coordinator\\_report.pdf](#)

[📎 180514\\_Uniform\\_Managers\\_Report.pdf](#)

### Tasks

- ☑ Prepare email to the Principal re need for student details into the Uniform Shop POS  
Assignee: Kelly Lyndon  
Due date: 18 May 2018

## 9. Community Art Exhibition (25-27 May)

Raelene provided her report with some additional points:

The printing of invitations as well as the circulation via newspapers has been sponsored by Lucie Vbrska and Realmark. Thankyou!

More helpers were needed to assist with hanging artworks all next week during school hours. A volunteer request would be sent out.

Access to the P&C EFTPOS Machine would be required for the entire weekend.

[📎 180514\\_Art\\_CommitteeCSHS\\_ART\\_COMMITTEE.pdf](#)

### Decision

Moved, voted & ACCEPTED to allow Lucie Vbrska and Realmark to be acknowledged as sponsors on the advertising materials.

Moved, voted & ACCEPTED to acquire an additional EFTPOS machine with one of the machines to be used as a mobile unit and the other to be linked to the uniform shop.

### Tasks

- ☑ Obtain new EFTOS machine & setup as agreed.  
Assignee: Nandita Naroth

## 10. YouthCARE

Gill had sent her report

- 3 dates have been set
  1. 11 August - Chaplaincy Dinner
  2. 6 October - Bunnings Sausage Sizzle
  3. 13 October - YouthCARE Quiz Night
  4. Looking for a date for concert that won't clash with other Music events, probably September / October
- The Youthcare Council would like a table at the P&C Quiz night on 17 August.
- The council would also like to consider the sale of honey at the Good2Grow event in September.

### Tasks

- ✓ Advise Quiz team of the Youthcare table request.  
Assignee: Brendon Flaherty  
Due date: 11 Jun 2018

## 11. Act-Belong-Commit

Chris had sent his apologies, but had also sent a brief report:

- The ABC committee has not met yet as Tenille Wright is not convening due to her workload.
- The **RU OK? Day** has been confirmed for 30 August although a coordinator has not been appointed.

## 12. School Board

Chris had sent his report. There were no questions or comments.

[180514\\_Board\\_Report.pdf](#)

## 13. ICT

- No report

## 14. Good2Grow (1 September)

- No report

## 15. Fathering

John had sent his apologies but sent his report:

- In the last six weeks I have been preparing for a hospitalisation which was completed last week. In the meantime I have heard from Matt so together with Brendon and Brad Caldwell, I will arrange:

1. Dates for Meetings for 2018 and 2019 - and get agreements for these dates with all of these interested Dads.

2. Discuss all the options that Dads could participate in, with their kids in the next two years as being a dad does not stop when the school term ends.

- One Option - Set up a Calendar (some work done already) of events that Dads can participate in all through the year. My proposal is that all dads are encouraged to participate in some ongoing activity with each of their children, record this activity on video and then at our Dad's committee meetings we filter this record of the dads / children activities for distribution to all the school dads on an email list. Hopefully then those Dads who have not partnered with their children can get some encouragement and ideas to begin the process.
- For example some Dads are into
  - a. Water sports- swimming, fishing, kayaking etc
  - b. Ball Games - including footy, cricket, basketball etc
  - c. Arts - Various
  - d. Gardening -Growing stuff
  - e. Social Media- Has any Dad had success in making this productive?And so on

### Decision

## 16. Quiz Night (17 August)

Kathy had sent her apologies and as she has been away for several weeks would be arranging her first meeting shortly

## 17. General Business

The Minutes of the Executive meeting of 12 March were presented to the meeting, with six existing and four new members attending.

The only decision taken was to delegate Kate Sinfield and Kelly Lyndon to advertise, interview and recommend a new Uniform Shop manager which had been done and reported above.

### **17.1. Election of President / Vice President**

The position of President was vacant, but as she had been acting in the role since the AGM, Kate offered to step up .

Ken Taylor was nominated as Vice President.

There were no other nominees.

#### **Decision**

Moved, voted & ACCEPTED Kate Sinfield as President of the P&C

Moved, voted & ACCEPTED Ken Taylor as Vice President of the P&C

### **17.2. Confirm Uniform Reference Committee Members**

The Uniform Reference Committee is composed of Teaching staff, head Boy & Girl and nominees from the P&C and is chaired by Bernie Dunn.

Tracey Gralton had been on the committee for a number of years and wished to continue.

Kelly Lyndon had requested the next meeting for Wednesday this week.

#### **Decision**

Moved, voted & ACCEPTED that Tracey Gralton as well as the Uniform Shop Coordinator and Manager be the P&C representatives on the Uniform Reference Committee.

### **17.3. P&C Emails**

Due to a two week problem with the Uniform Shop emails through the school a decision had been taken by the Executive to create a new P&C domain ([www.churchlandspc.com.au](http://www.churchlandspc.com.au)) and set-up permanent position emails for the committee. This was completed late last term.

Emails had already been adopted by several members and the full list would be rolled out and then advertised progressively.

Currently the following are in use:

- [president@churchlandspc.com.au](mailto:president@churchlandspc.com.au)
- [vicepresident@churchlandspc.com.au](mailto:vicepresident@churchlandspc.com.au)
- [secretary@churchlandspc.com.au](mailto:secretary@churchlandspc.com.au)
- [treasurer@churchlandspc.com.au](mailto:treasurer@churchlandspc.com.au)
- [uniformcoordinator@churchlandspc.com.au](mailto:uniformcoordinator@churchlandspc.com.au)
- [uniformmanager@churchlandspc.com.au](mailto:uniformmanager@churchlandspc.com.au)
- [uniformshop@churchlandspc.com.au](mailto:uniformshop@churchlandspc.com.au)
- [accounts@churchlandspc.com.au](mailto:accounts@churchlandspc.com.au)
- [admin@churchlandspc.com.au](mailto:admin@churchlandspc.com.au)
- [executive@churchlandspc.com.au](mailto:executive@churchlandspc.com.au)

There is no website set up at this time.



#### **17.4. WACSSO Conference (18-19 August)**

The Secretary is the nominated representative to WACSSO and also attends the annual conference scheduled for 18-19 August.

The opportunity exists for agenda items to be submitted to be discussed at the conference and can be:

1. Amendments to the WACSSO Constitution
2. Amendments to the WACSSO Policy document
3. Information / action from the Minister for Education, Director General of Education or other governmental authority.

Agenda items must be received by WACSSO before 15th June and so would need to be finalised and voted on at the next P&C meeting.

#### **17.5. Star Tutor offer**

An offer had been received via the school for a tutoring service which would provide a \$50 donation for every family that started tutoring through the business - Star Tutors.

##### **Decision**

Moved, voted & REJECTED to accept the offer from Star Tutors.

##### **Tasks**

- ✓ Write a reply to Star Tutors regarding the P&C inability to accept this type of sponsorship  
Assignee: Brendon Flaherty  
Due date: 30 May 2018

#### **17.6. Petition regarding the former City Beach High School site**

A petition had been received to ask the state government to NOT sell the site and to maintain it for education purposes.

##### **Tasks**

- ✓ Place the petition on the P&C Facebook page  
Assignee: Jane Powell  
Due date: 18 May 2018

#### **17.7. Parent Contributions to the P&C**

At present the \$70 voluntary contribution to the P&C is advertised as, and is paid to the Building Fund and therefore qualifies as a Tax Deduction to the parents which is an obvious benefit to the parents and potentially raises more funds than if it wasn't a tax deduction.

There are several downsides of this method to the P&C and it should be confirmed whether we want to raise funds via the Building Fund or into general accounts

##### **Decision**

Passed over this item to the next meeting.

**18. Next General meeting - 11 June**

Meeting concluded at 10:02 pm.

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of 180514 CSHS P&C General Meeting on 14 May 2018

## Summary of Matters Arising

### Decisions

Item Decision

2. With the correction above the Minutes of the General Meeting of 26 March 2018 were moved, voted & ACCEPTED as being a true record.
5. Moved, voted and ACCEPTED that the P&C Annual Budget for 2019 to be presented and ratified by the last General Meeting of the year.
- Moved, voted and ACCEPTED that the Treasurer should provide a summary report to each meeting re all expenditures for the past and upcoming periods to be accepted by the P&C with all transactions to be audited at the end of the year.
- Moved, voted & ACCEPTED to purchase a Vend Advanced POS plan for approximately \$80 per month for use in the Uniform Shop
- Moved, voted & ACCEPTED to purchase a new touch screen computer with associated hardware & software to a maximum of \$2000 for the Uniform Shop
- Moved, voted & ACCEPTED to cancel any further apportionment of admin charges to subcommittees
- Moved, voted & ACCEPTED to implement the new Procedure for Receiving Money & Making Payments to be updated / improved as needed
- Moved, voted & ACCEPTED to roll over the Building Fund Term Deposit for 9 months till February 2019.
- 5.1 Moved, voted & ACCEPTED to fund \$800 for the "Just Say No" presentations
- Moved, voted & ACCEPTED to fund \$250 for last year's Year 12 Award for Consistent Achievement
7. Moved, voted & ACCEPTED to apply for a Licence for the Concert Hall area to the value of about \$3500 at P&C cost
9. Moved, voted & ACCEPTED to allow Lucie Vbrska and Realmark to be acknowledged as sponsors on the advertising materials.
- Moved, voted & ACCEPTED to acquire an additional EFTPOS machine with one of the machines to be used as a mobile unit and the other to be linked to the uniform shop.
- 15.
- 17.1

- Item ~~Decision~~ Moved, voted & ACCEPTED Kate Sinfield as President of the P&C  
 Moved, voted & ACCEPTED Ken Taylor as Vice President of the P&C
- 17.2 Moved, voted & ACCEPTED that Tracey Gralton as well as the Uniform Shop Coordinator and Manager be the P&C representatives on the Uniform Reference Committee.
- 17.5 Moved, voted & REJECTED to accept the offer from Star Tutors.
- 17.7 Passed over this item to the next meeting.

## Tasks

Item	Task	Assigned to	Due date
5.2	Review the proposed deliverables of the Brand Agency proposal for the Alumni web page.	Ken Taylor	11 Jun 2018
7.	Prepare application for a Special Facility Licence to Liquor Licensing	Kate Sinfield	11 Jun 2018
8.	Prepare email to the Principal re need for student details into the Uniform Shop POS	Kelly Lyndon	18 May 2018
9.	Obtain new EFTOS machine & setup as agreed.	Nandita Naroth	
10.	Advise Quiz team of the Youthcare table request.	Brendon Flaherty	11 Jun 2018
17.5	Write a reply to Star Tutors regarding the P&C inability to accept this type of sponsorship	Brendon Flaherty	30 May 2018
17.6	Place the petition on the P&C Facebook page	Jane Powell	18 May 2018

## Summary of Attachments

### Attachments

Item	File Name
4.	<a href="#">180514_Principals_Report.pdf</a>
5.	<a href="#">180514_Treasurers_Report.pdf</a>
8.	<a href="#">180514_Uniform_Coordinator_report.pdf</a> <a href="#">180514_Uniform_Managers_Report.pdf</a>
9.	<a href="#">180514_Art_CommitteeCSHS_ART_COMMITTEE.pdf</a>
12.	<a href="#">180514_Board_Report.pdf</a>

Attachments can be found under your TidyHQ admin account at:  
 Storage > Meetings > [180514 CSHS P&C General Meeting](#)

# Principals Report

## P&C Meeting May 2018

### 1. Budget Update

As foreshadowed as an option in the March meeting Churchlands was advised that due to its strong Reserve account position it would be expected to use these funds to manage its budget in 2018. As a consequence in excess of \$1 million dollars has been transferred from the swimming pool and capital works reserve accounts to 2018 budgeted items.

It will be logical to assume that our remaining reserves will also disappear in like fashion during the remaining years of the McGowan Government. The finance committee has agreed that a future new pool is now no longer feasible. Further that the school should endeavour to promptly spend reserves on projects that will provide sustained benefits for a number of years. These projects can include, but not limited to

- Upgrade of the existing pool
- Hale Road fencing
- Increasing the size of the Uniform Shop
- Improved security
- IT infrastructure.

### 2. School Production

Parents, student staff and community members were entertained by the cast and crew of the school's production "The Servant has two masters". Presented on stage at the Churchlands Concert Hall over four night season students did themselves and their teachers proud with an accomplished performance.

### 3. Curriculum

This is the term of exams. By the end of week 2, non-ATAR students completed their Externally Set tasks (ESTs). In week 3 subjects requiring a practical components of work were also assessed. NAPLAN for Year 7's and 9's will also be held in this week and formal exams for Year 11 & 12 will commence on the Friday of week 3 continuing over the following two weeks. Exams for Years 8 – 10 will also be held in this same period. For the remaining four weeks of term teachers will be engaged in marking and completing reports on top of their normal teaching program.

### 4. Churchlands Foundation

I am pleased that the Solar Panel Project process has now commenced with a final assessment form Western Power the final hurdle prior to the preparation and release of tender documents. It is hoped that we will be "connected" by the end of the year.

Neil Hunt  
Principal  
Churchlands HS

Churchlands Senior High School Parents' and Citizens' Association Inc

TREASURER'S REPORT

FOR THE PERIOD JANUARY – APRIL 2018

General meeting – 14 May 2018

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**FINANCIALS**

**BALANCE SHEET AS AT 30 APRIL 2018**

BANK

CBA General cheque	\$6,373
CBA Uniform cheque	\$9,287
CBA MPC cheque	\$25,611
CBA Building Fund	\$22,220
CBA General Saver	\$6,747
CBA Building Saver	\$79
CBA Building Fund term deposit	\$367,878
CBA General term deposit	\$203,016
Petty cash / Float	\$880
<b>Total Cash</b>	<b>\$642,091</b>

CURRENT ASSETS

Accounts Receivable & Accrued Income	\$7,568
Stock on Hand	\$105,889
Other Assets	\$2,617
<b>Total Current Assets</b>	<b>\$116,074</b>

**TOTAL ASSETS** **\$758,165**

LIABILITIES

Trade & Other Payables	\$47,343
Payroll Liabilities	\$2,872
GST	(\$3,304)

**TOTAL LIABILITIES** **\$46,911**

**NET ASSETS** **\$711,254**

## PROFIT & LOSS STATEMENT FOR THE PERIOD JANUARY 2018 TO APRIL 2018

### INCOME

Uniform Shop	\$147,377
Event Income	\$1,060
Fundraising Activities	\$1,686
Building Fund donations	\$22,220
Interest	\$2,582
<b>Total Income</b>	<b>\$174,925</b>

### EXPENSE

Cost of Sales	\$108,502
General & Admin Expenses	\$11,194
Event Expenses	\$985
Wages & Super	\$25,827
Chaplaincy Support	\$35,000
Donations to school	\$3,045
<b>Total Expenses</b>	<b>\$184,553</b>
<b>Net Profit/(Loss)</b>	<b>(\$9,628)</b>

### P&C ANNUAL BUDGET

I am not aware of a budget that was prepared for the current financial year. I shall, with input from the sub-committees, prepare a budget for 2019 to be ratified by the Committee and presented at the next AGM.

I propose that the Committee move for an annual budget to be presented and ratified by the Committee by the last general meeting of the Committee in 2018.

### PAYABLES

Details of outstanding payments and details of payments made since the last meeting will be provided to the Committee at the meeting. Committee to approve payables and retrospectively approve payments made.

Endorsement of the payments to be made at the meeting.

## SUB-COMMITTEES - OVERVIEW

### UNIFORM SHOP

#### INCOME

Uniform sales	\$145,059
Discounts received	\$2,318
<b>Total Income</b>	<b>\$147,377</b>

#### EXPENSE

Cost Of Sales*	\$108,502
General & admin expenses	\$5,236
Wages and salaries	\$18,734
<b>Total Expenses</b>	<b>\$132,472</b>
<b>Net Profit/(Loss)</b>	<b>\$14,905</b>

\* **Cost Of Sales** – amount is based on reconciliations done on the Accounts data file. Cost Of Sales reported by the Uniform Shop is inordinately high at \$141,487 and appears to be incorrect.

**Stock on Hand** – Stock levels had to be adjusted after the stocktake in April. I spent time with the Uniform Shop Manager showing how stock inventory counts/adjustments were made to reflect the actual stock on hand. Inventory adjustments to the value of \$ 22,427.91 were made. It is disconcerting that stock counts continue to vary even till date. Some of the supplier invoices, as observed by the Bookkeeper, were not entered or entered incorrectly which could continue to cause discrepancies in stock levels. Further, I spent time with the Uniform Shop Manager to correct incorrect stock item transactions carried over from last year and that were continuing to be in use this year. The corrections albeit complicated were carried out and I had requested that there be no repeated use of the incorrect stock item. I also showed the Uniform Shop Manager the raising of Purchase Orders to suppliers and receiving the stock either partially or fully. But I understand that it is difficult for the uniform shop to follow these procedures and not revert back to the old incorrect recording of transactions as they need to work on the current accounting software.

Recording and maintaining accurate stock levels in an accounting software is a constant challenge faced by the uniform shop staff. When mistakes occur, I spend significant amount of time going over backed up data files to check adjustments and providing correct account allocations to correct the mistakes. These constant and unnecessary challenges to time and the uniform shop staff can be eliminated by implementing a suitable Point of Sale system for the uniform shop as per my proposal and discussion with the Committee in the last meeting on 26 March 2018.



## **POINT OF SALE (POS) SYSTEM**

Retail businesses use POS for their user friendly interface so that any retail staff with no accounting knowledge are able to carry out their tasks of selling, purchasing and inventorying with ease and efficiency.

**Vend** Point of Sale system appears to be a suitable choice for the uniform shop in terms of pricing and usability.

Please see enclosed screenshots of the POS, Vend – Attachment 1

### **Vend – Features**

Subscription	\$79/ month
Outlets	1
Registers	1
Users	3
Sell Screen	Web
Integrated Card payment	Yes -with Commbank- 'Albert' eftpos machine
Customers	Unlimited
Customer Profiles	Yes
Products	Unlimited
Product Management	Yes
Stock Control	Yes – orders, returns, partial & full inventory counts
Store Credit	Yes
Small Business reporting	Yes
Advanced reporting	Available upon upgrade to \$119/month
Ecommerce	Available upon upgrade to \$119/month
Training/ Tutorials	Yes
Help Centre/Email Support	Yes

For a smooth running of the uniform shop and efficient use of the Point of Sale system, staff training on Vend and the Uniform Shop Manager's keen and first-hand involvement in the implementation of the POS and processes are critical.

**The expected outcome of the POS implementation is that the uniform shop records and maintains selling, purchasing and inventory accurately.**

I propose the Committee consider and vote on the suitability and implementation of the Point of Sale system for the uniform shop.

## HARDWARE

An additional PC, preferably with touch screen, will be required as part of the POS implementation to be used as the sales register at the uniform shop.

Brendon, Kelly and Natasha Madams the Uniform Shop Manager met up with Tang Computers on 18/04/18. Brendon emailed me on Thursday, 10/05/18, the quote from Tang Computers and his system review. Please see enclosed – Attachment 2

I contacted Stott & Hoare on Friday, 11/05/18 and received a quote for the additional PC and requirements. Please see enclosed – Attachment 3

I propose that the Committee consider the need for an additional computer and vote on the purchase of a suitable one.

## BUILDING FUND

Income

Building Fund donations	\$22,220
Interest - term deposit	\$738
<b>Total Income</b>	<b>\$22,958</b>
<b>Net Profit</b>	<b>\$22,958</b>

I have received a second lot of details of building fund donations made (31 August-31 December 2017). I shall be sending out receipts for these donations as well as the ones received so far this year.

## MPC- MUSIC PARENTS COMMITTEE

Income- Events & Fundraising	\$920
Expenses-Events & Meetings	(\$954)
<b>Net Loss</b>	<b>(\$34)</b>

## ART- ART EXHIBITION 2018

Income- Entry Fees	\$1,060
Expense- Liquor Licences	(\$53)
<b>Net Profit</b>	<b>\$1,007</b>

I implemented the Dropbox sharing for Art Exhibition 2018 project where entries, images and information received from artists were uploaded and updated on a daily basis. This new system has helped us, Accounts and the Art Committee members, to share and work on information received from the artists in a very effective and efficient manner. The bookkeeper and I have processed the art

exhibition entry payments and have updated a spreadsheet with all artists' details to facilitate printing of the catalogue for the art show.

### RECHARGING OF ADMINISTRATIVE COSTS TO SUB-COMMITTEES

I have provided below details of apportioning of administrative charges to the sub-committees and percentage of each sub-committee revenue of the total revenue for the P&C.

	Apportioning of charges by previous Treasurer	% of Total Revenue	
		2017	2016
Uniform Shop	50%	67%	66%
Building Fund	Negligible	17%	18%
Music Parents Committee	20%	5%	6%
Good 2 Grow	10%	4%	3%
Quiz Night	10%	1%	2%
Art Committee	10%	5%	5%
	100%	100%	100%

- Uniform shop generates the major bulk of the revenue and also takes up significant portion of administrative work.
- Building Fund is the second major revenue for the P&C and to say that it incurs negligible administrative costs is incorrect. This involves liaising with the School Admin/Finance department and bulk emailing of receipts to hundreds of donors quarterly or at the least twice a year.
- Rest of the sub-committees have been consistent in their revenue generation, revenue generated by dedicated and passionate volunteer parents who wish to see the fruit of their hardwork go towards directly supporting the School.
- The P&C receives the net surplus from the uniform shop and all the other sub-committees with the exception of the MPC. The net surplus thus received by the P&C is donated to the School for various projects. The MPC donates its net surplus to the School of Music with no other donation going from the P&C to the School of Music.
- Apportioning of administrative charges which are made up of various costs incurred in operating the P&C is a time consuming task and involves billable hours and does not justify the purpose for the abovesaid reasons. With the net result being the same to the P&C, whether the costs are recharged to the sub-committees or not, the general P&C account should be charged the administrative costs.

I propose that the Committee consider the above and move to eliminate recharging of administrative costs to the sub-committees and that the P&C general account bears the administrative costs.

## **SCHOOL**

### **SUBMISSION**

I attended the School Finance Committee meeting on 03/05/18. Middle Secondary School made a submission for “Just Say No” program on drugs and alcohol for year 10 students and parents. This was approved by the Finance Committee and has been forwarded to the P&C for approval. Funding requested: \$800.

Please see enclosed submission and details on the presenter – Attachment 4

I propose that the Committee consider and vote on the submission.

### **CONSISTENT ACHIEVEMENT AWARD**

The P&C has been sponsoring the annual Year 12 Graduation – Consistent Achiever Award. The School has not received the P&C’s donation of \$250 towards the 2017 Award.

Please see enclosed 2017 Graduation Program – Attachment 5

I propose that the Committee move to make the pending payment of \$250 to the School.

### **P&C PROCEDURES FOR RECEIVING & PAYING MONEY**

The Bookkeeper was away on holiday for two weeks, the last week of March and the first week of April. I processed payroll for that fortnight and processed supplier payments during her absence and workflow was uninterrupted.

I have prepared a set of procedures that the P&C can use for receiving and paying money. This was emailed to the Executive Committee members on 10/05/18 for feedback and input.

Please note the following point has been added to “Payment Process & Authorisations”

*“Upon making the second authorisation, the second authoriser emails to the others informing them that the authorisation has been done.”*

Please see enclosed “Procedures for Receiving Money & Making Payments” – Attachment 6

I propose that the Committee consider and move for these procedures to be followed for receiving and paying money by the P&C.

### **BANK TRANSFERS & TERM DEPOSITS**

- \$20,000 to be transferred from Building Fund cheque account to Build Fund Saver account where it will earn interest of about 0.5% pa on amounts in excess of \$10,000.
- \$368,033.45 to be on a term deposit for 9 months at about 2.35% pa maturing in February 2019. This is contingent upon agreement that payment of \$200,000 to the School solar panel project can be paid in or after February 2019.

- Any shortfall for the bike-shed project of \$25,000 will be covered by loan transfers from other operating accounts.
- \$70,000 to be transferred from P&C General Term Deposit to P&C Saver account as a reserve for operating expenses. Amounts in excess of \$10,000 in this account will earn about 0.5% pa
- The balance of about \$130,000 in the P&C General TD to be on a term deposit for a period of 3 months accruing interest at about 1.95% pa. and will mature in August 2018.

### **BEYOND BANK**

I went in person and met the Business Banking Manager for WA. They do not have merchant facilities. They are in the process of developing their services and at this point in time cannot be considered as an alternative option for P&C bank accounts.

Nandita Naroth

Treasurer – Churchlands Senior High School P&C Assoc Inc

14 May 2018

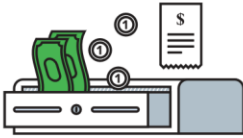
Choose the World's Best Retail | Home | Vend

https://cshsuni.vendhq.com/dashboard

Uniform Shop Help Nandita Naroth

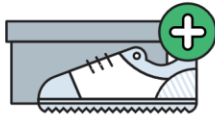
# Start your retail success with Vend.

Get to know the basics in three easy ways.




### Make a Sale

Explore the Sell screen, and learn how to make your first sale in seconds.



### Add a Product

Manage your products easily, whether you want to add one or import one thousand.



### Add a Customer

Start a customer base to grow repeat business or simply upload existing customers.

You have 25 days left on your trial. [Activate your account](#)

# QUOTATION

Quotation # ET230418.CSHS Uniform Shop

Contact **Brendon Flaherty**  
 Company **Churchlands Senior High School Uniform Shop**  
 Address **20 Luca Street Churchlands WA 6018**  
 Email [Brendon@barrettst.com](mailto:Brendon@barrettst.com)  
 Telephone **0407 700 747**  
 Date **27/04/2018**



## ATTACHMENT- 2

Description		Qty	Unit	Extended
			Ex GST	Ex GST
<b>1</b>	<b>WIFI Coverage</b> UAP-AC-PRO Wireless Access Point	1	\$ 208.18	\$ 208.18
<b>2</b>	<b>VEND POS (Not for Profit)</b> Note Vend features the ability to email receipts to the customer. For text receipts, the Uniform shop's current A4 printer can be used. The current POS printer will be retired Vend eCommerce is bundled with the Vend Store license. We recommend using Vend eCommerce for your online sales. We also recommend the purchase of a second Vend register (ie software licence for another register) for this online sales component. Shopify Vend HQ integration is chargeable by Shopify and is not included with Vend.	1		
				To be purchased by P&C
<b>3</b>	<b>XERO ACCOUNTING</b>	1		
				To be purchased by P&C
<b>4</b>	<b>MS OFFICE 365 for MS Office suite including email hosting</b> MS Office 365 Business Premium - 12 Month Subscription PER User PER Year Fully installed Office applications Word, Excel, PowerPoint, Outlook, Access and OneNote. Services include Exchange, OneDrive, SharePoint, Skype for Business & MS Teams.	1	\$ 45.60	\$ 45.60
		1	\$ 190.91	
Note	The exact number of user accounts is to be advised by the P&C Not for Profit criteria is as follows and is subject to approval by Microsoft. Standard pricing has also been included for your reference.			
Link	<a href="https://products.office.com/en-au/nonprofit/office-365-nonprofit-plans-and-pricing?tab=1">https://products.office.com/en-au/nonprofit/office-365-nonprofit-plans-and-pricing?tab=1</a>			

Prepared by Eileen Tan  
 Tang Technology | 85 Main Street, Osborne Park WA 6017  
 T 9208 8888 F 9242 1329 E eileen@tang.com.au

# QUOTATION

Quotation # ET230418.CSHS Uniform Shop


Description		Qty	Unit	Extended
			Ex GST	Ex GST
<b>5</b>	<b>DROPBOX for Cloud based file storage</b>			
<b>5.1</b>	DropBox Business Standard 3 Users - 12 Month Subscription The Standard plan for Dropbox Business is for teams needing powerful storage, sharing, and collaboration tools. With the Standard plan, you will have access to features such as Smart Sync, Team Folders, and Dropbox Paper. This plan includes 2 TB of storage, and essential admin features to make your business more productive and secure.	1	\$ 630.00	\$ 630.00
<b>5.2</b>	DropBox Business Standard Additional 1 User - 12 Month Subscription	1	\$ 210.00	\$ 210.00
Note	The exact number of DropBox accounts is to be advised by the P&C			
<b>6</b>	<b>BACKUP</b>			
<b>6.1</b>	Qnap 2 Bay NAS populated with 2x 2TB SATA Drives 2 Year Warranty	1	\$ 515.00	\$ 515.00
<b>6.2</b>	Seagate 2TB USB3.0 External Drive	5	\$ 126.36	\$ 631.82
Note	The DropBox account will be backed up to the Qnap NAS device. The external hard drives will be used to backup the NAS which can be taken offsite. Five external drives have been quoted for each day of the week however this number can be reduced depending your exact requirements.			
<b>7</b>	<b>ANTIVIRUS</b>			
	Webroot EndPoint Protection with 2 Year subscription	2	\$ 53.64	\$ 107.27

Prepared by Eileen Tan  
Tang Technology | 85 Main Street, Osborne Park WA 6017  
T 9208 8888 F 9242 1329 E eileen@tang.com.au



# QUOTATION

Quotation # ET230418.CSHS Uniform Shop

Description		Qty	Unit	Extended
			Ex GST	Ex GST
<b>8</b>	<b>ALL-IN-ONE COMPUTER for Back Office &amp; POS Machine</b> Hewlett Packard EliteOne 800 G3 Touch All-in-One Computer Intel Core i5-7500 3.4GHz up to 3.8GHz, 4 Cores 6MB Cache 8GB RAM 256GB Solid State Drive PCIE DVDRW Drive 23.8" Full HD Touch Display Wireless-ac, Bluetooth, Gig Ethernet MS Windows 10 Home 64bit USB Keyboard & Mouse 3 Year Hardware Warranty	2	\$ 1,585.00	\$ 3,170.00
				
<b>9</b>	<b>UNINTERRUPTIBLE POWER SUPPLY</b> Eaton 3S 550VA UPS	2	\$ 180.00	\$ 360.00
<b>10</b>	<b>LABEL PRINTER to print barcode labels for stock inventory</b>			
<b>10.1</b>	Dymo 450 Turbo USB Label Printer (to work with VendHQ)	1	\$ 118.18	\$ 118.18
<b>10.2</b>	Dymo Labels Eg. Multi-Purpose Labels 13 x25mm   1000 Labels per roll \$25-	1	\$ -	\$ -
			To be Advised	
<b>11</b>	<b>DIGITAL CERTIFICATE</b> SSL Standard Certificate 2 Years	1	\$ 227.27	\$ 227.27
Note	May not be required as this is covered by Vend			

Prepared by Eileen Tan  
Tang Technology | 85 Main Street, Osborne Park WA 6017  
T 9208 8888 F 9242 1329 E eileen@tang.com.au

# QUOTATION

Quotation # ET230418.CSHS Uniform Shop

Description		Qty	Unit	Extended
			Ex GST	Ex GST
<b>12</b>	<b>TECHNICAL SERVICES</b>			
<b>12.1</b>	Setup and configuration of wireless access point	1	\$ 160.00	\$ 160.00
<b>12.2</b>	Setup and configuration. Setup of 2 new all-in-one machine Assist with the setup of VendHQ. Assist with the setup of Vend receipts or stock control. Setup of Office 365 Accounts and groups. Setup of Dropbox client licenses. Setup of shared data drive and security access for users to access data in the cloud using Dropbox Setup of NAS and backups Setup of UPS Test at operational level	estimate 1	\$ 2,386.36	\$ 2,386.36
<b>13</b>	<b>TANG TECHNICAL SERVICE PACK</b> Our Tang Technical Services Pack allows you to budget for your annual IT service and support requirements, with the added advantage of discounted service rates. Please refer to the attached Tang Technical Service Pack for pricing and details.	1		\$ -
<b>14</b>	<b>REMOTE ACCESS</b> As the data will be stored in DropBox Business (in the cloud), remote access shouldn't be required. Should remote access be required for other reasons, this can be achieved using Teamviewer. The personal version of this software is free. <a href="https://www.teamviewer.com/en/">https://www.teamviewer.com/en/</a>	1		\$ -
<b>SUB TOTAL</b>			<b>\$</b>	<b>8,769.69</b>
<b>10% GST</b>			<b>\$</b>	<b>876.97</b>
<b>TOTAL</b>			<b>\$</b>	<b>9,646.66</b>

Prepared by Eileen Tan  
Tang Technology | 85 Main Street, Osborne Park WA 6017  
T 9208 8888 F 9242 1329 E eileen@tang.com.au

# QUOTATION

Quotation # ET230418.CSHS Uniform Shop

Description	Qty	Unit Ex GST	Extended Ex GST
-------------	-----	----------------	--------------------

## PRICING

Quotation is valid for 14 days. E&OE

Prices are quoted excluding and including GST E&OE

Miscellaneous cables may be required and if used , this will be charged on completion of the project.

## PAYMENT SCHEDULE

In order to ensure timely delivery a minimum 60% is required on order. Please note that this applies to both Tang credit account & COD customers.

**60% Deposit on Placement of Order**

**40% Balance of Payment on Account**

**FlexiCommerical Leasing is also available. Subject to approval.**

[www.flexicommerical.com.au/why-lease](http://www.flexicommerical.com.au/why-lease)

## TO ORDER

Please proceed with the above listed equipment as quoted. I have read, understood and agree with the Payment Schedule and the Terms & Conditions of Sale.

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TANG's EFT Details : St George Bank Limited | BSB 336-060 | Account 552-698-355





Hardware / Software / Services / Leasing

# Quotation

**To:** CHURCHLANDS P&C  
**Attention:** Nandita Naroth  
**Date:** 11 May 2018  
**From:** Oliver Ralphs  
**Email:** oralphs@stotthoare.com.au  
**Subject:** Lenovo M910z  
**Reference:** 138888 - Q01  
**Delivery:** To be advised once purchase order is received.

Product Code	Description	Qty	Unit \$ Excl GST	Total \$ Excl GST
10NRA00BAU	Lenovo ThinkCentre M910z AIO i5-7500, 256GB SSD PCIE, 8GB, 23.8" Touchscreen, DVDRW, WIFI+BT, W10P64, 3YOS (TOUCH)	1	1,254.00	1,254.00
6GQ-00093	Microsoft Office365 Home 32/64 AllLngSub PKLic 1YR Online - Covers 5 devices and Includes 1TB OneDrive storage	1	97.00	97.00
SER-ISW	Onsite Installation	1.00	N/C	

## Order Conditions

- \* Prices are subject to change after 18/05/2018.
- \* Payment due on delivery.
- \* Manufacturer's warranty applies.
- \* For Standard Terms and Conditions email info@stotthoare.com.au.

Total Excl GST	1,351.00
GST	135.10
Total Incl GST	\$ 1,486.10

[www.stotthoare.com.au](http://www.stotthoare.com.au)

86 Walters Drive Herdsman Business Park Osborne Park WA 6017 Postal Address: PO Box 1240 OSBORNE PARK WA 6916  
 Tel: (08) 9244 0000 Fax: (08) 9242 4444 Email: sales@stotthoare.com.au ABN: 55 009 146 516

**FINANCE COMMITTEE FUNDING  
PROFORMA 2017**

**Submission Type:** Minor Works/P & C Funding

**Date:** Term 2 - After Year 10 exams (week 5)

**Cost Centre or Faculty** Middle Secondary School

**Cost Centre Manager** David Coles

**Description of item or project for which funding is sought.**

We would like to organise Jade Lewis to present to our Year 10 students and parents on the topic drugs and alcohol. Jade will deliver the "Just say No" drug preventative program for 1 hour during school or after school.

**Total Funding Requested \$** 400 - student presentation  
(Quotation attached) \$400 - parent presentation

**Rational for Funding**

During our Year 10 SAER meeting, we have identified a strong need for educating parents and students about drugs and alcohol. Last year, all Year 7 and 8 students attended Jade's presentation and the feedback was very positive. The parent presentation was also well received. Therefore the Head of Year 7, Jayne Kitto, Head of Year 8, Lisa

**Cost Centre Managers Signature** Signature available on the original document

**Principal's Signature**

Campbell and the Head of Year 9, Kim Hudson

TA150 COMMITTEES\155 SCHOOL\Finance Committee 2017\Finance Committee Funding Proforma.doc

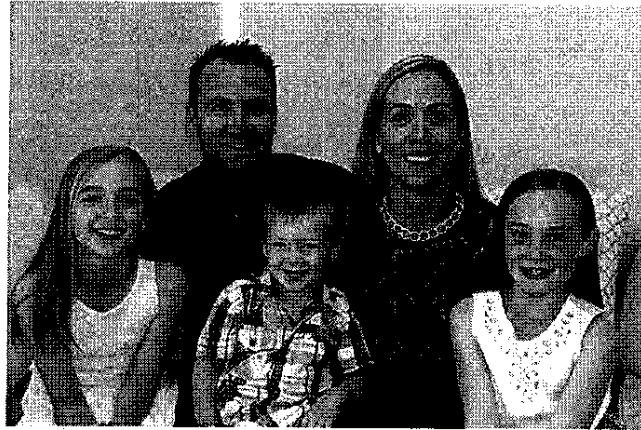
have all recommended this program for our Year 10's.



HOME ABOUT PROGRAMS BOOKS SUPPORT CONTACT PHOTOS

### Our Vision

At **Jade Lewis & Friends** our vision is to see Australians everywhere take a stand against drugs, crime and violence! A vision to see those families destroyed by drugs restored! A vision to see the lives of the drug addicted, free! A vision to see all Australians living a free and successful life!



### Our Mission

Through real life, practical and motivational presentations and workshops, **Jade Lewis & Friends Inc** assist schools, businesses, youth and community groups to empower their people to be successful in all areas of their life.

We achieve this via two programs: **Just Say NO** School Drug Prevention, and **Under YOUR Influence** Family Seminars, parenting teenagers into a drug and alcohol problem free life.



**Jade Lewis & Friends Inc.**  
PO-Box 115  
Bayswater WA 6933  
Western Australia  
Phone: (08) 9473 1174

### FOLLOW JADE



2016 Fellow Winner



Winner of People of Australia of Community Spirit 2010



Rotary Club Award - 2010



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HOME ABOUT PROGRAMS BOOKS SUPPORT CONTACT PHOTOS

- Overview
- Program Objective
- Why Us
- How It Works

## Just Say No



Just Say No is a 40-60 minute drug prevention presentation designed specifically for school students. Jade and her husband Tristan deliver a responsible and powerful drug and alcohol awareness and prevention presentation that educates youth about the real dangers and consequences of drug use and then equipping them with alternative ways to live a drug free, fulfilled, motivated life in a world full of temptations.

This is a fresh message of hope to young people who are seeing an increasing rate of drug experimentation, addiction, crime, violence and in some cases death. Our presentation format can be modified to suit:

- Keynote/assembly presentations
- Class group or year group
- School camps/retreats



## FOLLOW JADE

Jade Lewis & Friends Inc.  
 PO Box 115  
 Eayswater WA 6933  
 Western Australia  
 Phone: (08) 9473 1174



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© 2010 Water - Sponsored by Seaton Organisations



Winner of Pride of Australia Community Spirit 2010



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Privacy Policy

Media by Purple Vision



## PROGRAM

## Fanfare and Arrival of Official Party

✓ Fanfare in B Flat for Brass composed by Boyi Sun  
 National Anthem - Sung by Gabriel Ng, Emma Creek, Stephanie Carmichael, Charis Postmus, Maya Reshi, Shaniah Lyndon

✓ **Welcome from the MC**

Mr Paul Housley, Associate Principal Senior Secondary School

✓ **Guest Speaker Address**

Ms Neryl Joyce  
 Inspirational speaker and Mercenary Mum

320 Presentation of Year 12 Brighton Students  
 Presentation of Year 12 Floreat Students

**Performance by Top Instrumental Music Student**

Ariel Tan, Percussion, "Toccata for Vibraphone and Marimba" composed by Anders Koppel. Accompanied by Robyn Gray

423  
 423  
 447  
 447  
 515  
 515  
 Presentation of Year 12 Scarborough Students  
 Presentation of Year 12 Trigg Students

**Principal's Address**

Mr Neil Hunt

**Presentation of Course Awards**

Heads of Learning Areas

**Presentation of Special Awards****Presentation of Certificates of Excellence in Science & Mathematics**

Announced by Mrs Kate Grayson, Deputy Principal  
 Presented by Ms Deborah Hoy, Deputy Principal

**W. R. Liddelow Award for Chemistry**

Presented and donated by Mr Bob Liddelow

**5.24 Presentation to Head Girl & Head Boy**

Mr Stephen Galvin, Head of Year 12

**5.27 Sportswoman and Sportsman of the Year Awards**

Mr Chris Van Maanen, Head of Learning Area,  
 Health and Physical Education

**Citizenship Award**

5.28 Presented and donated by Mr Sean L'Estrange MLA  
 Shadow Minister for Mines and Petroleum; Economic Development; Defence Issues;  
 Innovation and ICT; Science; Manager of Opposition Business; Member for Churchlands

**5.31 Long Tan Leadership and Teamwork Award**

Presented by Mr Pash Hollands, Year 12 House Coordinator - Floreat  
 Donated by the Australian Defence Force

**5.32 Community Service Award**

Presented by Mr Mike McAuliffe, President Scarborough Rotary Club  
 Donated by Scarborough Rotary Club

**5.35 Caltex All-Rounder Award**

Presented by Mrs Karena Shearing, Associate Principal Middle Secondary School  
 Donated by Caltex

**5.37 Commitment to Excellence Award**

Presented by Mr Bernie Dunn, Associate Principal Junior Secondary School  
 Donated by the North Metropolitan Education Regional Office

**5.40 Consistent Achievement Award**

Presented and donated by Ms Zina Cordery, President P & C

**5.42 VET Dux**

Presented by Mr John Gillon, Chair of the School Board  
 Donated by AustralianSuper Westscheme Division and Churchlands SHS

**5.46 Runner Up ATAR Dux**

Presented and donated by the Hon. Ms Liza Harvey MLA  
 Shadow Minister for Transport; Planning; Lands;  
 Deputy Leader of the Opposition; Member for Scarborough

**5.50 ATAR Dux**

Presented by Mr Neil Hunt, Principal. Donated by the Fitzpatrick family

**5.52 Year 12 House Coordinators Award and Farewell Address**

Presented by Mrs Leeana Manifis-Gott, Year 12 House Coordinator - Scarborough  
 Farwell Address by Ms Bronwyn Carter and Mrs Anne-Maree Liddelow, Year 12  
 House Coordinators for Brighton and Trigg

6.00 **Address by Head Boy and Head Girl** - Liam Birch and Pinithi Siriwardana

6.05 **Blessing** - Ms Susan Smith, School Chaplain

**6.09 Year 12 Music Students Final Performance**

"May it be" written by Enya and Roma Ryan

Farewell and close.

**CHURCHLANDS SENIOR HIGH SCHOOL P&C ASSOC INC**

**Procedures for receiving money and making payments**

**RECEIVING MONEY**

All money received by the P & C should be accounted for by the Treasurer.

**CHEQUE**

Cheques received need to be passed on to the Treasurer either in person or can be left in an envelope addressed to the Treasurer at the school admin front desk.

**CASH**

- Cash payments should be discouraged.
- If you expect to receive cash payments at your event, please organise with the Treasurer prior to the event for a cash receipt book (which will be in duplicate) so that you can handwrite a quick receipt to the payor. The receipt book to be returned to the Treasurer upon conclusion of your event.
- Issuing of receipt will not apply to fundraising sales at event stalls, bars and kiosks.
- No money from the cash collected can be used for paying bills or petty cash expenses.
- The full cash amount collected needs to be handed over to the Treasurer for banking by the end of the day of the event. If for any reason this cannot be done, the event coordinator will be responsible for the cash collected until it is handed over to the Treasurer for banking.

**CREDIT CARD**

- Payments received by credit card will be processed via the uniform shop eftpos machine.
- Payments thus received will then be transferred to the appropriate bank account.
- Eftpos dockets of payments processed at events should be handed over to the uniform shop manager.

**ELECTRONIC FUND TRANSFER (EFT)**

- The Treasurer will report to the respective sub-committees on the funds received by EFT for the sub-committee.
- The Treasurer can be contacted to check if a particular EFT payment that you expect to receive has been received.

## **PAYMENTS**

- The P&C should approve payments to people and organisations that provide goods and services to the Association as a legitimate use of P&C funds.
- Details of outstanding supplier payments and payment/reimbursement requisitions will be presented to the Committee at the general meeting of the P & C for approval.
- When the committee meeting is not in session, the sub-committee Coordinators and the Executive Committee members approve, make payments and obtain agreement of the full P&C at the next meeting.

## **PAYMENT / REIMBURSEMENT REQUISITIONS**

- The enclosed Payment/Reimbursement Form (at the end of this document) needs to be completed and forwarded to the Treasurer for any payment or reimbursement request.
- Supporting bills/ receipts along with the name and signature of the approving Coordinator are essential for processing payment.

## **PETTY CASH / FLOAT**

- Request for petty cash/ float for events can be made to the Treasurer via the Payment/Reimbursement Requisition Form.
- A detailed account of the cash amount used with supporting bills/receipts and the balance cash to be handed over to the Treasurer upon conclusion of the event.

## **PAYROLL- TIMESHEETS**

- Staff payroll fortnight ends on Sunday and wages to be processed and paid into staff accounts and payslips sent to the staff by Monday.
- Uniform shop staff complete their timesheets on their last working day of the fortnight. The Uniform Shop Manager checks, signs them off and emails them along with her completed timesheet on her last working day of the fortnight to the Uniform Shop Coordinator, Bookkeeper and the Treasurer. The Uniform Shop Coordinator to inform the Bookkeeper and Treasurer of any discrepancies in timesheets at the latest by the next day. The Bookkeeper's timesheet is checked and signed off by the Treasurer.
- In the event that the Uniform Shop Manager is not available to sign off on the staff timesheets, the Uniform Shop Coordinator will undertake this responsibility and email staff timesheets to the Bookkeeper and Treasurer for processing pays.

- In the event that the Bookkeeper is unavailable to process pays, the Treasurer will undertake this responsibility of processing staff pays.

### **BAS & SUPERANNUATION**

- BAS and superannuation obligations will be checked, lodged and processed for payment by the Treasurer.

### **PAYMENT PROCESS & AUTHORISATIONS**

- Payments with the exception of BPAY payments are made via MYOB bank files.
- The Bookkeeper processes the payments in MYOB, uploads them onto the bank and sends the payment authorisation request to the Treasurer.
- Making the first of the two authorisations required for any payment provides the opportunity for the Treasurer to check payee, amount and appropriate P & C account from which the payment needs to be made.
- The Treasurer then onforwards the request for second authorisation to the other authorised Executive Committee members.
- Upon making the second authorisation, the second authoriser emails to the others informing them that the authorisation has been done.
  
- With the exception of payables approved by the full P&C, wages, BAS and super payments, payment authorisations requests while the Committee is not in session will be made to the Executive Committee members with supporting documents.
  
- In the event the Treasurer is unavailable for the first authorisation of payment, the Bookkeeper will send the request for payment authorisation with supporting documents to the other authorised Executive Committee members.

---

Prepared By: Nandita Naroth – Treasurer, Churchlands P&C Assoc Inc

**PAYMENT / REIMBURSEMENT REQUISITION FORM**

**To: THE TREASURER  
CHURCHLANDS SENIOR HIGH SCHOOL P & C ASSOCIATION INC**

**From:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Request & Event Details:** \_\_\_\_\_  
\_\_\_\_\_

**Supporting document Attached:**                    **YES    NO**  
*No payment can be made until original supporting documentation is provided*

**Payment to:** \_\_\_\_\_

**BSB:** \_\_\_\_\_

**Account No:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Approved By (Sub-committee Chair/Coordinator):**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

For Office use only

**Treasurer:** \_\_\_\_\_

**Date Payment Processed:** \_\_\_\_\_



# Uniform Shop Coordinator Report

P&C Meeting 14<sup>th</sup> May 2018

**Kelly Lyndon**

Since our last meeting only seven weeks ago we have employed our new Uniform Shop Manager, Natasha Madams and had a one-week transition with Maryrose just prior to the end of last term. Welcome Natasha! Her very detailed report is attached below.

During Natasha's first two weeks we have spent some considerable time working on technical glitches. The School ICT director (John Agostinelli) has been very supportive and he ensured we were prioritised during the resolution of issues we incurred as a result of the school performing an IT task. In the end, our shop emails were down for two weeks, which highlighted the problem of us being connected to the school's email system, suffice to say, we are now running all our emails independently of the school.

During the overall 5-week period of the management transition, it has also become apparent that having one computer shared by multiple staff, plus the bookkeeper and manager, is very inefficient, in fact it doesn't work at all well – the manager has to wait lengthy periods, and often can't do any of her designated computer orientated work during trading hours because the staff are very busy serving customers. The primary use of the current computer is "Point of Sale" (via MYOB) – and is constantly in use. This means in order to set up and get things organised Natasha has needed to go in outside of our trading hours, so she has uninterrupted use of the computer. Our recent wage increase is a direct reflection on how this impacts on our business financially. Natasha was always going to need some extra hours to catch up on previous work not done and also to implement working policies procedures etc – but having just one computer has blown that time out further than we would have wanted. And I'm very confident that Natasha has NOT logged ALL her extra hours either!

Brendon, Natasha and myself, (Nandita was not available) had an onsite meeting with TANG computers (Eileen and Henley) to discuss our needs for us moving forward, so they have a complete view of our requirements and have been asked to provide a complete proposal and quote identifying solutions to help us improve all technical systems (POS, emails, accounting, hardware etc)

They have returned a quote – which again – I will reference Brendon to discuss as he is more attuned to the technical side of things than me.

(Discussion time here)

## **I would like to now propose: ....**

We accept the need for, and go ahead and install, an additional computer and software for the purpose of more efficient time management and business dealings within the shop asap.

-----

We have been having supply and demand issues – which we have spent considerable time and effort on – involving our primary supplier. We believe we have identified the problems and have implemented new systems in order to avoid future stock supply issues. The ongoing issue with the teal polos (primarily the fast fabric fade) is being pushed by myself and Natasha – and hopefully we can remedy that too without too many more headaches. The supplier has agreed it is a fabric issue that her manufacturer needs to address urgently.

-----

We are thrilled to hear that the school is going to provide the shop with an extension to the current building – this will certainly eliminate many of the operational issues! This will include an outdoor covered area that provides shelter for those who need to queue outside during peak trading periods. Our understanding is – this will be completed by the end of term 4 this year. A big thanks to Neil for moving so quickly when the questions were raised!

-----

In summary – we have identified current issues, relating to the inefficiencies that have plagued the shop in recent times, we have worked as quickly as is possible, to provide solutions, and have also booked a reference group meeting for Wednesday 16<sup>th</sup> to discuss the ongoing uniform issues.

**Kelly Lyndon**  
Uniform Shop Coordinator

Attached: Manager's report.

# Uniform Shop Report

## May 2018



**Parents &  
Citizens  
Association  
Incorporated**

### Introduction

It might have only been five or so weeks that I've been in the uniform shop, including the school holidays, but it already feels like far longer!

I'm pleased to say that I'm feeling very settled and have a good understanding of some of the challenges the shop has faced over the last few months and years and have already begun working towards making some changes which will help reduce the likelihood of facing these challenges again, such as the significant stock shortages.

I'm very thankful for the handover I received from Maryrose, the previous manager, as well as all the support the shop and I have received from Kelly and Brendon.

The staff, Anne-Laure, Christel and Miranda have been extremely welcoming and supportive and have truly been a pleasure to get to know. Their knowledge of the shop and their efficient ability to work out what size students need to try simply by looking them up and down is impressive and shows how valuable their experience is to the shop.

### Winter Stock

The cooler weather has started and as you would imagine, there has been an influx of customers to purchase the windcheater, polar fleece and cargo pants resulting in an extremely busy trade the first week of term 2.

While the shop has been well stocked with all sizes of the polar fleece jackets, there was a significant shortage of the stock in the most popular sizes of windcheaters due to the late arrival of fabric with the supplier. The shortage may become a problem again depending on demand as the supplier continues to catch-up with our quantities ordered. Next season this problem will be rectified by ensuring the order is placed several months earlier than it was this year.

The shop has also seen a shortage of stock in most sizes of cargo trousers. The shop has sold little to no girl long trousers as all students are now purchasing the cargo trousers (where previously girls were not permitted to). There has also been an increase in boys purchasing these as well. To prevent a shortage next year the same measure will be taken to order the stock several months earlier than it was this year.

### 2018 Leavers Jackets

The second and last wave of Leavers Jackets for 2018 were delivered to the students on Thursday 3 May.

### Music Tour Uniform

The music tour uniforms are due to arrive from the supplier on Tuesday 15<sup>th</sup> May. They will conveniently arrive individually packaged and named ready for the music department to add the additional items to each.



# Uniform Shop Report

## May 2018



**Parents &  
Citizens  
Association  
Incorporated**

### Future Stock Levels

The shop has just implemented a new supplier ordering system using MYOB instead of manual paper orders. Our biggest supplier has also offered to hold back-order stock for us in bulk, only charging us when delivered to the shop to help prevent any future shortages. It will take several months to build up healthy stock levels and we are already planning and ordering for the end of year and 2019 uniform purchases.

### Stock Storage

Part of the reason for the recent and current shortage of some stock items and supply issues, is due to the fact that the shop has very little storage therefore we need to operate on a much smaller level of onsite stock in order to physically be able to store it on the premises. To help reduce frustration for customers around a lack of stock, we hope the committee is able to consider whether there are any other opportunities to either expand the shop or source alternative storage that is within easy access (due to the bulk, weight and large quantities of stock constantly being carted around).

A second benefit of having more storage and more stock on hand, is that it helps reduce the impact if there was a major issue with our supplier whether it be through disaster such as fire or flood, or if the supplier business is unable to trade for any reason. As our current supplier Westwear supplies the school with 90% of the uniform, there would be a significant impact on the supply of most school uniform items if the supplier was compromised for any reason. The impact would last for several months while replacement suppliers were sourced in the same market as many other schools of a similar size also use Westwear.

### Teal Polos

It has come to our attention that there may be a quality issue with some of the Teal Polos received and sold at the start of the year and throughout term 1. While the Teal Polo has been notorious for fading far quicker than the Navy Polo, we have had many enquiries from parents advising us that their Teal Polo purchased at the start of the year has faded in as early as two weeks from purchase, despite following the care instructions. The shop and P&C Uniform Shop Coordinator have formally asked for the supplier to investigate, resolve and prevent the quality issue from occurring again.

### Summary

I am really enjoying my role and working with my team as well as Kelly and executive committee. There are some positive opportunities for change ahead to further enhance the shop such as the possibility of a new retail POS system if approved by the P&C as well as hopefully moving towards an online order platform in the future. This will help parents place orders online that their children can simply pick up, which will help alleviate some of the wait times during busier periods throughout the year. It will also help with the length of time to serve a student customer when we process an EFTPOS transaction over the phone manually with the parent.

Regards

*Natasha Madams*

Uniform Shop Manager

## CSHS ART COMMITTEE – P&C Meeting 14.05.2018

- Sian Burgess has resigned, I will stand in her place
- Approx 300 pieces of artwork to arrive
- Various ceramic, glass and crafts
- Using the new building across from the Visual Arts Building for Receiving Day 19<sup>th</sup> May
- Addition of a new Café to serve cake and coffee. Previously done by the MPC. Small tables needed?
- Printing of Invites have been done and being circulated to the public by donated sponsorship and the Community Service Students. Printing costs of \$626, reimbursement forms submitted
- The Liquor Licence has been applied for....update?!!
- Wine has been ordered for Opening Night and the invoice has gone to the Treasurer for payment. Non alcoholic drinks and ice to be purchased closer to the date
- Catering for the Opening Night will be roughly \$500-600
- No Guest Speaker this year

# CHURCHLANDS SENIOR HIGH SCHOOL

## *An Independent Public School*

### SCHOOL BOARD MINUTES – MEETING NO. 2 OF 2018 HELD IN THE CONFERENCE ROOM ON THURSDAY, 29 MARCH 2018

**ATTENDEES:** John Gillon (Chair and Community Member), Neil Hunt (Principal), Janet Pettigrew (Elected Parent Member), Tracey Gralton (Alumni Representative), Chris Porteous (P & C Representative), Jane Hegarty (Staff Member), Kim Hudson (Staff Member), Allirra Winmar (Community Member), Ethan Blume (Head Boy), Shrushti Jethva (Head Girl) and Kylie Hearle (Minutes). Meeting commenced at 5.30 pm.

AGENDA ITEM NO.	ITEM / DECISION	SPEAKER	ACTION / OUTCOME	Supporting Documents
1.	Apologies		Grant Brinklow (Parent Member) and Adrian O'Brien (Parent Member)	
2.	Acceptance of the Minutes		<p><b>Resolution:</b></p> <p>That the minutes of the meeting held on the 22 February 2018 be accepted as tabled with the amendment on Page 3 “Kim Hudson to report to the next meeting if possible on behaviour management” to now read “Kim Hudson to report to the next meeting”.</p> <p><b>Moved:</b> Kim Hudson seconded John Gillon. <b>Carried unanimously</b></p>	
3.	Business arising from Minutes	John Gillon	Kim updated the Board members on general items that have occurred during Term 1.	
4.		Neil Hunt	<p>The following documents were tabled:</p> <p>Reserve Accounts and examples.</p> <p>Income/Expenditure/Bank Statement summary as at 28 February 2018.</p> <p>Financial Summary and Full Analysis Listing as at the end of January 2018 and February 2018</p> <p>2018 Voluntary Contributions/Optional Charges and Subject Charges/Extra Cost Optional Charges collections rates to the end of February 2018.</p> <p>A copy of the Reserve Accounts as requested at the last meeting was tabled along with some examples to show how the accounts operate.</p>	<p>&lt;&lt;Budget Review Reserve Accounts.xlsx&gt;&gt;</p> <p>&lt;&lt;Drama RR.xlsx&gt;&gt;</p> <p>&lt;&lt;Admin RR Budgets.xlsx&gt;&gt;</p>

AGENDA ITEM NO.	ITEM / DECISION	SPEAKER	ACTION / OUTCOME	Supporting Documents
	Finance Report		<p>Neil advised that the swimming pool fund has now been diminished by approximately \$500,000 and was required to make the budget balance. An application appealing against the budget review had been placed with the Department on the cuts to the school's funding. The swimming pool funds had been included in the expenditure the school needs, and endorsed by the Board and it is disappointing that it is not going to where it was planned for.</p> <p>Neil informed the Board members that the application for a budget review had been lodged with the Department, received a response yesterday advising that it had been declined. As at 4.30 pm today, it was necessary to balance the budget, and the reason why the swimming pool reserve funds were required elsewhere. This will be placed on the agenda for the next meeting of the Finance Committee.</p> <p>Neil advised that there were a number of projects which were required and to be considered by the Finance Committee:</p> <ul style="list-style-type: none"> <li>HASS office is too small for the number of staff - designed for 16 and already has 19 staff members and expecting more in 2019. The next room to that is to have a door way put in, gut that room and make it into a meeting room, lunch room and storage area.</li> <li>The Middle School Student Services area where the clerical officer is located requires some renovation to allow it more inviting and accessible for students and staff.</li> <li>The P &amp; C have allocated \$25,000 to set up a bike compound over near the Arts. It will cost a little extra however it has been decided to move the fence for more room and will require levelling and a concrete pad. It is to go back to the Finance Committee for consideration and to add a sloping roof to cover the area.</li> <li>The IT staff are currently now in two different offices next door to each other, and is recommended that this area be opened up and made to be more user friendly for staff and students.</li> </ul> <p>The school is looking at ways to decrease expenditure and it has been necessary to reduce excursion costs, by utilising internal relief rather than using outside relief staff. Other reductions made have included:</p> <ul style="list-style-type: none"> <li>Putting no money into reserve accounts.</li> <li>Reducing FTE by approximately six staff.</li> <li>Decreasing portfolio management expenditure.</li> <li>Dropping outside teacher relief and using internal staff.</li> </ul>	<p>&lt;&lt;School Board Finance Report to end of Feb 2018.pdf&gt;&gt;</p> <p>&lt;&lt;January 2018 Budget Summary (Period 1).pdf&gt;&gt;</p> <p>&lt;&lt;January 2018 Full Analysis Listing.pdf&gt;&gt;</p> <p>&lt;&lt;February 2018 Budget Summary (Period 2).pdf&gt;&gt;</p> <p>&lt;&lt;February 2018 Full Analysis Listing.pdf&gt;&gt;</p> <p>&lt;&lt;Contributions and Charges Collection Rates end of Feb 2018.pdf&gt;&gt;</p>

AGENDA ITEM NO.	ITEM / DECISION	SPEAKER	ACTION / OUTCOME	Supporting Documents
			<p>A revenue group meeting will occur in the near future and will establish what the funding mechanism will look like for the next three years and a submission outlining the school's concerns has been registered.</p> <p>General discussion took place on the cut in funding of approximately \$2m to the school:</p> <p style="padding-left: 40px;">What an Independent Public School can do and how it is affected by policies?</p> <p style="padding-left: 40px;">Redeployment of staff.</p> <p style="padding-left: 40px;">The impact on the swimming pool projects old (refurbishment) and new?</p> <p>The Board members thought that it was still worthwhile looking at sponsorship/funding grants and seeking assistance from local and state members of Parliament to make the new swimming pool project happen. The matter of fundraising to organise a structure to make connections on how to tackle the financial issues to be placed on the agenda under Business Arising for the next meeting.</p> <p>Allirra Winmar entered the meeting and was welcomed by all present.</p>	
5.	Correspondence In		Nil.	
6.	Correspondence Out		Nil.	
		Neil Hunt	<p>Attached as an addendum.</p> <p>The recent School Tour had approximately 275 parents attend – the most ever. This was advertised through the feeder primary schools. The following tour was advertised through the website with 85 parents attending. Bernie Dunn will advertise to the feeder primary schools aiming at Years 1 to 3 parents now that a new interpretation on the school boundary intake areas had been received, however at this stage only verbally. If a family resided within the boundary on the 15 June 2017 (when the Minister made the announcement of the new school boundaries) only then you had the option of attending Churchlands SHS or the other schools affected. If a family moved in after that date you had to attend the new school.</p>	<p>&lt;&lt;29 March 2018 Principal's Report.docx&gt;&gt;</p> <p>&lt;&lt;Budget Review Application Churchlands SHS.docx&gt;&gt;</p>

AGENDA ITEM NO.	ITEM / DECISION	SPEAKER	ACTION / OUTCOME	Supporting Documents
7.	Principal's Report		<p>A whole school assembly was held on March 9 and was very successful with 240 awards presented. Over 2500 were present in the Sports Hall including students, staff and parents. There is a small complication with voice control in the Concert Hall where a further 500 students were located. This will be rectified and tested prior to the next full school assembly.</p> <p>The Department is funding almost \$100,000 to rectify the oval issues. The bottom oval is to have channels installed and on the other side laying 6" piping which will aid draining. Returfing will also take place on the other half, and then will be top-dressed and students will not be able to use until mid/end of August. The areas around the removed transportables will be cleared of services, returfed and roped off for a twelve week period. The top oval will be available for use for the start of Term 2.</p> <ul style="list-style-type: none"> <li>· Parent Teacher interview day was held yesterday and was considered to be very successful with just short of 7,000 interviews booked.</li> <li>· Office 365 – Kylie will send information on how to access One Note however it is essential that members bring their laptops to meetings.</li> <li>· Annual Report for 2017 was emailed and tabled for endorsement.</li> </ul> <p><b>Resolution:</b> That the Annual Report for 2017 as tabled be adopted. <b>Moved:</b> John Gillon, seconded Jane Hegarty. <b>Carried unanimously</b></p>	<<2017 Annual Report.pdf>>
8.	General Business	John Gillon	<p><u>Churchlands Foundation:</u></p> <p>John advised that the Solar Project is on track with the application being lodged with Western Power along with the application fee. The consultants have notified that the project should be completed by the end of December.</p>	
		Chris Porteous	<p><u>P &amp; C Report:</u></p> <p>The AGM minutes and P &amp; C Report minutes were tabled.</p>	<<Draft P & C Minutes 26 Feb 2018.pdf>> <<Draft P & C Minutes 26 March 2018.pdf>>

AGENDA ITEM NO.	ITEM / DECISION	SPEAKER	ACTION / OUTCOME	Supporting Documents
		Tracey Galton	<p>Tracey asked how the school has a whole ascertains liquor licences for running a bar in the kiosk in the Churchlands Concert Hall. The licence currently has a restriction of twelve a year. There is the need to seek a licence for more and it has been ascertained that this is possible. It is also beneficial that any outside organisation hiring the Concert Hall have this facility available. There are restrictions and would need to be approved by the Principal, and endorsed by the Board. This is seen to be important for some functions and is a main source of fundraising.</p> <p>The members present thought that at this stage it is a P &amp; C issue and when decided upon should then be brought to Neil as Principal and then to the Board for approval.</p>	
		Tracey Galton	<p><u>Alumni Report:</u></p> <p>Tracey advised that she had met with Nawal Kurson (Media and Marketing Officer) and they are looking at sorting out quotes for the Alumni displays around the school and updating the Alumni website. These will be taken to the next P &amp; C meeting in which they have already in principal agreed upon.</p> <p>John gave an overview of the itinerary for the first 50<sup>th</sup> Anniversary of those that graduated in 1968.</p>	
		Shrushti Jethva & Ethan Blume	<p><u>Student Council Report:</u></p> <p>Shrushti and Ethan spoke to their tabled report and informed the events the Student Council had participated in and what was being planned. They had organised Clean Up Australia Day and advised the activities the students had undertaken and was well received and attended.</p> <p>The Student Council has 26 members and they have created a Vision Statement. One of their upcoming events is the ANZAC service.</p>	

AGENDA ITEM NO.	ITEM / DECISION	SPEAKER	ACTION / OUTCOME	Supporting Documents
		Janet Pettigrew	<p>Janet asked when the next meeting of the Finance Committee Meeting will occur? Neil advised that the first meeting of the year for the Finance Committee will be held early in Term 2. It will be necessary to have two meetings in Term 2 to cover the necessary business.</p> <p>An email to be sent to members with the Student-Centred Funding Statement for members' perusal.</p> <p><b>Resolution:</b> Janet Pettigrew offered to be the School Board representative on the Finance Committee and duly thanked and agreed by all members.</p> <p><b>Moved:</b> Janet Pettigrew, seconded John Gillon. <b>Carried unanimously.</b></p>	<<Student Report 22 March for School Board Meeting.docx>>
9.	Meeting closed		Meeting closed at 7.02 pm.	
10.	Next Meeting		Thursday, 31 May 2018	