

CSHS P&C Association Inc



20190812 CSHS P&C General Meeting

General Meeting

When	12 Aug 2019 at 7:30 PM
Location:	Choral Studio, CSHS, Choral Studio, CSHS
Chairperson	Kate Sinfield
Minute taker	Brendon Flaherty
Present	Marina Biddle , Brendon Flaherty (Secretary), Kelly Flaherty (Uniform Shop Coordinator), Shirley Godfrey (Treasurer), Tracey Gralton , Nikki Harvey , Chris Knott , Dave Lukavecki , Miranda Overmeire , Chris Porteous , Jane Powell (Art Show Coordinator, Communications), Kate Sinfield (President), Ken Taylor (Vice President)
Apologies	Rachel Clegg , Neil Hunt , Sandie Lam , Geana Strang

Minutes

1. Welcome

The meeting opened at 7:30 pm

Kate welcomed everyone to the meeting. Neil Hunt is away on sick leave and Bernie Dunne who is covering for him is also sick today.

Kate presented WACSSO service certificates to Brendon and Marina for 10 years service to P&Cs.

2. Confirmation of Minutes of previous meeting

The minutes had been previously circulated.

Decision

The Minutes of the General Meeting of 17 June 2019 were Moved, Voted & ACCEPTED as a true record.

3. President's Report

Kate did not have a report.

4. Principal's Report

Neil was absent and had not provided a report.

5. Treasurer's Report

Shirley presented her report.

- More parent donations are yet to be received from the school. Shirley will request details on how much is outstanding.
- Shirley requested that the Uniform Shop generate a budget projection for the balance of 2019 to meet the profit target of 10% of net sales.
- Shirley had proposed a review of the account owner for the Shopify and Vend accounts to improve security / overview. Decision was taken to create a new email address "Shopify@churchlandspc.com.au" for this purpose. Emails to this account to be forwarded to Bookkeeper, Treasurer, Uniform Manager, Uniform Coordinator
- Rachel will be changing her work day to Tuesday.

[20190812_Treasurer_Balance_sheet_at_5.8.2019.pdf](#)

[20190812_Treasurer_P_L_to_5.8.2019.pdf](#)

[20190812_Treasurer_report_for_12.8.2019_m....pdf](#)

[CSHS_P_C_-_VEND_and_shopify_logins.pdf](#)

5.1. Spending Requests & Suggestions

Two funding requests had been received:

- Four Neewer hand-held camera stabilisers were requested for the year 9-12 Media students.
- The Visual Arts department requested the purchase of a class set (15) of Gel Printing Plates.

[20190812_Arts_Request_-_Neewer_Hand_held....pdf](#)

[20190812_Visual_Arts_Request_-_Gelli_Plates.pdf](#)

Decision

It was Moved, Voted & ACCEPTED to fund the four Camera Stabilisers for \$320.

It was Moved, Voted & ACCEPTED to fund the set of fifteen gel plates for \$2000.

6. Communications

Jane presented a verbal report:

- She has been busy promoting the Quiz night and the two Fathering events - Doubleview Bowling club presentation and a 4wd adventure in the September holidays.
- She will also be sending promotional material via the MPC, ART and Good2Grow facebook pages as well as P&C and school which have already been done

7. Art Exhibition

Jane reported that a lot of the lights in the gallery don't work which was a problem.

- It was proposed that the P&C fund a replacement or upgrade of the gallery lighting as the P&C exhibition was probably the biggest user of the lighting - Jane to talk to Jane Hegarty to try to firm up a proposal.

8. Music Parents

Tracey presented a verbal report:

- There are many events in third term which is the busiest of the year.
- The senior Aboda is this weekend, Junior band in Sept, guitar festival in Sept, recital night tomorrow.
- Mentoring system being discussed for junior students by senior students
- Goal is new set of Timpani (kettle drums) for the orchestra.

9. Uniform Shop

Kelly presented the Uniform Shop Manager's report:

- To date we have not hired a new manager and more advertising and interviews soon, but after the Quiz night
- Tash's report hadn't gone out, but attached now.
- Music Tour manager has asked if the P&C can reduce prices for tour items to reduce costs to the students. - Decision - No. All items - We need a policy statement regarding all uniform items through the shop

[📎 20190812_Uniform_Shop_Manager.pdf](#)

[📎 20190812_Uniform_Tour_pricing.pdf](#)

Decision

It was Moved, Voted and ACCEPTED that all uniform items (standard and tour items) are to be sourced through the Uniform Shop and must maintain the same standard as per Uniform Reference Group and margin as set each year by P&C policy.

10. YouthCARE

Nikki had sent a report to Kate:

- YouthCARE payment has been made last week - \$35,000 plus gst
- The three chaplains presented at last YouthCARE meeting
- The Chaplaincy dinner is on 19 October at 7:30 pm byo drinks - looking for meals to be made by volunteers for the night
- Create lists at next meeting so people can volunteer what they might cook and bring / donate for the night.

11. Act-Belong-Commit

Chris advised that no activities had occurred yet this year:

- No report

12. Quiz Night (16 August)

Miranda presented a brief report:

- Table sales are slow to date and we need more!
- As of today, an MC has not volunteered so we have hired Dux Nuts to run the night. They provide the questions, scoring and run the games throughout the night.
- We have had \$18,000 worth of prizes donated including a new \$500 Bike, so lots of things to bid on or win.
- \$1000 Golden Ticket raffle on the night and this has been checked through the Gaming & Wagering Commission.
- MPC need to contact Bakers Delight at Woodlands who are keen to continue to support music events

13. Grounds

Dave provided the Grounds Committee report

- The choice of trees to include more deciduous primarily depending on the ground type.
- No generally seating, but low walls and garden beds
- Uniform shop roof has been estimated and proposal to go to Neil to confirm the process and then formalising through the Grounds Committee and the P&C.

[🔗 20190812_Grounds.pdf](#)

14. Good2Grow (1 September)

There has been no hand over from last year and no one has volunteered to run the day. More ads have been run, but no-one has come forward and therefore the event is cancelled for this year. Review again by Kate later.

15. School Board

Chris advised that as there was no quorum at the last Board Meeting, no meeting occurred.

16. Fathering

Craig Stewart was not available:

- No report was available, but two events planned.
- Doubleview bowling club next week
- 4WD adventure in the holidays.

17. ICT

Ken Taylor advised there was no report

18. General Business

18.1. Correspondence

The WACSSO Certificate of Membership for 2019 had been received.

18.2. New P&C Constitution

WACSSO had finally sent the documents for the new Constitution to meet the requirements for the Associations Incorporation Act 2015. This will require a Special General Meeting to be called (in conjunction with our next General Meeting) and different requirements will need to be met. Brendon will circulate the documents prior to the meeting.

19. Next meeting - 9 September

Meeting concluded at 8:58 pm.

End of minutes.

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

Minutes of 20190812 CSHS P&C General Meeting on 12 Aug 2019

Summary of Matters Arising

Decisions

Item	Decision
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2.	The Minutes of the General Meeting of 17 June 2019 were Moved, Voted & ACCEPTED as a true record.
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5.1	It was Moved, Voted & ACCEPTED to fund the four Camera Stabilisers for \$320. It was Moved, Voted & ACCEPTED to fund the set of fifteen gel plates for \$2000.
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9.	It was Moved, Voted and ACCEPTED that all uniform items (standard and tour items) are to be sourced through the Uniform Shop and must maintain the same standard as per Uniform Reference Group and margin as set each year by P&C policy.
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Summary of Attachments

Attachments

Item	File Name
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5.	20190812_Treasurer_Balance_sheet_at_5.8.2019.pdf 20190812_Treasurer_P_L_to_5.8.2019.pdf 20190812_Treasurer_report_for_12.8.2019_m....pdf CSHS_P_C_-_VEND_and_shopify_logins.pdf
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5.1.	20190812_Arts_Request_-_Neewer_Hand_held....pdf 20190812_Visual_Arts_Request_-_Gelli_Plates.pdf
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9.	20190812_Uniform_Shop_Manager.pdf 20190812_Uniform_Tour_pricing.pdf
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13.	20190812_Grounds.pdf
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Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [20190812 CSHS P&C General Meeting](#)

CSHS P&C – Treasurer's report

12 August 2019

1.	Account balances – 05/8/2019: <table> <tr> <th>Account Name</th><th>Account Type</th><th>Balance</th></tr> <tr> <td>Building Fund</td><td>Society Cheque Account</td><td>70,986</td></tr> <tr> <td>Building Fund Saver</td><td>Business Online Saver</td><td>20,174</td></tr> <tr> <td>Building Fund</td><td>Term deposit</td><td>375,635</td></tr> <tr> <td>Total Building fund</td><td></td><td>\$466,795</td></tr> <tr> <td>CSHS Music Parents</td><td>Cheque Account Bearing Interest</td><td>\$18,513</td></tr> <tr> <td>CSHS P&C General</td><td>Cheque Account Bearing Interest</td><td>65,236</td></tr> <tr> <td>CSHS P&C Saver</td><td>Business Online Saver</td><td>4,795</td></tr> <tr> <td>CSHS P&C Uniform</td><td>Cheque Account Bearing Interest</td><td>22,112</td></tr> <tr> <td>Total available funds</td><td></td><td>\$92,143</td></tr> </table>	Account Name	Account Type	Balance	Building Fund	Society Cheque Account	70,986	Building Fund Saver	Business Online Saver	20,174	Building Fund	Term deposit	375,635	Total Building fund		\$466,795	CSHS Music Parents	Cheque Account Bearing Interest	\$18,513	CSHS P&C General	Cheque Account Bearing Interest	65,236	CSHS P&C Saver	Business Online Saver	4,795	CSHS P&C Uniform	Cheque Account Bearing Interest	22,112	Total available funds		\$92,143	
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2.	Funding requests approved/paid in 2019: <ul style="list-style-type: none"> - General funds: <ul style="list-style-type: none"> - Graduation sashes - \$7,000 - Cybersmart presentations - \$2,420 - Cambridge YouthCARE - \$38,000 (paid) - House reward programme - \$4,000 (paid) - Dads meeting - \$150 (paid) - Building fund: <ul style="list-style-type: none"> - Tiling for toilet blocks - \$77,900 																															
3.	Funding requests approved by the Finance committee - see attached: <ol style="list-style-type: none"> 1. Neewer Hand held stabilisers X 4 = \$320.00 2. Gelli Plates - \$2,000 Propose: Approve expense requests.																															
4.	Year to date results: <ul style="list-style-type: none"> - Parent contributions: \$40,000 after Term 1. Email enquiry to school re \$value of contributions made since April 2019. - Uniform shop: <ul style="list-style-type: none"> o Net sales YTD \$285K, profit to 5/8/2019 is \$10,500 vs 10% of sales as agreed. o Stock is \$217K reduced by \$42K from \$259K at 31/12/2018. o Financial outcome agreed at exec meeting: <ul style="list-style-type: none"> ▪ Annual profit 10% of net sales (Ex. GST) ▪ Stock level reduced to normal levels by end of year. ▪ No allocation of bookkeeper's salary to uniform shop o Propose: Request Uniform shop to present the following at the next P&C meeting: <ul style="list-style-type: none"> ▪ budget/projection to 31/12/2019 ▪ action plan to achieve agreed financial outcome for 2019 ▪ advise the number of stock items where stock is at just-in-time ordering levels. ▪ \$value and dates of deliveries required to meeting year end purchases (required to manage the P&C's cashflow) 																															
5.	Logins and authorisations – Shopify & VEND: <ul style="list-style-type: none"> - See attached - P&C to debate/agree on option for Shopify login 																															
6.	Bookkeeper's hours <ul style="list-style-type: none"> - The bookkeeper will be working 3 hours on Tuesday and Thursdays. - Payments will still happen on Wednesdays, payment requests to reach the bookkeeper by 9am on the previous Thursday. 																															
7.	P&C – Supplier invoices and payment requests: <ul style="list-style-type: none"> - To be emailed to 'accounts@churchlandspc.com.au' to make sure that they are processed in Xero and can be paid when due. 																															

Balance Sheet

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC As at 31 August 2019

31 Aug 2019

31 Dec 2018

Assets

Bank		
Aus Post Load & Go	374	348
Cash float - general	500	500
Cash float - uniform shop	-	200
CBA Building cash mgt 7935	20,174	20,126
CBA Building Fund 2439	70,986	70,986
CBA Building Fund term deposit	375,635	372,843
CBA Cash Management A/C 5867	4,795	4,795
CBA general cheque A/C 6114	65,236	24,196
CBA MPC cheque A/C 3045	18,513	20,757
CBA Uniform cheque A/C 5832	22,112	76,708
Total Bank	578,325	591,459
Current Assets		
Accounts Receivable	699	128
Accrued Interest Income	-	789
Electronic Clearing Account	-	20
Petty cash - uniform shop	200	385
Prepayments	6,092	2,475
Uniform new stock	216,526	259,200
Uniform secondhand stock	3	3
Uniform shop float	400	-
Uniform Stock Fabric	22	-
Total Current Assets	223,942	263,000
Fixed Assets		
Office Equip Accum Depn	(2,602)	(1,890)
Office Equipment at Cost	5,473	5,473
Plant & Equip Accum Dep	(68)	(45)
Plant & equipment at Cost	1,364	1,364
Total Fixed Assets	4,167	4,901
Total Assets	806,434	859,359

Liabilities

Current Liabilities		
Accounts Payable	3,313	65,854
Accrued Expenses	-	4,500
ATO - Integrated client account	-	4,421
GST	2,226	147
PAYG Withholding Payable	2,262	-
Rounding	-	-

Balance Sheet

	31 Aug 2019	31 Dec 2018
Superannuation Payable	419	3,351
Unearned income	-	4,780
Total Current Liabilities	8,221	83,052
Non-Current Liabilities		
Wages Payable - Payroll	2,549	-
Total Non-Current Liabilities	2,549	-
Total Liabilities	10,770	83,052
Net Assets	795,664	776,307

Equity

Current Year Earnings	19,357	56,731
Membership Funds Carried Fwd	754,030	697,299
Trx - Building Fund	(75)	(75)
Trx - Canteen	6,927	6,927
Trx - Music	3,587	3,587
Trx - Uniform Shop	11,838	11,838
Total Equity	795,664	776,307

Profit and Loss

CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

All Jobs

1 January 2019 to 31 August 2019

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Total
Income							
Bar Sales	99	-	-	-	-	-	99
CSHS P&C Contributions	-	-	40,168	-	-	-	40,168
Entry Fees	2,462	-	-	-	-	-	2,462
Interest - Cash Management Acc	-	-	48	-	-	-	48
Interest - term deposit	-	2,004	-	-	-	-	2,004
MPC Event Catering - Chamber	-	-	-	178	-	-	178
MPC Event Catering - External Events	-	-	-	697	-	-	697
MPC Event Catering - Internal events	-	-	-	3,972	-	-	3,972
MPC Event Parking - Concert Hall	-	-	-	300	-	-	300
MPC Parent Donations - Beverages	-	-	-	610	-	-	610
MPC Sausage Sizzle - Bunnings	-	-	-	2,500	-	-	2,500
New uniforms	-	-	-	-	-	285,571	285,571
P&C Membership Fees	-	-	71	-	-	-	71
Sales	34,302	-	-	-	-	-	34,302
Total Income	36,863	2,004	40,287	8,257	-	285,571	372,981
Less Cost of Sales							
Cost of New Uniforms	-	-	-	-	-	211,344	211,344
Discount received	-	-	(65)	-	-	(453)	(519)
Shortfall in cash	-	-	-	-	-	208	208
Uniform stock take adjustments	-	-	-	-	-	83	83
Uniform stock write-offs	-	-	-	-	-	(23)	(23)
Total Cost of Sales	-	-	(65)	-	-	211,158	211,093
Gross Profit	36,863	2,004	40,352	8,257	-	74,413	161,889
Less Operating Expenses							
Alcohol Purchases	453	-	-	527	-	-	980
Artist Payments	25,278	-	-	-	-	-	25,278
Bank Charges	13	-	61	5	-	132	210
Business package insurance	-	-	232	-	-	1,566	1,798
Chaplaincy Support	-	-	35,000	-	-	-	35,000
Computer Expenses	-	-	536	-	-	-	536
Depreciation Expense	-	-	316	198	-	221	734

Profit and Loss

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Total
Donations for music equipment	-	-	-	(11,259)	-	-	(11,259)
Donations to school	-	-	10,600	-	-	-	10,600
Employsure	-	-	-	-	-	2,344	2,344
Event Catering Expenses	687	-	-	1,668	-	-	2,355
Event General Expenses	676	-	-	233	1,861	-	2,770
Internet Expenses	-	-	509	-	-	-	509
Meeting expenses	-	-	208	163	-	-	371
Merchant Fees	-	-	347	-	-	3,123	3,470
Postage	-	-	-	-	-	18	18
Printing & Stationery	-	-	-	-	-	215	215
Resilience Program	-	-	500	-	-	-	500
Shopify Fees	-	-	-	-	-	442	442
Sundry Expenses	-	-	-	-	-	166	166
Superannuation expense	-	-	684	-	-	4,198	4,882
Trybooking Fees	97	-	-	-	-	-	97
Uniform Shop expenses	-	-	-	-	-	4,645	4,645
WACSSO Affiliation Fees	-	-	823	-	-	-	823
Wages and salaries	-	-	7,618	-	-	45,862	53,480
Workers compensation insurance	-	-	-	-	-	997	997
Y12 Medallions	-	-	-	572	-	-	572
Total Operating Expenses	27,204	-	57,433	(7,893)	1,861	63,927	142,532
Net Profit	9,659	2,004	(17,080)	16,149	(1,861)	10,486	19,357



Churchlands Senior High School Parents & Citizens Association Inc

20 Lucca Street, Churchlands, Western Australia 6018
ABN: 56 578 130 654

UNIFORM SHOP ACCOUNT OWNERSHIP REVIEW

Review login details for Shopify and Vend

SHOPIFY

- Account Owner - uniformmanager@churchlandspc.com.au
 - Uniform Shop Manager
- Full Access - accounts@churchlandspc.com.au
 - shared by the Treasurer and Bookkeeper
- Limited Access - uniformshop@churchlandspc.com.au
 - Uniform Shop Retail (separate register on Vend)

Monthly Package Options

- USD29.00 - 3 users (current plan)
- USD79.99 - 5 users (approximate increase of annual fee - AUD860.00)

- Best practice calls for segregation of account ownership and operation to minimize risk
- Only one email address can be linked as the account owner
 - currently uniformmanager@churchlandspc.com.au
- The password for the CSHS P&C email address linked to Shopify can be reset if/whenever required by the P&C Secretary and IT Co-Ordinator
- The weekly payout advice in SHOPIFY (currently Thursday) and transfer of funds to Commonwealth Bank (currently Friday) is balanced and reconciled in Xero by the bookkeeper (currently Monday)
- Changes to the settings within Shopify are reflected on the right-hand side of the Shopify homepage and record any alterations or updates as they occur

1. P&C to determine cost verse risk regarding the additional annual fees for two extra users with unique login details
2. Confirm the email address for account ownership

Recommendations

Option 1

- 3 users
- Establish shopify@churchlandspc.com.au
- Manage the direction of emails internally to both email addresses for uniformmanager@churchlandspc.com.au and accounts@churchlandspc.com.au to monitor/track and updates or changes
- Weekly review of all updates and changes made in Shopify by P&C Bookkeeper

Option 2

- 3 users
- Existing arrangement to remain in place
- Weekly review of all updates and changes made in Shopify by P&C Bookkeeper

Option 3

- 5 users
- Establish shopify@churchlandspc.com.au
- Manage the direction of emails internally to both email addresses for uniformmanager@churchlandspc.com.au and accounts@churchlandspc.com.au to monitor/track and updates or changes
- Weekly review of all updates and changes made in Shopify by P&C Bookkeeper

VEND

- Account Owner - uniformmanager@churchlandspc.com.au
 - Uniform Shop Manager
- Full Access - uniformcoordinator@churchlandspc.com.au
 - Uniform Shop Co-Ordinator
- User Access - user access for Treasurer, Bookkeeper and Casual Staff

VEND is the point of sale and stock management platform.

Payment is made instore and online by credit card

Payment is processed through the Albert EFTPOS terminal

The Albert terminal is settled directly into the Uniform Shop bank account.

No financial or bank settlement details are linked to VEND

P&C to confirm no further action required as this stage

Recommend annual review on account ownership details

Treasurer

President

Secretary

**FINANCE COMMITTEE FUNDING
PROFORMA 2019**

Submission Type: Minor Works/P & C Funding

Date: 8th May, 2019 P + C Funding

Cost Centre or Faculty Media, The Arts

Cost Centre Manager Jane Hegarty

Description of item or project for which funding is sought.

4x Neewer Hand held stabilisers @ \$79.99 ea
(Details attached)

Total Funding Requested \$ 320.00
(Quotation attached)

Rational for Funding

These stabilisers (steadicams) will enhance the
quality of final projects completed by year 9-12
Media students. With the technological
advancements being made in media it is
important that finished practical work mirrors
the stability of professional works. The stabilisers
will introduce students to the importance of
controlled movement when filming.

Cost Centre Managers Signature

Principal's Signature



Roll over image to zoom in

Neewer Carbon Fiber 24 inches/60 Centimeters Handheld Stabilizer with 1/4 3/8 inch Screw Quick Shoe Plate for Canon Nikon Sony and Other DSLR Camera Video DV up to 6.6 pounds/3 kilograms (Black)

by Neewer

★★★★☆ 63 customer reviews | 25 answered questions

Price: **\$79.99**

Free Amazon product support included

Color: **Black**



- This stabilizer system is especially designed to reduce shake and stabilize video on cameras and camcorders; Applies to DSLR Camera Video DV, allows high and low angle shooting
- Made of carbon fiber, durable with solid construction; High precision bearings and low friction joints; Adjust the height of 15-24 inches/39-60 centimeters
- Stretch adjustment improves weight ratio, and reduces the clump weights greatly
- 1/4" 3/8" Screw Quick Shoe Plate with scale can move around to adjust the balance
- Non-slip and comfortable foam handle, also compatible with vest rig

Compare with similar items


New (2) from \$79.99 Details

\$79.99

This item ships to Australia. Get it by Friday, May 31 Choose this date at checkout. [Learn more](#)

In stock on May 14, 2019. Order it now.

 **Add to Cart**

 **Buy Now**

Sold by Mossfield Sales Depot and Fulfilled by Amazon.


Item arrives in packaging that reveals what's inside. To hide it, choose **Ship in Amazon packaging** at checkout.

Gift-wrap available.

 **Deliver to Australia**

Add to List

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Get **FREE** delivery on eligible international orders over \$49 AUD with AU Prime (Membership fee)

**FINANCE COMMITTEE FUNDING
PROFORMA 2019**

Submission Type: Minor Works/P & C Funding

Gelli Plates

Date: _____

Cost Centre or Faculty

Visual Arts

Cost Centre Manager _____

Description of item or project for which funding is sought.

We would like to purchase a class set of Gelli Plates for use by Y9-12 students as well as Art Club activities both for students and staff.

Total Funding Requested \$
(Quotation attached)

2000.

Rational for Funding

this equipment would allow our students to explore colour, texture and pattern to develop backgrounds, collage papers and simple printing techniques. It would add variety to our teaching repertoire, encourage Creative and Critical thinking and allow students to refine compositional skills.

Cost Centre Managers Signature

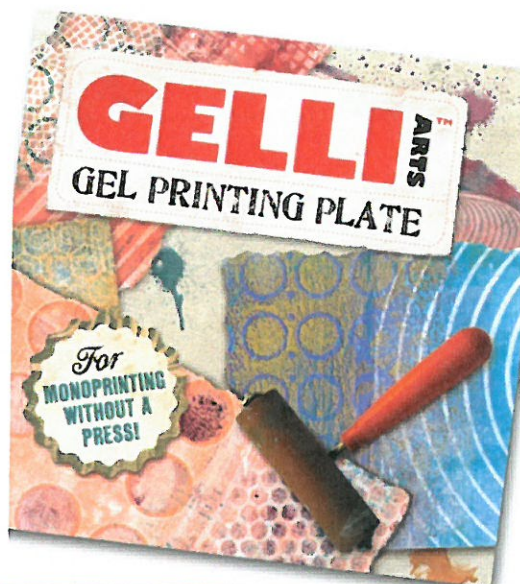
J. Hegarty

Principal's Signature

[Signature]

Gels Plates	300 x 350	\$1 6 1.88	x 9	1,456.92
	200 x 250	\$82.90	x 5	497.40
				<hr/> 1954.32

From Oxlades Art Supplies:



Gelli Art printing plates

Gelli Plates

Gelli Arts Gel Printing Plate looks and feels like gelatin, but are durable, reusable and stores at room temperature. It's easy to clean and always ready for printing. Monoprinting on a Gelli plate is simple and fun.

Quantity	SKU	Title	Size	Price
0	GPP66	Gelli Art printing plates (6 x 6" (150mm x 150mm))	6 x 6" (150mm x 150mm)	\$59.20 <small>inc GST</small>
0	GPP810	Gelli Art printing plates 8 x 10"	8 x 10" (200mm x 250mm)	\$82.90 <small>inc GST</small>
0	GPP1214	Gelli Art printing plates 12 x 14"	12 x 14" (300mm x 360mm)	\$161.88 <small>inc GST</small>

These are the best plates of this kind with the longest durability.

Uniform Shop Report

August 2019



**Parents &
Citizens
Association
Incorporated**

Summary

As you will know I am finishing up in 6 weeks time ahead of our family welcoming our unexpected new arrival into the family in 9 weeks' time.

I've spent a passionate number of hours working hard to get the uniform shop into the fantastic state that it is in over the last 16 months that I've been here, and I'm disappointed that I will be missing out on the busiest and most exciting time of the year – Term 4 and hundreds of excited Year 6 students being fitted for their uniforms!

The universe has instead decided that I will be busy with becoming accustomed to sleepless nights again (while wrangling teenagers I might add!) but equally with amounts of pure joy. It will be a very different experience this time as we have three older children who are 16, 12 and 9 and who will no doubt become my built-in babysitters.

Uniform Sales

Due to an earlier wet and cold start to the season compared to last year, the busy flurry we would normally see in the first few weeks of term 3 hasn't eventuated. I can only speculate that it is because we had a busier than usual few weeks at the end of term 2 with warmer items being purchased earlier in the year due to the cool weather setting in earlier.

Online Uniform Sales

We have had 43 online sales for the last four weeks which is reasonably quiet (as it is in the shop this time of year) and everything is working very smoothly as expected. We still get a lot of students wanting to try their items on before taking their orders away.

2020 Leaver Jackets

2020 Leaver Jackets are nearly at the stage of deciding on a final selection with the designs having already been presented by the student committee to the whole year 11 cohort.

As mentioned last report, this year the students are also designing a second item – a Rugby Jersey.

Once the final design has been chosen by students and approved through the school, fittings will take place in September for the Jersey and October for the Jacket.

Music Tour 2020

The process of managing Music Tour uniforms for the 2020 tour has commenced and I've asked the Uniform Coordinator to discuss the pricing and fitting process with the P&C as per the uniform committee's request.

Price Increase

In order to meet the P&C's expectations of aiming for a target of 10% net profit on revenue after direct operating costs (as discussed at the Executive Meeting for the Uniform Shop 3 months ago in May), a price increase was implemented on the 1 July that based off sales figures for the July 18-July 19 period will result in approximately an additional 19k in profit over a similar time of similar sales.

Uniform Shop Report

August 2019



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In addition to this, there are between 8-10k of costs/expenditure that has taken place this year that will not take place next year as it occurred due to exceptional circumstances. This includes:

- \$900 approx. - Loss on each faulty teal polo exchanged this year with a difference of \$3.27 between the credit amount per polo from our previous supplier and the cost of providing a replacement with our new supplier. This year (does not include last year) we had 272 Teal Polos exchanged.
- \$1,910 for professional services to build the structure and integrate with Vend for Shopify - our online uniform shop sales platform.
- \$2,343 for Employsure – a service the Uniform Shop and P&C did not know was being paid for and is no longer subscribed to.
- Between \$2,000 - \$3,500 in additional staff wages for customisation of Shopify including photography of uniform items and the additional time at the start of 2019 to tag and box/store the enormous stock received at the end of 2018 when we ceased our relationship with Westwear and took possession of all stock on hand at their warehouse. There have also been (up until recently), continuous extra hours for me while we further managed issues around Westwear invoicing as well as further fabric and stock discovered by Westwear around March/April this year at their warehouse.

This is approximately \$8,650+ that will further be added to the profit for next year as costs that will not be incurred.

To help reduce wages slightly I have also been working reduced hours leaving these quiet periods (where it is very straight forward) in the very capable hands of the team who have a lower overhead rate than I do.

Approximate increase in profit following the 1 July 2019 price increase based of sales volumes for July 2018 – July 2019 numbers.

Item	Sale Volume 1 July 18 - 20 June 19	Price Increase	Increased Revenue
Navy Polo	1,583	\$3	\$4,749
Teal Polo	1,752	\$3	\$5,256
White Polo	1,335	\$3	\$4,005
Cargo Shorts	1,338	\$3	\$4,014
Bag	186	\$5	\$930
		TOTAL	\$18,954

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In my decision making process when trying to accommodate the target profit set by the P&C vs agreed strategy (along with Neil's comments that a 10% is a target and any measures to achieve this should ideally not be short term fixes which would result in a higher than 10% profit in future years), I take into consideration the following:

- 1 Ethically & Environmentally made Australian quality fabrics and garments
- 2 Reasonable waiting times in the shop
- 3 Availability of garments when required
- 4 Affordability for verses fundraising for the P&C (10% profit on revenue after direct operating costs)

Natasha Madams

Uniform Shop Manager

From: <uniformmanager@churchlandspc.com.au>

Date: Thursday, 8 August 2019 at 1:27 pm

To: Kellyh Flaherty <Uniformcoordinator@churchlandspc.com.au>

Cc: Natasha Madams <uniformmanager@churchlandspc.com.au>

Subject: Music Tour 2020 - Questions for P&C in regards to supporting the tour prices

Hi Kelly,

I had a music tour meeting today with someone heading up the committee and as they are trying to reduce the overall cost of the uniforms I need to know the following which hopefully can be discussed at the P&C meeting on Monday night?

Background:

- Music Tour departs 24th June 2020
 - Uniform Packs ordered through the shop will need to arrive by 9th May 2020
 - Approximately - 102 students
 - 18 Adults
 - Several additional jackets for tour drives and 2 manager
 - **Each student will have the following in their individual pack: (total of approx. 816 items)**
 - 1 x custom made tour jacket (will discuss this further with you)
 - 2 x CSHS White Polo (that our Y11 & 12 normally wear)
 - 2 x Red Polo with Music Tour logo
 - 1 x Cargo Trousers
 - 2 x Cargo Shorts or 2 x Girls Shorts (which are a different provider if girls shorts) OR 2 x Sports Shorts (still to be decided by tour)
 - **Each adult will have the following in their individual pack: (approx. 72 items)**
 - 1 x custom made tour jacket
 - 3 x Blue Polo with Music Tour Logo
 - **Extras – for bus drivers and tour guides (approx. 5 items)**
 - 3 x 3XL custom made tour jacket
 - 2 x S custom made tour jackets
 - Uniform Shop to hold for the students in October to fit them for the sizes they will be individually ordering
 - The tour committee are hoping to find a sponsor and this means that each garment may require a sponsorship logo as well (with logo and placement to be approved by Glenn Robinson and Bernie Dunn)
1. Previously my understanding is that the music tour garments are sold to the music committee via the uniform shop for the standard sale price as decided by the P&C. For example a white polo is sold in the shop for \$38 and the tour also has to pay \$38. This has applied across all uniform items including anything custom made with a normal mark-up as we would if it was a uniform shop sale and this is definitely what took place for the last tour, as per the P&C instructions for pricing.
 2. I've been asked by the committee that if they were to purchase off the shelf imported cotton t-shirts instead of the Red and Blue shirts with music tour logo that the uniform shop arranges to be custom made, can they still manage the fittings and logo process through the uniform shop. (If the P&C agree I imagine that we would need to charge a fee per garment to cover wages and operating costs?)
 3. I've been asked by the committee if the P&C can consider a reduced price offered to the Music Tour for all items needed. For example a cost price + a certain amount/percentage, instead of

the full sale price. With the large number of students and the recent price increases it will be a considerably bigger cost to the music committee/tour than previous years.

These questions need to be asked of the P&C as it will reduce the profit for the shop if it is agreed to which I'm aware is constant topic of conversation and I know in the past the P&C have declined this request.

Can you please raise at the P&C on Monday for discussion and outcome as they need to know reasonably quickly to make decisions on what the items will be and where and how they will be sourced from depending on the P&C outcome of this decision.

Thank you,
Tash

Natasha Madams
Uniform Shop Manager



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HOURS

Tue 8:30am – 4:30pm
Thur 12:30pm – 6:00pm

Churchlands Senior High School
Grounds Committee Meeting
23 July 2019 --- 3.30 pm

Present: Neil Hunt, Helena Duffy, Jim Bell, Roger Harris(Chairperson), Robyn Overstone, Kate Sinfield, (P&C President) Dave Lukavecki (P&C representative), Steven Postmus (Landscape Artist), Arlene Thomas.

Apologies: John Gillon (School Board)

Minutes of the previous meeting circulated previously – no amendments – approved and passed.

Postmus from Carrier & Postmus Architects sought feedback from his children who have been students at CSHS for the last 5 years – very valuable. Besides feedback from his kids, Steven also attended the school at various times to observe student movement. Steven presented to the group the overall strategy and movement forward.

Strategy

1. Vision & master planning with style guides to form the umbrella review. This would allow prioritising, reducing abortive work and more considered, integrated works.
2. Specific projects – combination of the school's stated priorities and some of the architect's suggestions for the school's consideration.

Potential projects included

1. New connections, access, entrance identity and green amenity
2. Welcoming, Gathering and Refuge, Yarning Circle and Lower School Amenities
3. Relocation discussions
4. Lower School Amenities
5. Oval Connection
6. Additional Planting
7. Style Guide – Softscape and Hardscape

Steve outlined his vision for each of these projects. He acknowledged that all projects could not be undertaken at the one time. Which projects get developed will depend on priorities, sources and levels of funding. Process to be confirmed by the working group which will involve some consultation and discussion with staff and students.

Following discussions, it was agreed that the following would be done

1. Lower School Amenities
2. New Connections, access, entrance identify and green amenity
3. Plant more trees

The SBDMG would like to see improvement in the school, make it greener, more art work in terms of murals – virtual garden mural (similar to the staircase leading up to M Block) which would also reduce rubbish in the area

Helena Duffy gave a brief update on the Greenbatch initiative - Looking for a space to place the rubbish bins - We have 2 purple bins placed in various locations around the school and looking for more places to place the other two bins – will be used to recycle solid plastics. Also looking at recycling of soft plastics. Helena to have a conversation with Steven re. this initiative.

Neil Hunt acknowledged Steven's fantastic work.

Next meeting – Roger Harris to schedule and inform committee members.