

# CSHS P&C Association Inc



## 20190909 CSHS P&C SPECIAL General Meeting

Special General Meeting for normal business and to vote on the new Constitution as developed by WACSSO and the Department of Education for all P&C Associations.

When	09 Sep 2019 at 7:30 PM
Location:	Choral Studio, CSHS, Choral Studio, CSHS
Chairperson	Kate Sinfield
Minute taker	Brendon Flaherty
Present	Bernie Dunn , Brendon Flaherty (Secretary), Kelly Flaherty (Uniform Shop Coordinator), Shirley Godfrey (Treasurer), Tracey Galton , Nikki Harvey , Sandie Lam , Dave Lukavecki , Miranda Overmeire , Chris Porteous , Kate Sinfield (President), Craig Stewart , Geana Strang
Apologies	Marina Biddle , Rachel Clegg , Tracy Denham , Sonam Dhendup , Matt Gaunt , Neil Hunt , Chris Knott , Jane Powell (Art Show Coordinator, Communications), Ken Taylor (Vice President)

## Minutes

### 1. **Welcome**

The meeting opened at 7:33 pm  
Kate welcomed everyone to the meeting.

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

The minutes had been previously circulated.

### **Decision**

The Minutes of the General Meeting of 12 August 2019 were Moved, Voted & ACCEPTED as a true record.

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

No report

### **4. YouthCARE**

Nikki presented a verbal report:

- Chaplaincy dinner is on 19 October and the Council would like the P&C members to book tables as well as provide some meals.
- Nikki handed out slips to ask for volunteers for casseroles, salads & desserts - as many as possible please
- Andrew Winton will be performing and well worth it just for that!

### **5. Quiz Night (16 August)**

Miranda presented her report:

- Approximately \$8,500 profit was made (including the MPC bar profit) by a new committee with zero experience and they had had a fantastic time
- The school provided two jazz ensembles to start the evening and they were brilliant. Thank you!
- Miranda emphasised the fact that the committee was primarily year 7 parents so a great result for a new committee.
- Volunteers on the night specifically the students were sensational and amazingly helpful.

[📎 20190909\\_Quiz\\_Night.pdf](#)

### **6. Principal's Report**

Bernie (acting Principal) presented his report, with some additional items:

- Neil Hunt is on long-term sick leave with glandular fever but hoping to return in Term 4.
- CSHS has been ranked fourth best school in the state by the West Australian based on a range of factors and details are on the school website

[📎 20190909\\_Principal's\\_Report.pdf](#)

## 7. Treasurer's Report

Shirley presented her report:

- Another \$53,000 is due from parent donations (taking the total to \$93,000) which is more than last year when we moved from the Building Fund to the general receipts.
- \$470,000 is available in the Building Fund of which approximately \$370,000 to be reinvested in the Term Deposit for 5 months at 1.75%
- Cashflow requirements of the Uniform Shop need to be considered over the next 6 months to ensure we have adequate funds for contingencies. With the two funding requests below, we will have \$40,000 available.

[20190909\\_Treasurer\\_Balance\\_Sheet.pdf](#)

[20190909\\_Treasurer\\_P\\_L\\_to\\_1.9.2019.pdf](#)

[20190909\\_Treasurer\\_term\\_deposit\\_rate\\_200819.pdf](#)

[20190909\\_Treasurer's\\_report\\_-\\_to\\_1.9\\_for\\_....pdf](#)

### 7.1. Spending Requests & Suggestions

Funding for the "R U OK?" day and 30 desktop computers had been received at the Finance Committee meeting held last week.

[20190909\\_Finance\\_Request\\_-\\_R\\_U\\_OK.pdf](#)

[20190909\\_Finance\\_Request\\_-\\_Technologies.pdf](#)

#### Decision

Moved, Voted & ACCEPTED to fund the RU OK day for \$480.

Moved, Voted & ACCEPTED to fund the CAD computers for \$24,000 (half the request)

Moved, Voted & ACCEPTED to fund the replacement of toilets for the school for \$24,000 from the Building Fund

## 8. Communications

Jane had sent her apologies but also sent some notes:

- Term 3 events had concluded but thank you notes & reports would be circulated
- YouthCARE events including a sausage sizzle (maybe) and the Chaplaincy dinner would both be advertised

## 9. Art Exhibition

Jane advised that a meeting would be held in Term 4 to decide on the guest artist for 2020.

## 10. Music Parents

Tracey presented a verbal report:

- Lots of events in Term 3 with the Junior ABODA this weekend.
- It appears that enough funds would be raised to replace the orchestra's Timpani as hoped
- Some discussion was held regarding the perennial suggestions that there may be fundraising or cost cutting opportunities related to music or tour uniforms. Tracey explained to the MPC that these are not desirable or feasible and outlined the philosophy and realities of the Uniform Shop. The MPC found this information useful and is supportive of the policies.
- It was noted that it would be useful for the school community generally to have a clearer understanding that the Uniform Shop provides convenient and efficient access to quality, sun-safe, locally made uniforms at the lowest possible cost and the P&C bears huge liabilities to ensure stock levels are sufficient. Profits are small.
- The MPC made approximately \$1000 from the Quiz Night bar and was pleased to be given the opportunity. Should there be a Quiz Night in 2020 the MPC would be delighted to operate the bar again.

## 11. Uniform Shop

Kelly presented the Uniform Shop reports:

- The new Shop Manager Melissa Haynes has started last week and is working very well with the team and Natasha
- Natasha Madams has done an amazing job in her 18 months and has turned around the performance of the shop from the appalling state that it was in. She will be missed by everyone. Tracey suggested that we provide a collection to buy a gift to thank Natasha for her wonderful service.
- Kelly had sent an additional detailed report to the President regarding the finalisation of the West Wear agreements / supply issues which Kate will circulate to the P&C after confirming the financial details with the Treasurer.
- Kelly and Natasha had provided an additional report regarding the answers to the Treasurer's requests from last month. (attached)
- The shop is cash flow positive

[📎 20190909\\_Uniform\\_Coordinator\\_report.pdf](#)

[📎 20190909\\_Uniform\\_Shop\\_Manager\\_report.pdf](#)

[📎 20190909\\_Uniform\\_Shop\\_Manager\\_report\\_-\\_De....pdf](#)

## 12. Act-Belong-Commit

Chris had sent his apologies and provided a brief report:

- The school is running **R U OK?** day events this week and is requesting some funds (See item 7.1)
- The ABC committee are hoping to run a series of sessions for Years 7 & 8 developed by Telethon kids Institute and may need some funding then.

### **13. Grounds**

Dave advised that there had not been a recent meeting of the school Grounds Committee.

- He had to contact Steve and Arlene to understand the process to manage small projects for the Admin & Uniform Shop entrances.
- Kelly agreed to send through details of the designs & quotes done to date for the Uniform Shop portico.

### **14. School Board**

Chris presented a verbal report:

- The Open Board Meeting is on 26 September at 5:30 pm in the Admin Board Room
- All welcome

### **15. Fathering**

Craig Stewart presented a verbal report:

- A meeting had been held at Doubleview Bowls club with a presentation although numbers always seem to drop as the date approaches
- External funding has been approved for a series of Cooking Classes for dads & kids to be held at the school over the next 12 months. Funding by Parenting Connection with an Iron Chef.
- Next holidays there is a beginners 4wd course
- Wanting to get a cooking video for next year. More details to follow.

[📎 20190909\\_Fathering.pdf](#)

### **16. ICT**

- No report

### **17. General Business**

Nikki Harvey had left earlier in the meeting, so 12 Members remained at this point.

#### **17.1. 2020 Calendar Dates**

A draft of dates / weeks / events was presented with each committee / coordinator to consider the recommendations for 2020.

We will need to liaise with the school to maximise the effectiveness of the calendar and minimise any clashes of venues, etc.

The Quiz Committee requested Friday 26 June.

[📎 2020\\_P\\_C\\_Calendar\\_Draft.pdf](#)

## 17.2. Correspondence

Nil

## 17.3. New P&C Constitution

WACSSO & the Education Department had provided a new draft Constitution for all P&Cs to approve (previously circulated)

- The ONLY flexibility was the financial year to be adopted. Discussion of the options of 30 June versus 30 December as well as some others ensued. General discussion agreed 30 December was best.
- Brendon read through the major changes from the existing Constitution (from WACSSO email)
- Brendon advised that the P&C had already adopted a number of the changes and was probably 90% compliant.
- Some adjustments would need to be made for Rules 13.3, 15.3, 18 and 24.1.

As the following motions needed to be approved by a 3/4 majority - each was recorded individually. (Nikki Harvey had needed to leave earlier and hence 12 members remained for the discussion & vote)

[📎 CSHS\\_P\\_C\\_Constitution\\_2019.pdf](#)

### Decision

Moved, Seconded, Voted & ACCEPTED that the Churchlands Senior High School Parents and Citizens' Association Inc. maintain the existing financial year which is the period commencing on 1 January. [Approved by 12/12 members in attendance]

Moved, Seconded, Voted & ACCEPTED that any previous constitution is hereby rescinded and that the Parents and Citizens' Association constitution dated June 2019 provided by the WA Council of State School Organisations be adopted as the constitution of the Churchlands Senior High School Parents and Citizens' Association Inc. [Approved by 12/12 members in attendance]

Moved, Seconded, Voted & ACCEPTED that the members of the Churchlands Senior High School Parents and Citizens' Association Inc. hereby authorise the Secretary (or person acting in that capacity) of the WA Council of State School Organisations to lodge the constitution (dated June 2019) with the Department of Mines, Industry Regulation and Safety the provisions of the Associations Incorporation Act 2015 [Approved by 12/12 members in attendance]

## **18. Next meeting - 28 October**

Meeting concluded at 9:46

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*End of minutes.*

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

# Minutes of 20190909 CSHS P&C SPECIAL General Meeting on 09 Sep 2019

## Summary of Matters Arising

### Decisions

Item Decision

2. The Minutes of the General Meeting of 12 August 2019 were Moved, Voted & ACCEPTED as a true record.
- 7.1 Moved, Voted & ACCEPTED to fund the RU OK day for \$480.
- Moved, Voted & ACCEPTED to fund the CAD computers for \$24,000 (half the request)
- Moved, Voted & ACCEPTED to fund the replacement of toilets for the school for \$24,000 from the Building Fund
- 17.3 Moved, Seconded, Voted & ACCEPTED that the Churchlands Senior High School Parents and Citizens' Association Inc. maintain the existing financial year which is the period commencing on 1 January. [Approved by 12/12 members in attendance]
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## Summary of Attachments



## Attachments

Item	File Name
5.	<a href="#">20190909_Quiz_Night.pdf</a>
6.	<a href="#">20190909_Principal's_Report.pdf</a>
7.	<a href="#">20190909_Treasurer_Balance_Sheet.pdf</a> <a href="#">20190909_Treasurer_P_L_to_1.9.2019.pdf</a> <a href="#">20190909_Treasurer_term_deposit_rate_200819.pdf</a> <a href="#">20190909_Treasurer's_report_-_to_1.9_for_....pdf</a>
7.1.	<a href="#">20190909_Finance_Request_-_R_U_OK.pdf</a> <a href="#">20190909_Finance_Request_-_Technologies.pdf</a>
11.	<a href="#">20190909_Uniform_Coordinator_report.pdf</a> <a href="#">20190909_Uniform_Shop_Manager_report.pdf</a> <a href="#">20190909_Uniform_Shop_Manager_report_-_De....pdf</a>
15.	<a href="#">20190909_Fathering.pdf</a>
17.1.	<a href="#">2020_P_C_Calendar_Draft.pdf</a>
17.3.	<a href="#">CSHS_P_C_Constitution_2019.pdf</a>

*Attachments can be found under your TidyHQ admin account at:*

Storage > Meetings > [20190909 CSHS P&C SPECIAL General Meeting](#)

# Quiz Night 2019

Kelly Flaherty, co Quiz Coordinator  
Miranda Overmeire, co Quiz Coordinator

## Sub Committee

Tracy Denham  
Amir Nik Eftekhari  
Brendon Flaherty  
Nikky Harvey  
Geana Strang

## Volunteers on the night

Jo Cook  
Students x 20  
Ruby + friend  
Amir's Son  
Hendrik Overmeire

## Overview

The 2019 quiz night was held on 16 August 2019 in the school gymnasium and made a total profit to the P&C of approximately \$8,500. This was broken down as approximately \$1000 of profit made by the MPC from running the bar (and which will be accounted for separately by them), and \$7,515.11 from the Quiz Committee. Tickets were sold individually and cost \$20 for adults, and \$15 for students). The breakdown is detailed below.

<b>Churchlands SHS P&amp;C Quiz Night 2019</b>	
Income	
Cash donation	\$250.00
Ticket sales	\$3,625.00
Pizza sales	\$1,340.00
Raffles, games etc	\$4,121.00
Silent auctions	\$2,413.00
	<i>Total income</i> \$11,749.00
Expenses	
Dux Nuts	\$990.00
Pizzas	\$1,170.00
Prize money for golden ticket	\$1,000.00
Tablecloths	\$121.00
Stationery cash	\$75.20
Wine	\$139.50
Table hire	\$550.00
Pizza refund	\$80.00
Trybooking fees	\$108.19
	<i>Total expenses</i> \$4,233.89
	<b>Total profit</b> \$7,515.11

Dux Nuts, professional quiz night managers, were hired to run the evening and ran six rounds of quiz questions, three table quizzes, three games and an auction. The committee also sold pizzas and raffle tickets, including the Golden Ticket raffle.

We had George from The Office on Harrogate (previously Lo Zuccherò) come to us with his wood fired pizza oven, and we sold pizzas which were well received. We had some minor hiccups with our pre-ordering/delivery systems on the evening, resulting in a few pizzas not making it to the table, so refunds were given. It was a great learning curve, introducing pizza to the night and we now have some great ideas on how to run a well oiled machine next year - knowledge we will happily share with the next quiz committee.

Prizes were collected from local businesses, as well as some from school families. Many companies were generous with their donations which were used for prizes and silent auctions. Letters of thanks will be sent to all donors.

We inadvertently did less marketing than in previous years. In addition to the official P&C marketing emails, in previous years the Quiz Coordinator separately arranged for marketing emails to be sent to the school staff earlier and more frequently. We only discovered this in the last days before the event, so this did not happen this year. So perhaps a little more (early) attention on our marketing will go a long way next year.

Turnout was somewhat lower than anticipated, perhaps because of the ABODA festival and a Fathering Project activity impacting on interest and attention from marketing activities. We sold a total of 194 tickets (163 adult and 31 student tickets). There was one table of staff from the school, and three tables from Youthcare who were invited by Nikki in the last weeks to make up numbers when we realised the sales were going too slowly. They stepped up to support us with great enthusiasm. Many thanks to them for that.

Silent auctions were far less generous than we expected which was a little disappointing, given the high calibre of items we had on the table. The highest bid on any item was \$390 for a bike. Notes will be passed on in regards to how we feel this could have produced a better result.

We received compliments on the evening and afterward by email and it seems to have been an enjoyable evening. We are delighted with the outcomes, both the enjoyment and the profit made. Bernie Dunn was even compelled to call us directly to compliment our setup and the general atmosphere we created for the night.

Having never hosted a quiz night before, we decided the best move would be to create a support team around us. We were really fortunate that when we put out a call to create a sub-committee - a handful of really amazing people stepped up. They all got involved with such positivity and enthusiasm for the cause, each and every one offering a different insight to creating the best event we could put together. In the last 6 weeks we had weekly meetings and everyone came and gave 100%. So a massive thanks to the team of Tracy, Geana, Nikki, Amir and Brendon for getting on board and being a part of this grand adventure! Thanks also to Jane Powell for managing our comms marketing and for attending two of our meetings to lend us her wisdom and experience from previous years. A special shout out also to Jo, Hendrik, Ruby, Amir's son and a few un-named extras who just stepped in on the night to offer extra hands during and after the event!

We would also like to thank the two student jazz ensembles who played for us for the hour between opening the doors and the start of questions. We received compliments about them and we feel that they helped set the tone for a great evening. We'd love to have them again next year.

Finally: Enormous thanks to the teams of student volunteers who helped us set up, sold raffle tickets, delivered pizzas and helped with the packing down at the end. It would have been impossible for our small team to have run the quiz night so effortlessly without the assistance they provided. Bernie Dunn, Chris Van Maanen and Jarrad Jenkins (from IT) were also instrumental in ensuring our set-up went without a hitch.

# Churchlands Senior High School Board



## P & C Meeting 9 September 2019

### Principal's Report

The first seven and a half weeks of Term 3 is the important preparation period in the lead up to the Year 12 "Mock Examinations" held in Weeks 8 and 9. For the rest of the school Term 3 is an important term to consolidate the curriculum with minimal interruptions. The year level athletics carnivals have been held and selection for the A Grade Interschool Athletics Team held in late October has happened and training has started.

Well done the P & C for running a very successful Quiz Night in the Sports Hall with a new group of members running the evening led tirelessly by Kelly Flaherty and Miranda Overmeire.

This is an update on the current school building/maintenance projects:

- A new CHURCHLANDS SENIOR HIGH SCHOOL sign with logo similar to the one at the front of the Concert Hall has been erected on the wall at the corner of Hale Road and Lucca Street. Lighting has been put in to highlight the silver letters and shield and this looks spectacular at night. The large 50 year sign has been removed.
- Solar Panels update. There are three tenders being evaluated with final review completed by mid-September. Panels on Sports Hall, Technology Block, Concert Hall and F Block. Hopefully a review meeting on tenders in the next two weeks
- Pool Pump & Change rooms – Purchase Order raised for \$590 500. Further \$37 000 required to upgrade the HWS which was outside the scope of the works; existing hot water system is approx. 10 years old - will also need to upgrade the pipes and temperature controller. They are waiting for us to approve this.
- Further CCTV is being added to the school grounds especially around the new buildings which were not initially installed with CCTV.
- Met with Programmed in relation to installing another commercial kitchen which the school has been working towards for some time. Will get a response hopefully before the end of Term 3.
- School Toilets have been revamped including tiling across all walls, new cornicing, painting and the toilet bowls will be replaced shortly. The P & C Building Fund paid for all the tiling which is greatly appreciated.

A number of committees are currently working on an overall Health and Well Being Plan for students including – Positive Education Committee; Assessment Working Party and Reporting Committee. All these committees are working towards implementing health and well-being as a priority area in the next Business Plan 2020 – 2022.

The WA Government is introducing, through the Department of Education, an International Education project to increase International students into WA schools. Seven elite government schools including Churchlands SHS have been selected as one of the participating schools. This will start in 2021 with up to five places available in Year 10 after the students have sat an academic test in their home country and the successful students then select the school they wish to attend. A brochure and video are being produced by the Department of Education with a marketing focus on China.

The Annual New Zealand Ski Tour has sixty six students leaving at the end of Term 3 for nearly two weeks of team building and fun skiing.

Bernie Dunn  
Principal  
Churchlands SHS  
9 September 2019

# CSHS P&C – Treasurer’s report

## 7 September 2019

1.	<b>Account balances – 05/9/2019:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account Name</th> <th style="text-align: left;">Account Type</th> <th style="text-align: right;">Balance</th> </tr> </thead> <tbody> <tr> <td>Building Fund</td> <td>Society Cheque Account</td> <td style="text-align: right;">70,986</td> </tr> <tr> <td>Building Fund Saver</td> <td>Business Online Saver</td> <td style="text-align: right;">20,175</td> </tr> <tr> <td>Building Fund</td> <td>Term deposit</td> <td style="text-align: right;">379,536</td> </tr> <tr> <td colspan="2"><b>Total Building fund</b></td> <td style="text-align: right;"><b>\$470,697</b></td> </tr> <tr> <td><b>CSHS Music Parents</b></td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;"><b>\$26,197</b></td> </tr> <tr> <td>CSHS P&amp;C General</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">85,149</td> </tr> <tr> <td>CSHS P&amp;C Saver</td> <td>Business Online Saver</td> <td style="text-align: right;">4,795</td> </tr> <tr> <td>CSHS P&amp;C Uniform</td> <td>Cheque Account Bearing Interest</td> <td style="text-align: right;">7,769</td> </tr> <tr> <td colspan="2"><b>Total available funds</b></td> <td style="text-align: right;"><b>\$97,713</b></td> </tr> </tbody> </table>	Account Name	Account Type	Balance	Building Fund	Society Cheque Account	70,986	Building Fund Saver	Business Online Saver	20,175	Building Fund	Term deposit	379,536	<b>Total Building fund</b>		<b>\$470,697</b>	<b>CSHS Music Parents</b>	Cheque Account Bearing Interest	<b>\$26,197</b>	CSHS P&C General	Cheque Account Bearing Interest	85,149	CSHS P&C Saver	Business Online Saver	4,795	CSHS P&C Uniform	Cheque Account Bearing Interest	7,769	<b>Total available funds</b>		<b>\$97,713</b>	
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2.	<p><b>Term Deposit:</b></p> <ul style="list-style-type: none"> <li>- 5 month term deposit has ended, funds in holding account earning 0.60%</li> <li>- Interest rates – see attached</li> <li>- Expect to require the \$200K 3-4 months, tenders have been received and at least 2 appear to be suitable.</li> <li>- <b>Propose:</b> <ul style="list-style-type: none"> <li>o \$200K for 3 months at 1.55%</li> <li>o \$190K for 5 months at 1.75%</li> <li>o That will leave \$77,900 in the Building Fund account for the Tiling</li> </ul> </li> </ul>																																
3.	<p><b>School funding requests:</b></p> <p><b>The P&amp;C has been requested to fund the following items that were approved by the Finance Committee on 5/9/2019:</b></p> <ul style="list-style-type: none"> <li>- <b>RU OK activities - \$480</b> – see attached.</li> <li>- <b>30 computers – Est \$48,000</b> – see attached: <ul style="list-style-type: none"> <li>o 30 computers to replace existing computers that are now out of warranty.</li> <li>o Expected 4 year life, outright purchase</li> <li>o Will be used for classes, CAD, etc.</li> <li>o To be purchased and installed for start of the 2020 year</li> <li>o School will be funding the additional 35 computers that are required.</li> </ul> </li> <li>- <b>Propose:</b> <ul style="list-style-type: none"> <li>o Cashflow requirements of the P&amp;C and uniform shop to be considered.</li> </ul> </li> </ul>																																
4.	<p><b>Funding requests approved/paid in 2019:</b></p> <ul style="list-style-type: none"> <li>- <b>General funds:</b></li> <li>- \$7,000 - Graduation sashes</li> <li>- \$2,420 - Cybersmart presentations</li> <li>- \$2,000 - Gelliplates</li> <li>- \$320 - Newer Stabilisers</li> <li>- Cambridge YouthCARE - \$35,000 (paid)</li> <li>- House reward programme - \$4,000 (paid)</li> <li>- Alumini website - \$6,000 (paid)</li> <li>- Dads meeting - \$150 (paid)</li> <li>- <b>Building fund:</b></li> <li>- \$77,900 - Tiling for toilet blocks</li> </ul>																																
5.	<p><b>Year to date results – 1/9/2019:</b></p> <ul style="list-style-type: none"> <li>- <b>Parent contributions:</b> <ul style="list-style-type: none"> <li>o \$40,000 after Term 1</li> <li>o \$53,000 to be received shortly.</li> </ul> </li> <li>- <b>Uniform shop:</b> <ul style="list-style-type: none"> <li>o Net sales YTD \$296K, with \$10K profit (vs 10% of sales as agreed)</li> <li>o Net loss for the past two fortnights – Gross profit didn't cover salaries</li> <li>o Stock is \$210K, reduced by \$49K from \$259K at 31/12/2018.</li> <li>o Financial outcome agreed at exec meeting: <ul style="list-style-type: none"> <li>▪ Annual profit 10% of net sales (Ex. GST)</li> <li>▪ Stock level reduced to normal levels by end of year.</li> <li>▪ No allocation of bookkeeper's salary to uniform shop</li> </ul> </li> <li>o <b>Proposed at previous meeting:</b> Request Uniform shop to present the following</li> </ul> </li> </ul>																																

	<p>at the September 2019 P&amp;C meeting:</p> <ul style="list-style-type: none"><li>▪ budget/projection to 31/12/2019</li><li>▪ action plan to achieve agreed financial outcome for 2019</li><li>▪ advise the number of stock items where stock is at just-in-time ordering levels.</li><li>▪ \$value and dates of deliveries for year end purchases (required to manage the P&amp;C's cashflow)</li></ul>	
6.	<p><b>Bookkeeper's hours</b></p> <ul style="list-style-type: none"><li>- The bookkeeper will be reverting back to Monday and Thursday</li><li>- Payments on Wednesdays, approved payment requests to reach the bookkeeper by 9am on the Monday morning.</li></ul>	

# Balance Sheet

## CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC As at 30 September 2019

30 Sep 2019

31 Dec 2018

### Assets

	30 Sep 2019	31 Dec 2018
<b>Bank</b>		
Aus Post Load & Go	899	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	379,493	372,843
CBA Cash Management A/C 5867	4,795	4,795
CBA general cheque A/C 6114	68,090	24,196
CBA MPC cheque A/C 3045	24,149	20,757
CBA Uniform cheque A/C 5832	28,426	76,708
<b>Total Bank</b>	<b>597,512</b>	<b>591,459</b>
<b>Current Assets</b>		
Accounts Receivable	578	128
Accrued Interest Income	-	789
Electronic Clearing Account	(947)	20
Petty cash - uniform shop	200	385
Prepayments	5,546	2,475
Uniform new stock	210,558	259,200
Uniform secondhand stock	3	3
Uniform shop float	400	-
Uniform Stock Fabric	22	-
<b>Total Current Assets</b>	<b>216,361</b>	<b>263,000</b>
<b>Fixed Assets</b>		
Office Equip Accum Depn	(2,679)	(1,890)
Office Equipment at Cost	5,473	5,473
Plant & Equip Accum Dep	(68)	(45)
Plant & equipment at Cost	1,364	1,364
<b>Total Fixed Assets</b>	<b>4,089</b>	<b>4,901</b>
<b>Total Assets</b>	<b>817,962</b>	<b>859,359</b>

### Liabilities

	30 Sep 2019	31 Dec 2018
<b>Current Liabilities</b>		
Accounts Payable	2,508	65,854
Accrued Expenses	-	4,500
ATO - Integrated client account	-	4,421
GST	(2,091)	147
PAYG Withholding Payable	468	-
Rounding	-	-

# Balance Sheet

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	30 Sep 2019	31 Dec 2018
Superannuation Payable	675	3,351
Unearned income	-	4,780
<b>Total Current Liabilities</b>	<b>1,560</b>	<b>83,052</b>
<b>Total Liabilities</b>	<b>1,560</b>	<b>83,052</b>
<b>Net Assets</b>	<b>816,402</b>	<b>776,307</b>

## Equity

Current Year Earnings	40,095	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
<b>Total Equity</b>	<b>816,402</b>	<b>776,307</b>



# Profit and Loss

## CHURCHLANDS SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC All Jobs 1 January 2019 to 30 September 2019

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
<b>Income</b>								
Bar Sales	99	-	-	-	-	-	-	99
CSHS Other Event Income	-	-	-	-	10,346	-	-	10,346
CSHS P&C Contributions	-	-	40,168	-	-	-	-	40,168
Entry Fees	2,462	-	-	-	-	-	-	2,462
Interest - Cash Management Acc	-	-	48	-	-	-	-	48
Interest - term deposit	-	5,861	-	-	-	-	-	5,861
MPC ABODA - Kiosk Income	-	-	-	2,420	-	-	-	2,420
MPC ABODA - Sausage Sizzle	-	-	-	1,478	-	-	-	1,478
MPC Event Catering - Chamber	-	-	-	175	-	-	-	175
MPC Event Catering - External Events	-	-	-	697	-	-	-	697
MPC Event Catering - Internal events	-	-	-	6,495	-	-	-	6,495
MPC Event Parking - Concert Hall	-	-	-	300	-	-	-	300
MPC Parent Donations - Beverages	-	-	-	610	-	-	-	610
MPC Sausage Sizzle - Bunnings	-	-	-	2,500	-	-	-	2,500
New uniforms	-	-	-	-	-	296,678	814	297,492
Other Donations	99	-	-	-	-	-	-	99
P&C Membership Fees	-	-	71	-	-	-	-	71

# Profit and Loss

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Sales	34,302	-	-	-	-	-	-	34,302
<b>Total Income</b>	<b>36,962</b>	<b>5,861</b>	<b>40,287</b>	<b>14,674</b>	<b>10,346</b>	<b>296,678</b>	<b>814</b>	<b>405,623</b>
<b>Less Cost of Sales</b>								
Cost of New Uniforms	-	-	-	-	-	218,437	714	219,152
Discount received	-	-	(65)	-	-	(453)	-	(519)
Shortfall in cash	-	-	-	-	-	208	-	208
Uniform stock take adjustments	-	-	-	-	-	83	-	83
Uniform stock write-offs	-	-	-	-	-	(23)	-	(23)
<b>Total Cost of Sales</b>	<b>-</b>	<b>-</b>	<b>(65)</b>	<b>-</b>	<b>-</b>	<b>218,252</b>	<b>714</b>	<b>218,901</b>
<b>Gross Profit</b>	<b>36,962</b>	<b>5,861</b>	<b>40,352</b>	<b>14,674</b>	<b>10,346</b>	<b>78,427</b>	<b>99</b>	<b>186,722</b>
<b>Less Operating Expenses</b>								
Alcohol Purchases	453	-	-	527	-	-	-	980
Artist Payments	25,278	-	-	-	-	-	-	25,278
Bank Charges	13	-	61	5	-	133	-	211
Business package insurance	-	-	232	-	-	1,855	-	2,086
Chaplaincy Support	-	-	35,000	-	-	-	-	35,000
Computer Expenses	-	-	605	-	-	-	-	605
Depreciation Expense	-	-	368	223	-	221	-	812
Donations for music equipment	-	-	-	(11,259)	-	-	-	(11,259)
Donations to school	-	-	10,600	-	-	-	-	10,600
Employsure	-	-	-	-	-	2,344	-	2,344
Event Catering Expenses	687	-	-	2,123	-	-	-	2,810
Event General Expenses	676	-	-	233	1,661	-	-	2,570

# Profit and Loss

	ART - Art exhibition	BUI - Building Fund	GEN - General	MPC - Music Parents	QZN - Quiz Night	UNI - Uniform shop	Unassigned	Total
Internet Expenses	-	-	509	-	-	-	-	509
Liquor Licences	-	-	-	275	-	-	-	275
Meeting expenses	-	-	208	163	-	-	-	371
Merchant Fees	-	-	347	-	-	3,288	-	3,635
Postage	-	-	-	-	-	18	-	18
Printing & Stationery	-	-	-	-	-	215	-	215
Resilience Program	-	-	500	-	-	-	-	500
Shopify Fees	-	-	-	-	-	811	-	811
Sundry Expenses	-	-	-	-	-	166	-	166
Superannuation expense	-	-	764	-	-	4,374	-	5,137
Trybooking Fees	97	-	-	-	-	-	-	97
Uniform Shop expenses	-	-	-	-	-	4,351	-	4,351
WACSSO Affiliation Fees	-	-	926	-	-	-	-	926
Wages and salaries	-	-	8,038	-	-	47,820	-	55,858
Workers compensation insurance	-	-	-	-	-	1,150	-	1,150
Y12 Medallions	-	-	-	572	-	-	-	572
<b>Total Operating Expenses</b>	<b>27,204</b>	<b>-</b>	<b>58,157</b>	<b>(7,138)</b>	<b>1,661</b>	<b>66,743</b>	<b>-</b>	<b>146,627</b>
<b>Net Profit</b>	<b>9,758</b>	<b>5,861</b>	<b>(17,805)</b>	<b>21,812</b>	<b>8,685</b>	<b>11,683</b>	<b>99</b>	<b>40,095</b>

**FINANCE COMMITTEE FUNDING  
PROFORMA 2019**

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

**Date: 28/08/2019**

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**Cost Centre or Faculty Student Services**

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**Cost Centre Manager Arlene Thomas**

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

Funding for activities during the week of R U OK? Day (09-13/09/2019):

- Music and sport activities during lunchtimes
- Expo of student groups and information about mental health support (in school and externally)
- Small gift to staff members
- Activity with Year 12 students before exams

Year 12 Activity:

- \$80 for post-it notes
- \$200 for markers/textas

Staff Notes:

- \$120 for treat-size chocolates
- \$20 for card paper

Student Activities:

- \$60 for participation prizes (Freddos)

**Total Funding Requested \$ 480**

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(Quotation attached)

**Rational for Funding**

R U OK? Day is a key suicide prevention awareness event in Australia, and provides an opportunity for students and staff to check in with peers and colleagues about their mental health, and to normalise the process of accessing support. Providing activities for students and staff will create visibility for this event at Churchlands across the week, and may assist in increasing help-seeking behaviours and promoting the importance of the Act Belong Commit message.

**Cost Centre Managers Signature** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

FINANCE COMMITTEE FUNDING  
PROFORMA 2019

AWAITING OFFICIAL  
QUOTE FROM

Submission Type: Minor Works/P & C Funding

SITHQ

P. JONES

Date: SEPT 2019

2/9/19

Cost Centre or Faculty TECHNOLOGIES.

Cost Centre Manager P. JONES

Description of item or project for which funding is sought.

DESKTOP COMPUTERS FOR T4.

Total Funding Requested \$ 48,000.00 (30 x \$1,600.00)  
(Quotation attached)

Rational for Funding

EXISTING COMPUTERS IN T4

WARRANTY EXPIRES AT END OF 2019. THESE  
COMPUTERS ARE REQUIRED TO RUN OUR CAD  
CLASSES. SOFTWARE THAT WILL BE DEPLOYED  
INCLUDE AUTO CAD FUSION 360 AND INVENTOR.  
NEXT YEAR WE HAVE 1x YR 12 CLASS, 2x YR 11  
CLASSES AND 2x YR 10 CLASSES. YEAR 9 STAYS  
UNCLEAR AT THIS POINT.

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

Principal's Signature signature available on the original document

## **UNIFORM COORDINATOR REPORT**

**9 September 2019**

A second round of interviews for a replacement Uniform Manager were held on Monday 26<sup>th</sup> August.

A larger pool of candidates to choose from made it a far more competitive process. Kate and I both easily agreed that Melissa Haynes was the strongest candidate and we have issued an offer of employment which has been accepted.

Melissa will commence training and handover with Natasha from Tuesday 3<sup>rd</sup> September and Natasha is all set to finish her time with us on the 24<sup>th</sup> September.

Melissa has been well versed on the mandate for the shop. Her handover is planned to be extensive and will cover the historical issues to help Melissa understand the current situation and forward planning concepts.

I would like to take this opportunity to formally thank and compliment Natasha for her outstanding work over her 18 months with us. She has not only done what was asked of her in regard to bringing the shop into the 21<sup>st</sup> century with new and improved systems and procedures, she has created an incredibly professional, positive and productive environment for everyone to enjoy. She has also brought on new and reliable suppliers that are producing locally made high quality clothing. Complaints against the shop from consumers have been reduced to almost zero! The inherited chaos and stock issues are finally behind us and now the new manager can focus on maintaining and upkeeping the business to continue showcasing Natasha's hard-earned outcomes.

For those who are not already aware – Natasha is leaving to have baby number four for her and her happy crew – their new baby girl is due early October. I'm sure you will all appreciate that she will be missed by her team, and we all wish her all the very best and hope that she has a safe and happy delivery!

There have obviously been financial costs to the business and its bottom line during the process of fixing all that was wrong – and now that the time-consuming aspects of "repair" are at an end, the new manager can be very focussed on budget management. Keeping in mind that we have agreed that customer service and quality of products provided are not compromised to achieve said budgets.

The only outstanding business hanging over the shop now are unsubstantiated claims from West Wear, due to us no longer purchasing items from them.

Their accounts department have been totally inconsistent with their invoicing and statements, which has led to many hours of checking and rechecking our own paper trail to ensure we had reconciled correctly all orders, deliveries and payments.

After lengthy discussions and analysis with Natasha, our own "on the ground" perspective is that we owe nothing more to West Wear and that all business dealings with them are concluded:

I have written a report in regard to why I feel their latest claims for payment should be rejected, and I strongly advise that we don't offer any further payments to them. This opinion is based on witnessing (and being involved in resolving) their lengthy history of gross negligence, continuous errors in manufacturing, daily errors in deliveries and invoicing, and finally as a result of a conversation I had with consumer affairs, who recommend that we put in a report and request that an enquiry be made on their unprofessional service and gross negligence to us as the customer. Their constant errors and mismanagement have cost this P&C & Uniform Shop both financially and reputationally and I would like to minimise any further costs.

A discussion and decisions need to be made as to what we do with their claims for fabrics and leftover items. I am acutely aware that this is a complex issue, so I would like to have the opportunity for the reports to be read by the executive committee members and then if we could make this an item for discussion and voting on at the next meeting when there won't be time constraints.

Kelly Flaherty



# Uniform Shop Report

## September 2019

### Summary

Since my last report four weeks ago there has been very little happening in the Uniform Shop as it is the quietest period of the year.

There have been a few new students being fitted and there must have been a push from the sports department to have the correct sports uniform as we have been selling a high number of sports uniforms.

We were closed on the pupil free day on Thursday 22<sup>nd</sup> August.

### 2020 Leaver Jackets

Leaver Jacket design has been voted on a winning design approved.



As mentioned previously, there is both the leaver jacket and the rugby jersey this year.



Students can have one or the other, or both if they wish. Payment will need to be made for any student orders at the time of order.

Fittings will need to take place for the rugby jersey before the end of term 3 due to a custom knit design that has a lengthy turnaround time, therefore they will be fitted for both the rugby jersey and the leaver jackets over the next few weeks.

# Uniform Shop Report

## September 2019



**Parents &  
Citizens  
Association  
Incorporated**

### Year 7 Fittings

Year 7 fitting dates have been tentatively scheduled and based on the estimated 400 new Year 7 students (compared to the 570 for the current year). These will take place in November, by appointment only on days we are not open for trade, outside of school hours.

### New Uniform Manager

My last day in the shop is 24<sup>th</sup> September when I will finish up with our new addition to the family arriving just 1.5 weeks later.

The Uniform Coordinator will introduce the new manager to you in more detail however she will be working along side me from around 5<sup>th</sup> September until I finish on the 24<sup>th</sup> September for a comprehensive handover.

*Natasha Madams*

Uniform Shop Manager

# YTD Uniform Shop Performance against Strategy as at 2.09.19

## Summary

On 6 May 2019 the executive committee met to discuss the future strategy of the Uniform Shop.

The recommendations from this meeting were proposed to the P&C on 13 May 2019 and approved.

The strategy recommended to the P&C and approved on 13 May 2019 was:

- 1 Key Objectives:
  - Ethically & Environmentally made Australian quality fabrics and garments wherever possible
  - Reasonable waiting times in the shop
  - Availability of garments when required
  - Affordability vs fundraising for the P&C
- 2 Reasonable price for uniforms
- 3 Satisfied customers and staff
- 4 Financial target to be 10% net margin on revenue after direct operating costs
- 5 Natasha to continue to manage the shop and expectations
- 6 Fortnightly reports from the treasurer to be continued
- 7 Review the detailed roles for all as needed

In order to achieve the above, principal Neil Hunt stated that any strategy to achieve the 10% profit on revenue after direct operating costs should not include any short-term measures that would result in future years achieving more than a 10% profit on revenue after direct operating costs.

## Current Position

As the P&C are aware of, this operating year has been far from 'business as usual' due to the after-effects of our major previous supplier issues and P&C directed operating improvements such as launching an online shop ordering system at the end of Term 1.

At present we have successfully achieved all strategy items above with the exception of 10% net margin which currently sits at approximately 3.4% as at 02.09.19 which is largely due to the following factors:

- This target margin was incorporated into the strategy 5 months into the 2019 trading year therefore any measure to meet this target by the end of 2019 through price changes or reducing costs take time to be realised
- Significant one-off expenses incurred in the first part of this year as previously advised including:
  - Loss of approx. \$900 replacing faulty teal polos (credit vs replacement cost diff)
  - \$1,910 professional services for Shopify online sales development
  - \$2,343 for Employsure subscription not cancelled by P&C in previous years in error

# YTD Uniform Shop Performance against Strategy as at 2.09.19



Parents &  
Citizens  
Association  
Incorporated

- Approx. 2k-3.5k additional staff wages due to manager customisation of Shopify including photography and testing etc, significant manager hours during non-trading time for audit purposes, previous supplier issues administration, additional processing required of excess stock received by ceasing to trade with previous supplier at the end of 2018.

These costs were exceptional and will not repeat in 2019 therefore when you factor that these costs would have otherwise been in the net profit, the **adjusted margin** currently sits at approximately 6.2%.

## 2019 Projection

Using 2018 sales figures and adjusting for any increase in supply cost as well as the two price increases to customers during 2019, if goods sold in September to December 2019, matched goods sold in September to December 2018, the cost/price increases throughout 2019 results in an additional \$22,500 **net revenue**.

In addition to the above, when comparing expenses from the same period last year to the same period this year, there are many expenses incurred last year in that period that were one off and will not occur again in the same period this year.

These include significantly higher wages and expenses due to:

- Two major full stock storage relocations in the demountable outside of trading
- Moving company expenses moving the new storage shelves to the demountable and install, as well as a second lot of movers to dismantle, move and reinstall in the new demountable when we had to relocate unexpectedly
- Supplier issues including where we received approximately 1,000 sport house polos manufactured incorrectly and required additional staff to inspect all sport house polo's to obtain the incorrectly manufactured ones to be rejected to supplier.
- Receiving excessive stock when we ceased supply with our previous supplier at the end of 2018. Every item received needed to be counted, checked for accuracy against invoices, tagged for sale and then boxed into packaging. This was thousands of items we would not have normally received/processed.
- Performing a full and complete stock take for audit purposes at the end of the trading year after close, which included needing to physically count every item including the significant stock items received from our previous supplier.

These costs are estimated at approximately:

- \$4,555 for storage relocation expenses, storage units for demountable, uniform shop consumables such as mannequins, bulk eco bags for online orders, step ladder and trolley for demountable usage transporting stock, Vend training/set up package for problem solving Xero integration issues with Vend with bookkeeper.
- Estimated \$5,000 minimum in staff wages for staffing outside of trading hours to process excess stock received from previous supplier and extensive end of year stock

# YTD Uniform Shop Performance against Strategy as at 2.09.19



Parents &  
Citizens  
Association  
Incorporated

take for auditor which required large staff hours due to the extensive stock levels from taking stock at the end of trading with our previous supplier.

As mentioned previously and in prior reports, there were many expenses incurred in the first half of 2019 that are a direct result of our previous supplier issues and investments in the future of the shop such as set up of online store (both in terms of the set up costs and additional manager wages). These are estimated at approximately 8-10k.

This along with the additional net revenue for the rest of 2019 as well as less staffing costs in term 4 2019 compared with 2018 now that supplier and stock issues are resolved from an operational point of view and we are simply 'business as usual' status, it will result in a significantly higher net profit in term 4.

The uniform shop has been completely transformed in the last 17 months as per the requirements and expectations set by the P&C and the benefit to the school and community has been repeatedly noted.

While the revenue expectations of the uniform shop returning a 10% net profit was set almost half way through the year (mid-May), it will come close but unlikely to meet this target largely due to only having 7 months following this set target to implement and realise the benefit of strategies before the end of 2019 and ensuring that any strategies implemented do not result in excess of 10% net profit in future years, as per the executive meeting comments by principal Neil Hunt.

Due to the extensive ongoing management of the previous supplier issues rolling over into 2019 along with the investment of moving the shop to online ordering and the time it takes to realise the future benefit of the significant price increases to customers during 2019, it is unreasonable for the P&C to expect a 10% return in such a short amount of time, without significantly affecting the ability to meet the all of the other strategies:

## 1 Key Objectives:

- Ethically & Environmentally made Australian quality fabrics and garments wherever possible
- Reasonable waiting times in the shop
- Availability of garments when required
- Affordability vs fundraising for the P&C

## 2 Reasonable price for uniforms

## 3 Satisfied customers and staff

Under the extreme and unique circumstances the shop has experienced over the last 18 months, I am incredibly proud of where the uniform shop current sits, its achievements and how it is performing against the strategies.

Thank you,

*Natasha Madama*

**Uniform Shop Manager**

*April 2018 – September 2019*

## **Value and dates of deliveries required to meeting year end purchases (required to manage the P&C's cashflow)**

Most of the stock that is being delivered during Term 4 is being pulled from Stock Hold stock where the supplier has it manufactured for immediate supply, allowing us to order a delivery in smaller but regular amounts.

Before fittings take place in November (date is still to be confirmed by the school), the uniform shop will order and receive small and regular deliveries of any stock that using sales figures from the previous year that we believe we will need for the trading days in that week.

The idea is that these will be sold before the next order and delivery of stock is received. This will mean we will have received the sales payments from the customer before or around when the invoice is due to be paid from the supplier.

In addition to this, with the larger stock levels already in stock of Navy Polo, Cargo Shorts, Girls Skirts etc due to ceasing to trade with Westwear at the end of 2018 and having to take all stock hold stock - we will be depleting this excess stock first therefore receiving the revenue from sales without having placed further orders or requiring payment to the supplier.

An exception to this will be the school bags where we need to arrange a one-off delivery that we hope to last us throughout term 4, by using the 2018 sales data. This means we will have the outlay 11,780 to take hold of all bags, that we purchased for a significant discount as part of an 'indent' order where the order is placed in March for October/November delivery.

Suppliers will notify me when stock is available to be pulled and estimated to be around the end of October.

## Product Quantity Sale Figures by Revenue

### Revenue September to December 2018 prices vs Revenue September to December 2019 prices

*Analysis if the same product sales occurred in 2019 for the same period as 2018 , taking into consideration any increase in cost price as well*

Product	SKU	Items Sold	Revenue 2018	Revenue 2019	Difference
Polo School Navy / 8	21208	44	\$1,320	\$1,672	\$352.00
Polo School Navy / 10	21210	154	\$4,620	\$5,852	\$1,232.00
Polo School Navy / 12	21212	343	\$10,290	\$13,034	\$2,744.00
Polo School Navy / 14	21214	302	\$9,060	\$11,476	\$2,416.00
Polo School Navy / 16	21216	117	\$3,510	\$4,446	\$936.00
Polo School Navy / 18	21218	40	\$1,200	\$1,520	\$320.00
Polo School Navy / 20	21220	11	\$330	\$418	\$88.00
Polo School Navy / 22	21222	3	\$90	\$114	\$24.00
Polo School Teal / 8	21308	2	\$60	\$69	\$9.00
Polo School Teal / 10	21310	2	\$60	\$69	\$9.00
Polo School Teal / 12	21312	16	\$480	\$556	\$76.00
Polo School Teal / 14	21314	122	\$3,660	\$4,237	\$577.00
Polo School Teal / 16	21316	240	\$7,200	\$8,335	\$1,135.00
Polo School Teal / 18	21318	243	\$7,290	\$8,439	\$1,149.00
Polo School Teal / 20	21320	141	\$4,230	\$4,897	\$667.00
Polo School Teal / 22	21322	63	\$1,890	\$2,188	\$298.00
Polo School Teal / 24	21324	65	\$1,950	\$2,257	\$307.00
Polo School Teal / 26	21326	14	\$420	\$486	\$66.00
Polo School Teal / 28	21328	7	\$210	\$243	\$33.00
Polo School White / 10	21610	1	\$30	\$34	\$4.00
Polo School White / 12	21612	20	\$600	\$676	\$76.00
Polo School White / 14	21614	66	\$1,980	\$2,232	\$252.00
Polo School White / 16	21616	80	\$2,400	\$2,706	\$306.00
Polo School White / 18	21618	136	\$4,080	\$4,600	\$520.00
Polo School White / 20	21620	105	\$3,150	\$3,551	\$401.00
Polo School White / 22	21622	57	\$1,710	\$1,928	\$218.00
Polo School White / 24	21624	35	\$1,050	\$1,184	\$134.00
Polo School White / 26	21626	7	\$210	\$237	\$27.00
Polo School White / 28	21628	3	\$90	\$101	\$11.00
Trousers Cargo Navy / 6	22206	1	\$38	\$43	\$5.00
Trousers Cargo Navy / 8	22208	11	\$418	\$473	\$55.00
Trousers Cargo Navy / 10	22210	4	\$152	\$172	\$20.00
Trousers Cargo Navy / 12	22212	5	\$190	\$215	\$25.00
Trousers Cargo Navy / 14	22214	12	\$456	\$516	\$60.00
Trousers Cargo Navy / 16	22216	6	\$228	\$258	\$30.00
Trousers Cargo Navy / 18 87 cm	22218	6	\$228	\$258	\$30.00
Trousers Cargo Navy / 20 92 cm	22220	2	\$76	\$86	\$10.00
Trousers Cargo Navy / 22 97 cm	22222	1	\$38	\$43	\$5.00
Shorts Cargo Navy / 6	23206	10	\$300	\$400	\$100.00

## Product Quantity Sale Figures by Revenue

### Revenue September to December 2018 prices vs Revenue September to December 2019 prices

*Analysis if the same product sales occurred in 2019 for the same period as 2018 , taking into consideration any increase in cost price as well*

Product	SKU	Items Sold	Revenue 2018	Revenue 2019	Difference
Shorts Cargo Navy / 8	23208	35	\$1,050	\$1,400	\$350.00
Shorts Cargo Navy / 10	23210	106	\$3,180	\$4,240	\$1,060.00
Shorts Cargo Navy / 12	23212	170	\$5,100	\$6,800	\$1,700.00
Shorts Cargo Navy / 14	23214	166	\$4,980	\$6,640	\$1,660.00
Shorts Cargo Navy / 16	23216	110	\$3,300	\$4,400	\$1,100.00
Shorts Cargo Navy / 17 82cm	23217	41	\$1,230	\$1,640	\$410.00
Shorts Cargo Navy / 18 87 cm	23218	24	\$720	\$960	\$240.00
Shorts Cargo Navy / 20 92 cm	23220	10	\$300	\$400	\$100.00
Shorts Cargo Navy / 22 97 cm	23222	11	\$330	\$440	\$110.00
Shorts Cargo Navy / 24 102 cm	23224	5	\$150	\$200	\$50.00
Shorts Cargo Navy / 30 112 cm	23230	3	\$90	\$120	\$30.00
Shorts Fitted Navy Stretch / 0	23301	1	\$38	\$40	\$2.00
Shorts Fitted Navy Stretch / 2	23302	18	\$684	\$720	\$36.00
Shorts Fitted Navy Stretch / 4	23304	49	\$1,862	\$1,960	\$98.00
Shorts Fitted Navy Stretch / 6	23306	41	\$1,558	\$1,640	\$82.00
Shorts Fitted Navy Stretch / 8	23308	31	\$1,178	\$1,240	\$62.00
Shorts Fitted Navy Stretch / 10	23310	26	\$988	\$1,040	\$52.00
Shorts Fitted Navy Stretch / 12	23312	15	\$570	\$600	\$30.00
Shorts Fitted Navy Stretch / 14	23314	6	\$228	\$240	\$12.00
Skirt Pleated Navy / 00	23500	2	\$100	\$90	-\$10.00
Skirt Pleated Navy / 0	23501	91	\$4,550	\$4,095	-\$455.00
Skirt Pleated Navy / 2	23502	112	\$5,600	\$5,040	-\$560.00
Skirt Pleated Navy / 4	23504	80	\$4,000	\$3,600	-\$400.00
Skirt Pleated Navy / 6	23506	65	\$3,250	\$2,925	-\$325.00
Skirt Pleated Navy / 8	23508	37	\$1,850	\$1,665	-\$185.00
Skirt Pleated Navy / 10	23510	6	\$300	\$270	-\$30.00
Skirt Pleated Navy / 12	23512	5	\$250	\$225	-\$25.00
Skirt Pleated Navy / 14	23514	3	\$150	\$135	-\$15.00
Outer Windcheater Navy / 8	24008	15	\$600	\$600	\$0.00
Outer Windcheater Navy / 10	24010	38	\$1,520	\$1,520	\$0.00
Outer Windcheater Navy / 12	24012	30	\$1,200	\$1,200	\$0.00
Outer Windcheater Navy / 14	24014	25	\$1,000	\$1,000	\$0.00
Outer Windcheater Navy / 16	24016	22	\$880	\$880	\$0.00
Outer Windcheater Navy / 18	24018	7	\$280	\$280	\$0.00
Outer Windcheater Navy / 20	24020	6	\$240	\$240	\$0.00
Outer Windcheater Navy / 22	24022	5	\$200	\$200	\$0.00
Outer Windcheater Navy / 24	24024	1	\$40	\$40	\$0.00
Outer Windcheater Navy / 26	24026	1	\$40	\$40	\$0.00
Outer Polar Fleece Navy / 8	24308	7	\$420	\$420	\$0.00



## Product Quantity Sale Figures by Revenue

### Revenue September to December 2018 prices vs Revenue September to December 2019 prices

*Analysis if the same product sales occurred in 2019 for the same period as 2018 , taking into consideration any increase in cost price as well*

Product	SKU	Items Sold	Revenue 2018	Revenue 2019	Difference
Outer Polar Fleece Navy / 10	24310	15	\$900	\$900	\$0.00
Outer Polar Fleece Navy / 12	24312	12	\$720	\$720	\$0.00
Outer Polar Fleece Navy / 14	24314	11	\$660	\$660	\$0.00
Outer Polar Fleece Navy / 16	24316	12	\$720	\$720	\$0.00
Outer Polar Fleece Navy / 18	24318	7	\$420	\$420	\$0.00
Outer Polar Fleece Navy / 20	24320	6	\$360	\$360	\$0.00
Outer Polar Fleece Navy / 22	24322	1	\$60	\$60	\$0.00
Outer Wet Weather Navy / 8	24408	4	\$200	\$240	\$40.00
Outer Wet Weather Navy / 10	24410	11	\$550	\$660	\$110.00
Outer Wet Weather Navy / 12	24412	23	\$1,150	\$1,380	\$230.00
Outer Wet Weather Navy / 14	24414	32	\$1,600	\$1,920	\$320.00
Outer Wet Weather Navy / 16	24416	21	\$1,050	\$1,260	\$210.00
Outer Wet Weather Navy / Sml	24418	13	\$650	\$780	\$130.00
Shorts Sports Style A Navy / 10	24610	39	\$1,404	\$1,404	\$0.00
Shorts Sports Style A Navy / 12	24612	45	\$1,620	\$1,620	\$0.00
Shorts Sports Style A Navy / 14	24614	61	\$2,196	\$2,196	\$0.00
Shorts Sports Style A Navy / 16 XS	24616	74	\$2,664	\$2,664	\$0.00
Shorts Sports Style A Navy / 18 SML	24618	44	\$1,584	\$1,584	\$0.00
Shorts Sports Style A Navy / 20 MED	24620	34	\$1,224	\$1,224	\$0.00
Shorts Sports Style A Navy / 22 LGE	24622	14	\$504	\$504	\$0.00
Shorts Sports Style A Navy / 24 XL	24624	10	\$360	\$360	\$0.00
Shorts Sports Style A Navy / 26 2XL	24626	6	\$216	\$216	\$0.00
Shorts Sports Style A Navy / 28 3XL	24628	1	\$36	\$36	\$0.00
Shorts Sports Style B Navy / 6	24806	1	\$30	\$36	\$6.00
Shorts Sports Style B Navy / 8	24808	64	\$1,920	\$2,304	\$384.00
Shorts Sports Style B Navy / 10	24810	89	\$2,670	\$3,204	\$534.00
Shorts Sports Style B Navy / 12	24812	61	\$1,830	\$2,196	\$366.00
Shorts Sports Style B Navy / 14	24814	40	\$1,200	\$1,440	\$240.00
Shorts Sports Style B Navy / 16	24816	16	\$480	\$576	\$96.00
Shorts Sports Style B Navy / 18	24818	3	\$90	\$108	\$18.00
Polo House Red BRIGHTON / 8	25108	4	\$140	\$139	-\$1.00
Polo House Red BRIGHTON / 10	25110	21	\$735	\$727	-\$8.00
Polo House Red BRIGHTON / 12	25112	34	\$1,190	\$1,178	-\$12.00
Polo House Red BRIGHTON / 14	25114	41	\$1,435	\$1,420	-\$15.00
Polo House Red BRIGHTON / 16	25116	23	\$805	\$797	-\$8.00
Polo House Red BRIGHTON / 18	25118	7	\$245	\$242	-\$3.00
Polo House Red BRIGHTON / 20	25120	6	\$210	\$208	-\$2.00
Polo House Red BRIGHTON / 22	25122	4	\$140	\$139	-\$1.00
Polo House Red BRIGHTON / 24	25124	1	\$35	\$35	\$0.00

## Product Quantity Sale Figures by Revenue

### Revenue September to December 2018 prices vs Revenue September to December 2019 prices

*Analysis if the same product sales occurred in 2019 for the same period as 2018 , taking into consideration any increase in cost price as well*

Product	SKU	Items Sold	Revenue 2018	Revenue 2019	Difference
Polo House Blue FLOREAT / 8	25208	4	\$140	\$139	-\$1.00
Polo House Blue FLOREAT / 10	25210	9	\$315	\$312	-\$3.00
Polo House Blue FLOREAT / 12	25212	36	\$1,260	\$1,247	-\$13.00
Polo House Blue FLOREAT / 14	25214	33	\$1,155	\$1,143	-\$12.00
Polo House Blue FLOREAT / 16	25216	32	\$1,120	\$1,108	-\$12.00
Polo House Blue FLOREAT / 18	25218	25	\$875	\$866	-\$9.00
Polo House Blue FLOREAT / 20	25220	7	\$245	\$242	-\$3.00
Polo House Blue FLOREAT / 24	25224	2	\$70	\$69	-\$1.00
Polo House Yellow SCARB / 8	25308	9	\$315	\$312	-\$3.00
Polo House Yellow SCARB / 10	25310	22	\$770	\$762	-\$8.00
Polo House Yellow SCARB / 12	25312	26	\$910	\$901	-\$9.00
Polo House Yellow SCARB / 14	25314	31	\$1,085	\$1,074	-\$11.00
Polo House Yellow SCARB / 16	25316	10	\$350	\$346	-\$4.00
Polo House Yellow SCARB / 18	25318	10	\$350	\$346	-\$4.00
Polo House Yellow SCARB / 20	25320	11	\$385	\$381	-\$4.00
Polo House Yellow SCARB / 22	25322	5	\$175	\$173	-\$2.00
Polo House Yellow SCARB / 24	25324	1	\$35	\$35	\$0.00
Polo House Green TRIGG / 8	25408	3	\$105	\$104	-\$1.00
Polo House Green TRIGG / 10	25410	14	\$490	\$485	-\$5.00
Polo House Green TRIGG / 12	25412	32	\$1,120	\$1,108	-\$12.00
Polo House Green TRIGG / 14	25414	42	\$1,470	\$1,455	-\$15.00
Polo House Green TRIGG / 16	25416	21	\$735	\$727	-\$8.00
Polo House Green TRIGG / 18	25418	14	\$490	\$485	-\$5.00
Polo House Green TRIGG / 20	25420	9	\$315	\$312	-\$3.00
Polo House Green TRIGG / 22	25422	2	\$70	\$69	-\$1.00
Polo House Green TRIGG / 26	25426	2	\$70	\$69	-\$1.00
Polo PE Red / 12	31012	1	\$35	\$40	\$5.00
Polo PE Red / 16	31016	1	\$35	\$40	\$5.00
Polo PE Red / 18	31018	6	\$210	\$240	\$30.00
Polo PE Red / 20	31020	10	\$350	\$400	\$50.00
Polo PE Red / 22	31022	5	\$175	\$200	\$25.00
Polo PE Red / 24	31024	3	\$105	\$120	\$15.00
Polo PE Red / 26	31026	1	\$35	\$40	\$5.00
Top Netball Gold / 12	32012	1	\$35	\$40	\$5.00
Top Netball Gold / 14	32014	1	\$35	\$40	\$5.00
Top Netball Gold / 16	32016	3	\$105	\$120	\$15.00
Top Netball Gold / 18	32018	1	\$35	\$40	\$5.00
Slacks Music Black / 8	40108	1	\$36	\$36	\$0.00
Slacks Music Black / 10	40110	1	\$36	\$36	\$0.00

## Product Quantity Sale Figures by Revenue

**Revenue September to December 2018 prices vs Revenue September to December 2019 prices**

*Analysis if the same product sales occurred in 2019 for the same period as 2018 , taking into consideration any increase in cost price as well*

Product	SKU	Items Sold	Revenue 2018	Revenue 2019	Difference
Jacket Music Black / 10	40210	1	\$46	\$46	\$0.00
Shirt Music Black / 16	40316	1	\$35	\$35	\$0.00
Shirt Music Black / 18	40318	3	\$105	\$105	\$0.00
Shirt Music Black / 20	40320	1	\$35	\$35	\$0.00
Shirt Music Black / 22	40322	2	\$70	\$70	\$0.00
Trousers Music Black / 14	40414	1	\$45	\$45	\$0.00
Trousers Music Black / 16	40416	1	\$45	\$45	\$0.00
Trousers Music Black / 17	40417	1	\$45	\$45	\$0.00
Trousers Music Black / 24	40424	1	\$45	\$45	\$0.00
Tie Music Teal 54"	40554	1	\$25	\$25	\$0.00
Belt Music Black / 75 cm	40630	1	\$20	\$20	\$0.00
Hat Bucket Navy / 57cm	71057	86	\$1,290	\$1,290	\$0.00
Hat Bucket Navy / 59cm	71059	24	\$360	\$360	\$0.00
Hat Bucket Navy / 61cm	71061	1	\$15	\$15	\$0.00
Hat Cap Size OSFA	71410	388	\$7,760	\$7,760	\$0.00
<b>Total</b>			\$188,891	\$211,448	\$22,557.00
				<b>11.94% increase</b>	

## Inventory and Stock Value Report

as at 02.09.19

*Stock value percentage of items are a percentage of total stock value rounded*

*Due to large student numbers at CSHS, demand per size per item is difficult to predict therefore working on a 'Just In Time' basis is approximately 10-15 items per size, **depending on the item and the season**. For some items in quiet periods we try to work to <5 items per size.*

Product	SKU	Current Stock	Stock Value	Comments	
<b>SCHOOL BAG</b>					
Bag Impact 40L Navy	10056	6	\$313.67	Minimum orders of 10 bags per order. Majority sell in November/December for new intake. End of year intake order arrives in time for new Y7 fittings and numbers estimated based of 2018/2019 sales. Large end of year intake order for Y7 fittings placed in March 2019 to take advantage of 'Indent' prices where each bag is considerably cheaper in a one off opportunity to order months in advance.	
<b>EVERYDAY SCHOOL POLO - NAVY</b>					
Polo School Navy / 6	21206	85	\$1,615.00	<p><b>Stock value approx \$31,300 of \$210k, 15% of stock value</b></p> <p>Overstocked due to ceasing to trade with Westwear therefore all stock hold items to supply uniform shop throughout 2019 were taken in November/December 2018 in bulk. Depending on final Y7 intake numbers this will largely be depleted during fittings in November/December so within 3-4 months.</p>	
Polo School Navy / 8	21208	156	\$2,964.00		
Polo School Navy / 10	21210	161	\$3,059.00		
Polo School Navy / 12	21212	220	\$4,180.00		
Polo School Navy / 14	21214	208	\$3,952.00		
Polo School Navy / 16	21216	222	\$4,218.00		
Polo School Navy / 18	21218	215	\$4,085.00		
Polo School Navy / 20	21220	158	\$3,002.00		
Polo School Navy / 22	21222	94	\$1,786.00		
Polo School Navy / 24	21224	74	\$1,406.00		
Polo School Navy / 26	21226	58	\$1,102.00		
<b>EVERYDAY SCHOOL POLO - TEAL</b>					
Polo School Teal / 8	21308	18	\$342.00	<p><b>\$4,600 stock value of \$210k, 2.2% of total stock value</b></p> <p>Most are in 'just in time' stock levels (due to out of stock in some sizes an order was placed and received just last week).</p>	
Polo School Teal / 10	21310	32	\$670.26		
Polo School Teal / 12	21312	36	\$752.02		
Polo School Teal / 14	21314	11	\$244.30		
Polo School Teal / 16	21316	17	\$378.59		
Polo School Teal / 18	21318	11	\$244.97		
Polo School Teal / 20	21320	17	\$378.26		
Polo School Teal / 22	21322	22	\$489.94		
Polo School Teal / 24	21324	15	\$334.05		
Polo School Teal / 26	21326	7	\$152.15		
Polo School Teal / 28	21328	17	\$375.97		
Polo School Teal / 30	21330	10	\$222.73		
<b>EVERYDAY SCHOOL POLO - WHITE</b>					
Polo School White / 10	21610	11	\$209.00	<p><b>\$22,400 stock value of \$210k stock, 10.5% of total stock value</b></p> <p>Due to a lack of sales data as in the year prior to my placement, the uniform shop had zero stock of white polo in popular sizes therefore put it through MYOB as an generic 'order' and not as a product by size, every effort was made to estimate sales based off navy and teal polo however it was overestimated. In addition to the above it was further complicated by the fact that our previous supplier let us down by forgetting to manufacture our entire end of year order, before delivering us an order in the completely wrong colour therefore an emergency order was placed with our new supplier who then staffed up workers to complete it over the Christmas holidays when they would normally be closed. This affected our minimum order numbers at the time as well.</p> <p>Stock will reduce to normal operating levels with year 10's moving into year 11 with sales in November/December and Jan/Feb.</p>	
Polo School White / 12	21612	99	\$1,881.00		
Polo School White / 14	21614	108	\$2,156.16		
Polo School White / 16	21616	161	\$3,484.26		
Polo School White / 18	21618	46	\$1,065.39		
Polo School White / 20	21620	68	\$1,485.84		
Polo School White / 22	21622	165	\$3,614.16		
Polo School White / 24	21624	152	\$3,297.59		
Polo School White / 26	21626	89	\$1,923.61		
Polo School White / 28	21628	90	\$1,925.78		
Polo School White / 30	21630	63	\$1,398.71		
<b>UNISEX CARGO TROUSERS</b>					
Trousers Cargo Navy / 4	22204	2	\$61.28		<p><b>Stock Value \$2,675 of \$210k, 1.3% of total stock value</b></p> <p>Cargo trousers have been operating at a 'just in time' level for some time, with the bigger sizes more unpredictable during busy periods.</p>
Trousers Cargo Navy / 6	22206	7	\$214.48		
Trousers Cargo Navy / 8	22208	5	\$153.20		
Trousers Cargo Navy / 10	22210	6	\$193.18		
Trousers Cargo Navy / 12	22212	7	\$225.38		
Trousers Cargo Navy / 14	22214	4	\$122.56		
Trousers Cargo Navy / 16	22216	7	\$214.48		
Trousers Cargo Navy / 18 87 cm	22218	5	\$152.13		
Trousers Cargo Navy / 20 92 cm	22220	33	\$1,004.90		
Trousers Cargo Navy / 22 97 cm	22222	11	\$333.53		
<b>CARGO SHORTS</b>					

## Inventory and Stock Value Report

as at 02.09.19

*Stock value percentage of items are a percentage of total stock value rounded*

*Due to large student numbers at CSHS, demand per size per item is difficult to predict therefore working on a 'Just In Time' basis is approximately 10-15 items per size, **depending on the item and the season**. For some items in quiet periods we try to work to <5 items per size.*

Product	SKU	Current Stock	Stock Value	Comments
Shorts Cargo Navy / 6	23206	10	\$230.00	<b>\$21,800 stock value of 210K, 10.3% total stock value</b> Overstocked due to ceasing to trade with Westwear therefore all stock hold items to supply uniform shop throughout 2019 were taken in November/December 2018 in bulk. Further sizes were taken despite not being ordered during negotiations with Westwear in 2019. Depending on final Y7 intake numbers this will largely be depleted during fittings in November/December so within 3-4 months.
Shorts Cargo Navy / 8	23208	71	\$1,633.00	
Shorts Cargo Navy / 10	23210	187	\$4,301.00	
Shorts Cargo Navy / 12	23212	183	\$4,209.00	
Shorts Cargo Navy / 14	23214	76	\$1,748.00	
Shorts Cargo Navy / 16	23216	166	\$3,818.00	
Shorts Cargo Navy / 18 87 cm	23218	90	\$2,070.00	
Shorts Cargo Navy / 20 92 cm	23220	14	\$322.00	
Shorts Cargo Navy / 22 97 cm	23222	35	\$805.00	
Shorts Cargo Navy / 24 102 cm	23224	63	\$1,449.00	
Shorts Cargo Navy / 26 107 cm	23226	35	\$805.00	
Shorts Cargo Navy / 28 112cm	23228	19	\$437.00	
<b>FITTED SHORTS (TYPICALLY GIRLS)</b>				
Shorts Fitted Navy Stretch / 0	23301	23	\$667.00	<b>\$4,170 stock value of 210k, 1.9% total stock value</b> Discontinued style due to unpopular design therefore a fit that isn't suitable for many body shapes. New design and stock arriving in time for Year 7 fittings in November. While every effort to sell old style stock will be made, as we will need to stock common sizes such as 8 through to 16 it means stocking two styles at once due to size availability making it more difficult to manage customer expectations around stock availability. The poor design and fit is a long term and ongoing issue and may result in stock remaining after March 2020 to be written off.
Shorts Fitted Navy Stretch / 2	23302	46	\$1,334.00	
Shorts Fitted Navy Stretch / 4	23304	12	\$348.00	
Shorts Fitted Navy Stretch / 6	23306	19	\$551.00	
Shorts Fitted Navy Stretch / 8	23308	7	\$203.00	
Shorts Fitted Navy Stretch / 10	23310	1	\$29.00	
Shorts Fitted Navy Stretch / 12	23312	0	\$0.00	
Shorts Fitted Navy Stretch / 14	23314	7	\$203.00	
Shorts Fitted Navy Stretch / 16	23316	14	\$406.00	
Shorts Fitted Navy Stretch / 18	23318	15	\$435.00	
<b>FITTED TROUSRS (TYPICALLY GIRLS)</b>				
Trousers Fitted Navy / 6	23406	0	\$0.00	Discontinued to line due unpopular design and fit. All students now wear cargo trousers as unisex. At the end of term 3 the last of these items with stock value of \$352 will be written off. There were little to no sales of fitted trousers over winter 2019.
Trousers Fitted Navy / 8	23408	1	\$32.00	
Trousers Fitted Navy / 10	23410	1	\$32.00	
Trousers Fitted Navy / 12	23412	0	\$0.00	
Trousers Fitted Navy / 14	23414	6	\$192.00	
Trousers Fitted Navy / 16	23416	3	\$96.00	
Trousers Fitted Navy / 18	23418	0	\$0.00	
<b>PLEATED SKIRT (CURRENT STYLE)</b>				
Skirt Pleated Navy / 00	23500	46	\$1,288.00	<b>Stock value \$14,420 of \$210k, 6.8% total stock value</b> Overstocked due to ceasing to trade with Westwear therefore all stock hold items to supply uniform shop throughout 2019 were taken in November/December 2018 in bulk. This is also a discontinued line with unpopular design and fit. The majority of stock will be sold during Y7 fittings where as we run out of stock in sizes of the old style, we will introduce the new approved style. Based off last year sales this is likely to start in the second week of fittings during November.
Skirt Pleated Navy / 0	23501	23	\$644.00	
Skirt Pleated Navy / 2	23502	67	\$1,876.00	
Skirt Pleated Navy / 4	23504	94	\$2,632.00	
Skirt Pleated Navy / 6	23506	74	\$2,072.00	
Skirt Pleated Navy / 8	23508	80	\$2,240.00	
Skirt Pleated Navy / 10	23510	26	\$728.00	
Skirt Pleated Navy / 12	23512	54	\$1,512.00	
Skirt Pleated Navy / 14	23514	22	\$616.00	
Skirt Pleated Navy / 16	23516	24	\$672.00	
Skirt Pleated Navy / 18	23518	5	\$140.00	
<b>WINDCHEATER</b>				
Outer Windcheater Navy / 6	24006	69	\$1,311.00	<b>\$11,260 stock value of \$210k stock, 5.4% total stock value</b> Overstocked due to ceasing to trade with Westwear therefore all stock hold items to supply uniform shop throughout 2019 were taken in November/December 2018 in bulk. Unlikely to resolve until the natural sales process of demand vs supply takes place in cooler months 2020.
Outer Windcheater Navy / 8	24008	27	\$513.00	
Outer Windcheater Navy / 10	24010	52	\$988.00	
Outer Windcheater Navy / 12	24012	69	\$1,311.00	
Outer Windcheater Navy / 14	24014	82	\$1,558.00	
Outer Windcheater Navy / 16	24016	7	\$133.00	
Outer Windcheater Navy / 18	24018	47	\$893.00	
Outer Windcheater Navy / 20	24020	57	\$1,083.00	
Outer Windcheater Navy / 22	24022	51	\$969.00	
Outer Windcheater Navy / 24	24024	55	\$1,045.00	
Outer Windcheater Navy / 26	24026	33	\$627.00	
Outer Windcheater Navy / 28	24028	42	\$798.00	

## Inventory and Stock Value Report

as at 02.09.19

*Stock value percentage of items are a percentage of total stock value rounded*

*Due to large student numbers at CSHS, demand per size per item is difficult to predict therefore working on a 'Just In Time' basis is approximately 10-15 items per size, **depending on the item and the season**. For some items in quiet periods we try to work to <5 items per size.*

Product	SKU	Current Stock	Stock Value	Comments
Outer Windcheater Navy / 30	24030	2	\$38.00	
<b>POLAR FLEECE JACKET</b>				
Outer Polar Fleece Navy / 8	24308	16	\$592.00	
Outer Polar Fleece Navy / 10	24310	1	\$37.00	<b>\$5,500 stock value of \$210k, 2.6% of total stock value</b>
Outer Polar Fleece Navy / 12	24312	0	\$0.00	
Outer Polar Fleece Navy / 14	24314	0	\$0.00	Discontinued line due to decrease in popularity, quality and environmental factors with manufacturing polar fleece fabrics.
Outer Polar Fleece Navy / 16	24316	0	\$0.00	
Outer Polar Fleece Navy / 18	24318	0	\$0.00	
Outer Polar Fleece Navy / 20	24320	21	\$777.00	Large sizes are part of the negotiations to accept stock held at Westwear and will sell in winter 2020.
Outer Polar Fleece Navy / 22	24322	52	\$1,924.00	
Outer Polar Fleece Navy / 24	24324	31	\$1,147.00	
Outer Polar Fleece Navy / 26	24326	16	\$592.00	
Outer Polar Fleece Navy / 28	24328	14	\$518.00	
Outer Polar Fleece Navy / 30	24330	0	\$0.00	
<b>WET WEATHER JACKET</b>				
Outer Wet Weather Navy / 6	24406	6	\$229.80	
Outer Wet Weather Navy / 8	24408	48	\$1,492.80	<b>\$8,480 stock value \$210k total stock, 4% total stock value</b>
Outer Wet Weather Navy / 10	24410	44	\$1,368.40	
Outer Wet Weather Navy / 12	24412	26	\$840.60	Supplier only recently allowed stock hold arrangement therefore with the long turn around times of approximately 10-14 weeks, large stock levels were initially ordered when launching.
Outer Wet Weather Navy / 14	24414	30	\$979.35	
Outer Wet Weather Navy / 16	24416	16	\$527.20	
Outer Wet Weather Navy / Sml	24418	1	\$38.60	Smaller sizes are stock from the launch of the product in July 2018.
Outer Wet Weather Navy / Med	24420	17	\$656.20	
Outer Wet Weather Navy / Lge	24422	35	\$1,351.00	This is our most popular 'warm' item and while a better arrangement for stock hold is now in place, there are still minimum order numbers such as a minimum of 10 items per size.
Outer Wet Weather Navy / XL	24424	13	\$501.80	
Outer Wet Weather Navy / 2XL	24426	5	\$193.00	
Outer Wet Weather Navy / 3XL	24428	8	\$308.80	
<b>MICROFIBRE UNISEX SPORTS SHORTS</b>				
Shorts Sports Style A Navy / 10	24610	67	\$1,842.50	
Shorts Sports Style A Navy / 12	24612	124	\$3,410.00	<b>\$18,750 stock value of \$210k, 9% total stock value</b>
Shorts Sports Style A Navy / 14	24614	123	\$3,382.50	
Shorts Sports Style A Navy / 16 XS	24616	47	\$1,292.50	Overstocked due to the introduction of the new style sports shorts in the previous year, making it difficult to estimate order quantities.
Shorts Sports Style A Navy / 18 SML	24618	113	\$3,107.50	
Shorts Sports Style A Navy / 20 MED	24620	68	\$1,870.00	
Shorts Sports Style A Navy / 22 LGE	24622	76	\$2,090.00	Orders take 3-4 months turnaround as manufactured overseas, therefore more ideal to have excess than not enough.
Shorts Sports Style A Navy / 24 XL	24624	12	\$330.00	
Shorts Sports Style A Navy / 26 2XL	24626	44	\$1,210.00	
Shorts Sports Style A Navy / 28 3XL	24628	8	\$220.00	Now that we have sales data from last year with sales of both styles of sports shorts I have estimated that with this information, these will reduce to lower levels with Y7 fittings and the start of the new year.
<b>MESH SPORTS SHORTS (TYPICALLY GIRLS)</b>				
Shorts Sports Style B Navy / 6	24806	4	\$87.60	
Shorts Sports Style B Navy / 8	24808	9	\$197.10	<b>\$4,840 stock value of \$210k total stock, 2.3% total stock value</b>
Shorts Sports Style B Navy / 10	24810	1	\$21.90	
Shorts Sports Style B Navy / 12	24812	30	\$656.76	Larger sizes overstocked as due to 3-4 month turn around and no stock hold option previously along with the first full year on offer, the estimation was over.
Shorts Sports Style B Navy / 14	24814	0	\$0.00	
Shorts Sports Style B Navy / 16	24816	62	\$1,357.49	
Shorts Sports Style B Navy / 18	24818	65	\$1,423.33	End of year/start of year stock order levels have taken into consideration sales data now available so will reduce dramatically and although not 'just in time' a much smaller stock level will be able to take place next year for this item.
Shorts Sports Style B Navy / 20	24820	50	\$1,094.82	
<b>SPORT HOUSE POLO - BRIGHTON/RED</b>				
Polo House Red BRIGHTON / 6	25106	35	\$700.00	
Polo House Red BRIGHTON / 8	25108	20	\$400.00	<b>\$2,800 stock value of \$210k, 1.3% total stock value</b>
Polo House Red BRIGHTON / 10	25110	5	\$100.00	
Polo House Red BRIGHTON / 12	25112	14	\$355.04	Apart from the smaller sizes from the initial order when we moved suppliers at the start of the year, we are operating at a just in time level.
Polo House Red BRIGHTON / 14	25114	4	\$101.27	
Polo House Red BRIGHTON / 16	25116	7	\$177.52	
Polo House Red BRIGHTON / 18	25118	9	\$228.24	

## Inventory and Stock Value Report

as at 02.09.19

*Stock value percentage of items are a percentage of total stock value rounded*

*Due to large student numbers at CSHS, demand per size per item is difficult to predict therefore working on a 'Just In Time' basis is approximately 10-15 items per size, **depending on the item and the season**. For some items in quiet periods we try to work to <5 items per size.*

Product	SKU	Current Stock	Stock Value	Comments	
Polo House Red BRIGHTON / 20	25120	6	\$152.16		
Polo House Red BRIGHTON / 22	25122	5	\$122.33		
Polo House Red BRIGHTON / 24	25124	19	\$380.00		
Polo House Red BRIGHTON / 26	25126	4	\$80.00		
<b>SPORT HOUSE POLO - FLOREAT/BLUE</b>					
Polo House Blue FLOREAT / 6	25206	36	\$720.00		
Polo House Blue FLOREAT / 8	25208	26	\$520.00	<b>\$3,760 stock value of \$210k total stock, 1.8% total stock value</b>  Apart from some smaller sizes from the initial order when we moved suppliers at the start of the year, we are operating at a just in time level.	
Polo House Blue FLOREAT / 10	25210	25	\$500.00		
Polo House Blue FLOREAT / 12	25212	12	\$301.26		
Polo House Blue FLOREAT / 14	25214	8	\$202.88		
Polo House Blue FLOREAT / 16	25216	7	\$177.52		
Polo House Blue FLOREAT / 18	25218	9	\$223.85		
Polo House Blue FLOREAT / 20	25220	9	\$217.11		
Polo House Blue FLOREAT / 22	25222	14	\$280.00		
Polo House Blue FLOREAT / 24	25224	18	\$360.00		
Polo House Blue FLOREAT / 26	25226	13	\$260.00		
<b>SPORT HOUSE POLO - SCARBOROUGH/YELLOW</b>					
Polo House Yellow SCARB / 6	25306	37	\$740.00		
Polo House Yellow SCARB / 8	25308	11	\$220.00		<b>\$2,770 stock value 210k total stock, 1.3% total stock value</b>  Apart from some smaller sizes from the initial order when we moved suppliers at the start of the year, we are operating at a just in time level.
Polo House Yellow SCARB / 10	25310	5	\$119.14		
Polo House Yellow SCARB / 12	25312	14	\$355.04		
Polo House Yellow SCARB / 14	25314	10	\$253.60		
Polo House Yellow SCARB / 16	25316	3	\$76.08		
Polo House Yellow SCARB / 18	25318	8	\$202.88		
Polo House Yellow SCARB / 20	25320	5	\$124.19		
Polo House Yellow SCARB / 22	25322	9	\$180.00		
Polo House Yellow SCARB / 24	25324	5	\$100.00		
Polo House Yellow SCARB / 26	25326	20	\$400.00		
<b>SPORT HOUSE POLO - TRIGG/GREEN</b>					
Polo House Green TRIGG / 6	25406	33	\$660.00		
Polo House Green TRIGG / 8	25408	34	\$680.00	<b>\$3,486 stock value of 201k total stock, 1.6% total stock value</b>  Some sizes higher stock levels from the initial order when we moved suppliers at the start of the year. Will be fully just at time levels by the end of Y7 fittings.	
Polo House Green TRIGG / 10	25410	13	\$260.00		
Polo House Green TRIGG / 12	25412	16	\$405.76		
Polo House Green TRIGG / 14	25414	7	\$177.52		
Polo House Green TRIGG / 16	25416	8	\$202.88		
Polo House Green TRIGG / 18	25418	28	\$560.00		
Polo House Green TRIGG / 20	25420	4	\$101.44		
Polo House Green TRIGG / 22	25422	5	\$119.14		
Polo House Green TRIGG / 24	25424	4	\$80.00		
Polo House Green TRIGG / 26	25426	12	\$240.00		
<b>P.E. STUDIES - RED POLO</b>					
Polo PE Red / 10	31010	6	\$102.00		
Polo PE Red / 12	31012	13	\$221.00		<b>\$2,822 stock value of \$210k total stock, 1.3% total stock value</b>  Long turn around times and unpredictable student numbers make it harder to predict order numbers. These are from our previous supplier and stock hold arrangement is in place with our new supplier. Should be closer to the 5 per size level by April 2020 once Y11 and Y12 make their purchases.
Polo PE Red / 14	31014	9	\$153.00		
Polo PE Red / 16	31016	45	\$765.00		
Polo PE Red / 18	31018	27	\$459.00		
Polo PE Red / 20	31020	7	\$119.00		
Polo PE Red / 22	31022	11	\$187.00		
Polo PE Red / 24	31024	32	\$544.00		
Polo PE Red / 26	31026	6	\$102.00		
Polo PE Red / 28	31028	10	\$170.00		
<b>NETBALL TOP</b>					
Top Netball Gold / 8	32008	3	\$64.50		
Top Netball Gold / 10	32010	20	\$430.00	<b>\$2,386 stock value of \$210k total stock, 1.1% total stock value</b>  Due to such small sale numbers resulting in high minimum order numbers per size with offshore manufacturing for our previous supplier, it is difficult to predict demand by size.	
Top Netball Gold / 12	32012	16	\$344.00		
Top Netball Gold / 14	32014	34	\$731.00		
Top Netball Gold / 16	32016	16	\$344.00		
Top Netball Gold / 18	32018	21	\$451.50		
Top Netball Gold / 20	32020	1	\$21.50		
<b>MUSIC UNIFORM ITEMS</b>					

## Inventory and Stock Value Report

as at 02.09.19

*Stock value percentage of items are a percentage of total stock value rounded*

*Due to large student numbers at CSHS, demand per size per item is difficult to predict therefore working on a 'Just In Time' basis is approximately 10-15 items per size, **depending on the item and the season** . For some items in quiet periods we try to work to <5 items per size.*

Product	SKU	Current Stock	Stock Value	Comments
Top Music Teal / 2	40002	17	\$377.00	<b>Stock value of music uniform items in the shop consists of \$29,700 which with current stock value levels of \$210k, is a large part at 14% of all stock value levels.</b>
Top Music Teal / 4	40004	1	\$25.00	
Top Music Teal / 6	40006	3	\$73.00	
Top Music Teal / 8	40008	17	\$369.95	
Top Music Teal / 10	40010	17	\$357.00	Apart from a small order of teal music tops received on 28 June for concerts, the last music order and delivery was prior to my placement in April 2018 (16+ months ago).
Top Music Teal / 12	40012	2	\$42.00	
Top Music Teal / 14	40014	19	\$399.00	As mentioned in previous reports for some time, I've been working with the music department to move to an order only process with approx 6 week manufacturing time.
Top Music Teal / 16	40016	15	\$315.00	
Top Music Teal / 18	40018	34	\$714.00	This has been supported by the music department and they will be communicating with music families well in advance of each concert to remind them to check their music uniforms and come in to be fitted and place an order if a new uniform is needed. This applies of course with music fittings at the start of the year too.  Due to high minimum order numbers and such a large number of items/sizes along with the very low turn over of items in the sho - having an order only system will reduce this excess stock figure that has been on the books since before my time ocnsiderably, however - it could take a year or two (and for some items, even longer) to depleat the current stock levels. This is however completely out of the control of the uniform shop given it is an inherited overstocked problem.
Slacks Music Black / 2	40102	0	\$0.00	
Slacks Music Black / 4	40104	21	\$483.00	
Slacks Music Black / 6	40106	13	\$299.00	
Slacks Music Black / 8	40108	14	\$322.00	
Slacks Music Black / 10	40110	16	\$368.00	
Slacks Music Black / 12	40112	28	\$644.00	
Slacks Music Black / 14	40114	27	\$621.00	
Slacks Music Black / 16	40116	20	\$460.00	
Slacks Music Black / 18	40118	20	\$460.00	
Jacket Music Black / 2	40202	25	\$700.00	
Jacket Music Black / 4	40204	27	\$756.00	
Jacket Music Black / 6	40206	20	\$560.00	
Jacket Music Black / 8	40208	12	\$336.00	
Jacket Music Black / 10	40210	20	\$560.00	
Jacket Music Black / 12	40212	23	\$644.00	
Jacket Music Black / 14	40214	21	\$588.00	
Jacket Music Black / 16	40216	24	\$672.00	
Jacket Music Black / 18	40218	27	\$756.00	
Jacket Music Black / 20	40220	20	\$560.00	
Shirt Music Black / 8	40308	23	\$540.50	
Shirt Music Black / 10	40310	26	\$611.00	
Shirt Music Black / 12	40312	39	\$916.50	
Shirt Music Black / 14	40314	26	\$611.00	
Shirt Music Black / 16	40316	3	\$70.50	
Shirt Music Black / 18	40318	17	\$399.50	
Shirt Music Black / 20	40320	19	\$446.50	
Shirt Music Black / 22	40322	23	\$540.50	
Shirt Music Black / 24	40324	22	\$517.00	
Shirt Music Black / 26	40326	24	\$564.00	
Shirt Music Black / 28	40328	23	\$540.50	
Trousers Music Black / 10	40410	20	\$560.00	
Trousers Music Black / 12	40412	34	\$952.00	
Trousers Music Black / 13	40413	31	\$868.00	
Trousers Music Black / 14	40414	13	\$364.00	
Trousers Music Black / 15	40415	25	\$700.00	
Trousers Music Black / 16	40416	15	\$420.00	
Trousers Music Black / 17	40417	21	\$588.00	
Trousers Music Black / 18	40418	25	\$700.00	
Trousers Music Black / 19	40419	19	\$532.00	
Trousers Music Black / 20	40420	18	\$504.00	
Trousers Music Black / 22	40422	20	\$560.00	
Trousers Music Black / 24	40424	21	\$588.00	
Tie Music Teal 54"	40554	32	\$494.40	
Belt Music Black / 60 cm	40624	26	\$312.00	
Belt Music Black / 65 cm	40626	36	\$432.00	
Belt Music Black / 70 cm	40628	45	\$540.00	
Belt Music Black / 75 cm	40630	47	\$564.00	
Belt Music Black / 80 cm	40632	29	\$348.00	
Belt Music Black / 85 cm	40634	30	\$360.00	
Belt Music Black / 90 cm	40635	25	\$300.00	
Belt Music Black / 95 cm	40637	29	\$348.00	



## Inventory and Stock Value Report

as at 02.09.19

*Stock value percentage of items are a percentage of total stock value rounded*

*Due to large student numbers at CSHS, demand per size per item is difficult to predict therefore working on a 'Just In Time' basis is approximately 10-15 items per size, **depending on the item and the season** . For some items in quiet periods we try to work to <5 items per size.*

Product	SKU	Current Stock	Stock Value	Comments
Belt Music Black / 100 cm	40739	22	\$264.00	
Belt Music Black / 105 cm	40741	20	\$240.00	
Belt Music Black / 110 cm	40743	3	\$36.00	
<b>FLEECE ZIP JACKET (SIMILAR TO WINDCHEATER BUT WITH ZIP AND POCKETS, REPLACES POLAR FLEECE)</b>				
Outer Fleece Zip Jacket / 06	53306	0	\$0.00	Introduced as sizes of polar fleece jacket run out. Will always operate as a just in time stock level.
Outer Fleece Zip Jacket / 08	53308	0	\$0.00	
Outer Fleece Zip Jacket / 10	53310	0	\$0.00	
Outer Fleece Zip Jacket / 12	53312	8	\$311.20	
Outer Fleece Zip Jacket / 14	53314	8	\$311.20	
Outer Fleece Zip Jacket / 16	53316	7	\$272.30	
Outer Fleece Zip Jacket / 18	53318	9	\$350.10	
Outer Fleece Zip Jacket / 20	53320	0	\$0.00	
Outer Fleece Zip Jacket / 22	53322	0	\$0.00	
Outer Fleece Zip Jacket / 24	53324	0	\$0.00	
Outer Fleece Zip Jacket / 26	53326	0	\$0.00	
Outer Fleece Zip Jacket / 28	53328	0	\$0.00	
Outer Fleece Zip Jacket / 30	53330	0	\$0.00	
<b>DANCE TEE</b>				
Dance Tee Black / 12	60012	12	\$328.92	Due to small turnover larger order number by size are necessary. In due course we will investigate order only with a 8-12 week turn around however this wouldn't really meet the schools service requirements as that would potentially be an entire term without the item.
Dance Tee Black / 14	60014	13	\$356.33	
Dance Tee Black / 16	60016	32	\$877.12	
Dance Tee Black / 18	60018	33	\$904.53	
Dance Tee Black / 20	60020	19	\$520.79	
Dance Tee Black / 22	60022	5	\$137.05	
<b>SCARF</b>				
Scarf Navy	70610	39	\$267.54	Long standing inherited item with stock being sold for \$5 for several years to sell.
<b>BUCKET HAT</b>				
Hat Bucket Navy / 57cm	71057	318	\$3,498.00	<b>\$6,217 stock value of \$210k, 2.9% total stock value</b> Total stock inherited before current management time and unlikely to deplete for several years.
Hat Bucket Navy / 59cm	71059	224	\$2,464.00	
Hat Bucket Navy / 61cm	71061	15	\$165.00	
<b>CAP</b>				
Hat Cap Size OSFA	71410	20	\$239.09	Minimum order 20 caps so at just in time supply.

**From:** Craig Stewart <Craig.Stewart@communities.wa.gov.au>  
**Sent:** Friday, 30 August 2019 10:48 AM  
**To:** secretary@churchlandspc.com.au  
**Cc:** 'Kate Sinfield'; Elias Oostveen  
**Subject:** Churchlands Dads Group Activity Insurance and banking Details Docs required.

Hi Kate and Brendan

You may recall I had flagged with you a while ago the possibility of an application being submitted for funding in order to deliver cooking classes for Churchlands dads and their kids. Having had a presentation by Parenting Connection at our recent activity at the Bowls club, we have been invited to submit an application.

Elias can send you the details for your review if required, however, the upshot of this is to deliver four cooking classes over the course of this year and next. In total places will be available for 64 dads and 64 children. The school have kindly offered the commercial kitchens free of charge and Elias has secured a local chef to run the sessions at school. We are seeking over \$4000 in funding which will pay for the chef and food. If we get less than is required he intent will be to levy a small charge.

Dads and their kids will work in small groups and be guided in the preparation of a 2 course meal with the group then sitting down to eat together once finished, as you will appreciate a real good opportunity for dads and their kids to connect around something fun and useful. This activity is being implemented as a result of dads feedback so we don't anticipate having any trouble filling this.

To apply for the funding which I may add is highly unlikely we won't get something, we need to have an auspicing body i.e. the P&C . We thereafter need bank account details for the funds to be deposited and we also need copies of the Public liability insurance and if you have professional indemnity insurance. The latter is less important as we are (the volunteers) not delivering a professional service.

Are you able to confirm if you are still ok for the P&C to undertake this role and whether we could get the relevant information ASAP. Happy to chat if needed, feel free to call me on 0415676913.

Cheers  
Craig

**Craig Stewart**  
Director | Policy and Service Design  
Department of Communities  
P 0863812307  
GPO Box R1250, Perth WA 6844  
W [communities.wa.gov.au](http://communities.wa.gov.au)  
W [connecting early years networks](#)



# CHURCHLANDS SHS P&C

## 2020 Calendar

2020		Mon	Tue	Wed	Thu	Fri	Sat	Sun									
<b>SUNDOWNER</b> <b>AGM</b> <b>YR 7 BBQ</b> <b>ART SHOW</b> <b>P&amp;C QUIZ</b> <b>YOUTHCARE</b> <b>YOUTHCARE DINNER</b> <b>YOUTHCARE CONCERT</b> <b>YR 6 PARENTS</b> <b>P&amp;C DINNER</b>	January	30	31	1	2	3	4	5	Public Holidays								
	February	3	4	5	6	7	8	9	1-Jan-20 New Years Day								
	March	9	10	11	12	13	14	15	27-Jan-20 Australia Day								
	April	16	17	18	19	20	21	22	23	2-Mar-20 Labour Day							
	May	23	24	25	26	27	28	29	30	10-Apr-20 Good Friday							
	June	30	31	1	2	3	4	5	6	13-Apr-20 Easter Mon/Tues							
	July	6	7	8	9	10	11	12	13	25-Apr-20 Anzac Day							
	August	13	14	15	16	17	18	19	20	1-Jun-20 WA Day							
	September	20	21	22	23	24	25	26	27	28-Sep-20 Queens Birthday							
	October	27	28	29	30	1	2	3	4	25-Dec-20 Christmas Day							
	November	4	5	6	7	8	9	10	11	28-Dec-20 Boxing Day							
	December	11	12	13	14	15	16	17	18	External Events							
		18	19	20	21	22	23	24	25	10-May-20 Mothers Day							
		25	26	27	28	29	30	31		6-Sep-20 Fathers Day							
		1	2	3	4	5	6	7	8	School Holidays							
		8	9	10	11	12	13	14	15	1 Jan - 2 Feb							
		15	16	17	18	19	20	21	22	10 Apr - 27 Apr							
		22	23	24	25	26	27	28	29	4 Jul - 19 Jul							
		29	30	1	2	3	4	5	6	26 Sep - 11 Oct							
		6	7	8	9	10	11	12	13	18 Dec - onwards							
		13	14	15	16	17	18	19	20	Weeks 3 & 8 each Term							
		20	21	22	23	24	25	26	27	Weeks 2 & 7 each Term							
		27	28	29	30	31				P&C Meetings							
		3	4	5	6	7	8	9	10	Exec Mtgs							
		10	11	12	13	14	15	16	17	MPC Meetings							
		17	18	19	20	21	22	23	24	Board Meetings							
		24	25	26	27	28	29	30	31	P&C Meetings							
		31	1	2	3	4	5	6	7	Term 1							
		7	8	9	10	11	12	13	14	Term 2							
		14	15	16	17	18	19	20	21	Term 3							
		21	22	23	24	25	26	27	28	Term 4							
	28	29	30	1	2	3	4	5	Week 3 & 8								
	5	6	7	8	9	10	11	12	AGM - 1st Meeting								
	12	13	14	15	16	17	18	19	Week 3 & 8								
	19	20	21	22	23	24	25	26	Week 3 & 8								
	26	27	28	29	30	31			Week 3 & 8								
	2	3	4	5	6	7	8	9	Exec Meetings								
	9	10	11	12	13	14	15	16	As required								
	16	17	18	19	20	21	22	23									
	23	24	25	26	27	28	29	30									
	30	1	2	3	4	5	6	7									
	7	8	9	10	11	12	13	14									
	14	15	16	17	18	19	20	21									
	21	22	23	24	25	26	27	28									
	28	29	30	31	1	2	3	4									
									Return to school 3 Feb 2020								
									Public Holiday W/E								
									School Holiday								
									P&C General Meetings								
									MPC Meeting								
									P&C Executive Meeting								
									P&C Events								
									Music Events								
									6-Mar-20 Year 7 BBQ								
									17-Feb-20 Welcome Sundowner & AGM								
									5, 6, 7 June Community Art Show								
									26-Jun-20 P&C Quiz Night								
									Yr6 Parents Night								
									7-Dec-20 P&C dinner								
									TBA Youthcare Dinner								
									TBA Youthcare Concert								
									TBA Youthcare Quiz Night								
									TBA Fathering events various								
									School Production								
									Intermediate Concert								
									Junior Concert								
									Music Farewell Concert (2 yearly)								
									Senior Band & Orchestra Festival								
									Year 12 Music Recital Night								
									Senior Concert								
									Jazz Festival								
									Junior Band & Orchestra Festival								
									Intermediate Concert								
									Junior Concert								
									Christmas Concert								
									As at:								
									19-Oct-19								
									2019								
									Rev 0								

# Churchlands Senior High School Parents and Citizens' Association Incorporated

## CONSTITUTION AND RULES

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### 1.0 NAME

- 1.1 The name of the **Association** shall be the Churchlands Senior High School Parents and Citizens' Association Incorporated and hereinafter called "The Association".

### 2.0 OBJECTS

The objects of the **Association** are to promote the interests of the school, or group of schools, through:

- 2.1 Cooperation between **parents**, teachers, students and **members** of the general community;
- 2.2 Assisting in the provision of resources, facilities and amenities for the school or group of schools; and
- 2.3 The fostering of community interest in educational matters.

### 3.0 POWERS

Subject to the Association's obligation at law not to intervene in the control or management of a school, intervene in the educational instruction of students and exercise authority over teaching staff or other persons employed at the school, the powers of the Association to enable the achievement of its objects and in addition to the powers otherwise conferred on it by these **Rules** shall be:

- 3.1 Subject to the approval of the Chief Executive Officer of the **Department of Education**, the power to raise funds and acquire by purchase, lease or exchange and the hiring or acquiring of any real or personal property that may be deemed necessary or convenient for the objects of the Association.
- 3.2 Power to affiliate with **WACSSO Inc.**
- 3.3 Power to open and operate a bank account.
- 3.4 Power to appoint and remove employees and to determine the remuneration and the terms and conditions of such appointments.
- 3.5 Power to appoint committees for such purposes as are necessary to prosecute the Affairs of the Association.
- 3.6 Power to make representations to the school administration, the Department of Education and to government either directly or through WACSSO Inc.
- 3.7 Power to generally do all such acts and things as may be involved by or incidental to the carrying out of the objects of the Association without in any way being limited to the foregoing powers.
- 3.8 Power to set the financial year.

### 4.0 FINANCIAL YEAR

The financial year will be the period of 12 months commencing on 1 January.

### 5.0 INCOME AND PROPERTY

- 5.1 The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any **member**, except in good faith in the promotion of those objects or purposes.
- 5.2 A payment may be made to a member out of the funds of the Association, if it is authorised by a resolution of the Association, and if it is;
- i. in good faith as reasonable remuneration for any services provided to the Association, or
  - ii. for goods supplied to the Association in the ordinary course of business.

### 6.0 MEMBERSHIP

- 6.1 Membership is open to parents and carers of children attending the school and to citizens being over the age of eighteen years who support the objects or purposes of the Association.
- 6.2 Members of the Association are to receive a hard or electronic copy of the **Rules** of the Association (P&C Constitution).
- 6.3 Members of the Association must abide by the Rules of the Association.

# Churchlands Senior High School Parents and Citizens' Association Incorporated

## CONSTITUTION AND RULES

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6.4 The Principal of the school for which the Association is formed and where the Association is formed for a group of schools, the Principal of each school for which the Association is formed shall be an ex officio member of the governing body of the Association, may not be elected as an office bearer to any of its offices and may not be an **authorised signatory**.

6.5 A person desiring to become a member may do so at any **General Meeting** by payment of the membership subscription.

6.6 A Register of Members will be kept and maintained by the Honorary Secretary of the Association. Only financial members and ex officio members shall be listed on the register. The Register of Members will include the name, either the residential, postal or email address of each member and the date they became a member. Any changes to this information will be recorded within 28 days.

### 7.0 MEMBERSHIP SUBSCRIPTION

7.1 The annual membership subscription of the Association shall be fixed by the Association at the **Annual General Meeting** but shall not exceed one dollar (\$1.00) per member for the period up to the next Annual General Meeting.

7.2 The subscription of a member is due and payable on the date of the Annual General Meeting or at the General Meeting at which they join the Association.

### 8.0 TERMINATION OF MEMBERSHIP

8.1 A person ceases to be a member when any of the following takes place:

- i. the individual dies;
- ii. the person resigns from the Association by giving written notice of the resignation to the President or Honorary Secretary;
- iii. non-payment of membership subscription in accordance with Rule 7.2; or
- iv. the person is expelled from the Association in accordance with Rule 9.0.

### 9.0 SUSPENSION OR EXPULSION OF MEMBERS OF THE ASSOCIATION

9.1 The **Executive Committee** may decide to suspend a member's membership or to expel a member from the Association if the member:

- i. has persistently refused or neglected to comply with a provision of these **Rules**;
- ii. has persistently and willfully acted in a manner prejudicial to the interests and objects of the Association; or
- iii. has been convicted of any offence deemed prejudicial to the interests of the Association.

9.2 The member will be sent written notice of the proposed suspension or expulsion not less than ten (10) days before the **Executive Meeting** at which the proposal is to be considered by the Executive Committee.

9.2.1 The notice given to the member must state:

- i. when and where the Executive Meeting is to be held;
- ii. the grounds on which the proposed suspension or expulsion is based;
- iii. that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the proposed suspension or expulsion.

9.2.2 At the Executive Meeting, the committee must:

- i. give the member, or the member's representative, a reasonable opportunity to make submissions to the committee about the proposed suspension or expulsion;
- ii. give due consideration to any submissions so made; and
- iii. decide:
  - (a) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
  - (b) whether or not to expel the member from the Association.

9.2.3 Where the Executive decides to suspend the member's membership, or expel the member from the Association, the decision must be recorded via a recommendation in the minutes,

# Churchlands Senior High School Parents and Citizens' Association Incorporated

## CONSTITUTION AND RULES

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to be presented at a General or **Special General Meeting** which must be held within fourteen (14) days of the Executive Meeting.

9.2.4 The Association must vote by secret **ballot** and the recommendation must be passed by **Special Resolution** of a General Meeting or Special General Meeting.

9.3 A decision of the Association to suspend the member's membership or to expel the member from the Association takes immediate effect.

9.4 The Association must give the member written notice of the Association's decision, and the reasons for the decision, within seven (7) days after the General Meeting or Special General Meeting at which the decision is made.

9.5 A member whose membership is suspended or who is expelled from the Association may, within fourteen (14) days after receiving notice of the Association's decision, give written notice to the Honorary Secretary requesting the Disputes and Mediation Process in accordance with Rule 28.0

9.6 If the decision to suspend the member's membership or expel the member is revoked, that revocation does not affect the validity of any decision made at an Executive Meeting or General Meeting during the period of suspension or expulsion.

### 10.0 CONSEQUENCES OF SUSPENSION

10.1 During the period a member's membership is suspended the member:

- i. loses any rights (including voting rights) arising as a result of membership; and
- ii. is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

10.2 When a member's membership is suspended, the Honorary Secretary must record in the Register of Members:

- i. that the member's membership is suspended;
- ii. the date on which the suspension takes effect; and
- iii. the period of the suspension.

10.3 When the period of the suspension ends, the Honorary Secretary must record in the Register of Members that the member's membership is no longer suspended.

### 11.0 EXECUTIVE COMMITTEE

11.1 The Association shall be managed by an Executive Committee all of whom must be **financial members**.

11.2 No person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:

- i. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three (3) months; or
- ii. an indictable offence in relation to the promotion, formation or management of a body corporate; or
- iii. an offence under Part 4 Division 3 or Section 127 of the Associations Incorporation Act 2015;

unless the person has obtained the consent of the **Commissioner**.

11.3 No person shall be entitled to hold a position on the Executive Committee if the person is, according to Section 130 of the Interpretation Act 1984, bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.

### 12.0 EXECUTIVE COMMITTEE COMPOSITION

12.1 Where the Association represents a small school the Executive Committee shall comprise:

- i. President;
- ii. Vice-President;
- iii. Honorary Secretary and Honorary Treasurer;
- iv. Principal; and
- v. Not less than two (2) other members.

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- 12.2 Where the Association represents a school that is not a small school, or where the Association represents a group of schools the Executive Committee shall comprise:
- i. President;
  - ii. Vice-President;
  - iii. Honorary Secretary
  - iv. Honorary Treasurer;
  - v. Principal; and
  - vi. not less than three (3) other members.

But with the approval of a **General Meeting** the positions of Honorary Secretary and Honorary Treasurer may be held by one person elected for that purpose at a General Meeting.

- 12.3 The officers of the Executive Committee shall be elected at the **Annual General Meeting** of the Association by and from the **financial members** of the Association.

12.3.1 An election shall be held at a General Meeting of the Association to fill any vacancy on the Executive Committee.

- 12.4 Where there is an equality of voting for any position the result shall be **declared by lot**.

- 12.5 The Principal of the school for which the Association is formed and where the Association is formed for a group of schools, the Principal of each school for which the Association is formed shall be an ex officio member of the Executive Committee.

### 13.0 EXECUTIVE COMMITTEE TERM OF OFFICE

- 13.1 The elected members of the Executive Committee shall take office at the rising of the Annual General Meeting or the General Meeting at which they were elected and shall hold office until the rising of the following Annual General Meeting.

- 13.2 All retiring members of the Executive Committee shall be eligible for re-election.

- 13.3 All retiring members of the Executive Committee shall return all Association documents and records in their possession after their appointment ceases to the Executive Committee.

### 14.0 EXECUTIVE COMMITTEE POWERS

- 14.1 The Association shall be managed when a General Meeting is not in session by the Executive Committee which shall have power to control and manage the affairs and finances of the Association but shall be responsible to the General Meeting.

- 14.2 The duties of the Executive Committee will include:

- i. a duty of care and diligence;
- ii. a duty to act in good faith in the best interests of the association and for a proper purpose;
- iii. a duty not to misuse one's position and a duty not to misuse information obtained through the position to gain advantage for self or someone else or to cause detriment to the association; and
- iv. a duty to prevent the association trading when insolvent.

- 14.3 The Executive Committee shall have the power to declare vacant the seat of any of its members who:

- i. without leave or reasonable excuse, is absent from three (3) consecutive meetings of the Association. The Executive Committee in its absolute discretion shall determine what constitutes a reasonable excuse;
- ii. without reasonable excuse, willfully and persistently fails to perform the duties of the office as defined by these **Rules**;
- iii. have a criminal conviction relating to;
  - (a) offences against children
  - (b) theft, fraud or dishonesty
- iv. ceases to be a **member** of the Association.

- 14.4 The Executive Committee may form **sub-committees** to deal with particular aspects of its work. Such sub-committees shall be responsible to the Executive Committee. sub-committees so formed shall each include at least one (1) member of the Executive Committee who will represent it on the sub-committee.

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14.5 Meetings of the Executive Committee shall be held at such times and places as shall be determined by an **Executive Meeting** or when convened by the President.

14.6 All members of the Executive Committee have an equal vote.

14.7 Minutes of the Executive Meeting must be tabled at the next scheduled **General Meeting** to be ratified.

### 15.0 PRESIDENT AND VICE PRESIDENT

15.1 The President shall, when present, preside at all General and Executive Meetings of the Association.

15.2 In the event of the President being absent the Vice-President shall preside and where both the President and Vice-President are absent then the meeting shall elect a person to preside for the occasion.

15.3 The President will be responsible for any communication between the government authority responsible for administering the Associations Incorporation Act 2015 and the Association.

15.4 The President may authenticate documents or proceedings requiring authentication in accordance with Rule 29.0.

### 16.0 THE HONORARY SECRETARY

The duties of the Honorary Secretary shall include:

16.1 The conduct of all correspondence of the Association.

16.2 Making and keeping full and correct the minutes of the Association and circulating them in confidential draft form before the date of the next scheduled General Meeting.

16.3 Maintaining a register of financial and **ex-officio** members.

16.4 Retaining custody of all documents relevant to the administrative activities of the Association.

16.5 Notify before 30 April in each year the Principal of the school or each of the schools and **WACSSO Inc.** in writing the names of the persons who in that year are office bearers and executive members of the Association under Part 3 Division 8 of the School Education Act 1999.

16.6 On expiration of term of position, resignation, redundancy or death, returning all documents belonging to the Association to the **Executive Committee**.

### 17.0 THE HONORARY TREASURER

The duties of the Honorary Treasurer shall include:

17.1 Being responsible for the receipt of all monies paid to or received by the Association.

17.2 Issuing receipts for all monies received on the receipt forms of the Association.

17.3 Counting and signing off on all monies received with at least one other member of the Association.

17.4 Paying all monies received into such bank account or accounts as the Association may from time to time decide upon.

17.5 Making payments as authorised by a General or **Executive Meeting** by means of cheques or electronic fund transfer.

17.6 Ensuring all cheques on all accounts of the Association (including any committee of the Association) are signed by any two (2) of the following authorised signatories:

i. President;

ii. Vice President;

iii. Honorary Secretary;

iv. Honorary Treasurer; or

v. One (1) member of the Executive Committee where appointed for such purpose at the **Annual General Meeting** of the Association.

17.6.1 Where there is a **direct relationship** between two authorised signatories, they shall not be permitted to co-sign any cheques of the Association.

17.7 Electronic Funds Transfer may be used where the financial institution's software provides the required functionality and security and can occur with two authorisations.

17.8 Maintaining proper accounting records.

17.9 Ensuring that the Association complies with all its responsibilities to any employees including, but not



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limited to; complying with employment awards or agreements, paying tax and superannuation.

- 17.10 Presenting for consideration at an Annual General Meeting of the Association:
- 17.10.1 The **annual financial statements** in relation to the last financial year, to include:
- i. a statement of all monies received and paid during the financial year;
  - ii. a reconciled statement of all bank account balances as at the end of the financial year; and
  - iii. a statement detailing the Association's total assets and liabilities as at the end of the financial year.
- 17.10.2 A copy of the report of the **review** or the auditor's report as required per Rule 21.0
- 17.10.3 A solvency statement in respect of the Association endorsed by the **Executive Committee** stating that the financial statement has been examined and whether or not in their opinion they will be able to meet the Association's debts and liabilities as and when they become due and payable.
- 17.11 Presenting a written financial statement showing the current financial position of the Association to each **General Meeting** of the Association.
- 17.12 Forwarding a copy of the annual financial statements that have been approved by the Annual General Meeting to:
- i. **WACSSO Inc.**;
  - ii. the Principal of the school, or the Principal of each of the schools where an Association is formed for a group of schools in accordance with the School Education Act 1999; and
  - iii. any other body such as the Australian Charities and Not-for-profits Commission (ACNC) as required.
- 17.13 Retaining custody of all books, documents, securities and the like relating to the financial affairs of the Association.
- 17.14 On expiration of term of position, resignation, redundancy or death, returning all documents belonging to the Association to the Executive Committee.

### 18.0 SUB-COMMITTEES

- 18.1 The Association may establish sub-committees for purposes it considers appropriate and consistent with the objectives and functions of the Association.
- 18.2 Sub-committees must abide by the **Terms of Reference** as approved by the General Meeting.
- 18.3 Members must be elected to a sub-committee.
- 18.4 Sub-committee members must be **financial members** of the Association.
- 18.5 Sub-committees must include a member of the Executive Committee.
- 18.6 The President is an **ex-officio** member of all sub-committees.
- 18.7 The report of the sub-committee must be presented and ratified by a General Meeting.
- 18.8 All monies raised by sub-committees are considered funds of the Association.

### 19.0 EMPLOYEES OF AN ASSOCIATION

- 19.1 Employees of the Association:
- i. are not eligible to hold a position on the **Executive Committee**;
  - ii. are not eligible to be a signatory to any bank accounts held by the Association;
  - iii. do not have the authority to employ staff;
  - iv. may be a member of the Association by which they are employed but must declare an interest where matters of business discussed concern them;
  - v. may be a member of a sub-committee that deals with their employment, but only in a non-voting capacity.

### 20.0 BOOKS AND DOCUMENTS

- 20.1 The books and documents of the Association may be inspected by any financial or ex-officio member of the Association on such terms and conditions as may be established from time to time by the Executive

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Committee.

20.1.1 It is an offence under the Associations Incorporation Act 2015 for a member to disclose or use the information obtained from the Register of Members or record of office holders for a purpose that is not directly connected with the affairs of the Association.

20.2 The minutes of the Association must be kept in perpetuity.

20.3 The correspondence of the Association is required to be retained for twelve (12) months. If correspondence relates to employees of the Association, it is in accordance with Rule 20.5.

20.4 The Association must retain its accounting records in respect of a transaction for at least seven years after the transaction was completed.

20.5 Employment records must be kept for seven (7) years after the date employment ceases.

### 21.0 FINANCIAL STATEMENTS AND FINANCIAL REPORTS

21.1 For each financial year, the Executive Committee must ensure that the requirements imposed on the Association under the School Education Act 1999 and under Part 5 of the Associations Incorporation Act 2015 relating to the financial statements or financial reports of the Association are met.

21.2 Without limiting Rule 21.1, those requirements include:

- i. if the Association is a tier 1 association, the preparation of the financial statements; and
- ii. if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
- iii. if required, the review or auditing of the financial statements or financial report, as applicable; and
- iv. the presentation to the Annual General Meeting of the financial statements or financial report, as applicable; and
- v. if required, the presentation to the Annual General Meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

### 22.0 THE AUDITOR OR REVIEWER

An Association must undertake an audit or review if required as per Rule 21.0, or where the Association has passed a resolution to audit or review the financial statements of that Association.

22.1 At each **Annual General Meeting** there shall be appointed an auditor or reviewer, for that financial year only, who shall audit or review the annual statement of accounts and balance sheet of the Association.

22.2 Where possible, the auditor or reviewer is to be appointed in an honorary capacity. However, where this is not possible, the auditor's or reviewer's fees will be negotiated and confirmed prior to appointment.

22.3 The auditor or reviewer must be:

- (a) a member of a professional accounting body who has a designation in respect of that membership that is prescribed by the Associations Incorporation Regulations 2016 for the purposes of this paragraph; or
- (b) a registered company auditor under the Corporations Act; or
- (c) a person the **Commissioner** considers has appropriate qualifications or experience and approves for the purposes of this section; and
- (d) as far as is possible, be a person aware of the activities of **Parents and Citizens'** Associations.

22.4 The auditor or reviewer shall **not** be:

- i. a member or employee of the Association;
- ii. someone who has prepared or assisted with the preparation of the financial statements; or
- iii. a spouse or de facto partner of a person described in (i) or (ii).

22.5 The auditor or reviewer shall have the powers, at any time, to call for the production of all books of account, vouchers and documents of the Association.

22.6 The auditor or reviewer must state:

- i. whether the financial statements of the Association are in the auditor's or reviewer's opinion properly drawn up so to give a true and fair view of the Associations financial affairs;
- ii. if the auditor or reviewer is of the opinion that the financial records do not comply with (i)

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the auditor's report must set out the reasons for that opinion.

### 23.0 MEETINGS

23.1 The Annual General Meeting.

23.1.1 The Annual General Meeting of the Association must be held within four months of the end of the financial year within which the Association reports in accordance with the School Education Act 1999.

23.1.2 The only exception is for the first Annual General Meeting which may be held at any time within eighteen (18) months of the date of incorporation.

23.1.3 The minutes of an Annual General Meeting shall be ratified at the following General Meeting.

23.2 General Meetings.

23.2.1 General Meetings of the Association shall be held at such times and places as shall be determined by a General Meeting providing that at least one General Meeting shall be held in each term of the school year.

23.3 Special General Meetings.

23.3.1 Special General Meetings may be convened by the President or Honorary Secretary or by requisition signed by 20 per cent of the financial members of the Association.

23.3.2 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited with the Honorary Secretary.

23.3.3 If the **Executive Committee** does not cause a Special General Meeting to be held within twenty-one (21) days from the date on which a requisition is deposited with the Honorary Secretary, the requisitionists, or any of them, may convene the meeting; but any meeting so convened must be held within three (3) months from the date of lodging of the requisition with the Honorary Secretary.

23.3.4 A Special General Meeting convened by requisitionists in pursuance of these **Rules** shall be convened in the same manner, as nearly as possible, as that in which those meetings are convened by the Executive Committee.

### 24.0 NOTICE OF MEETINGS AND MOTIONS

24.1 Notice of all General Meetings of the Association, motions for approval to expend the Association funds (financial motions) to be dealt with at a General Meeting, and special resolutions shall be given in writing, by post or email, to all members not less than seven (7) days prior to the date of the proposed meeting.

24.2 Notice of **Executive Meetings** and financial motions to be dealt with at these meetings, shall be given to all members of the committee not less than forty-eight (48) hours prior to the opening of the meeting.

24.3 Non-financial motions may be proposed during the course of a meeting without prior notice.

### 25.0 QUORUM

25.1 For Executive Meetings, the **quorum** of a **small school** shall be three (3) **financial members** and for a school which is not a small school or where the Association represents a group of schools the quorum shall be five (5) financial members.

25.2 For a General Meeting the quorum of a small school shall be five (5) financial members and for a school which is not a small school or where the Association represents a group of schools the quorum shall be eight (8) financial members.

25.3 If a quorum is not present, the meeting may:

- i. lapse;
- ii. be reconvened at another date; or
- iii. converted to an Executive Meeting, if there is a quorum of Executive Members.

If a quorum lapses during a General Meeting, then the meeting will end. All unfinished business will be placed on the agenda for the next General Meeting.

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### 26.0 PROCEEDINGS AT MEETINGS

- 26.1 All decisions or actions must be endorsed by the Executive or General Meeting. Individuals cannot act independently.
- 26.2 The **Standing Orders** and **Rules of Debate** of the Association shall be as established from time to time by the Annual Conference of **WACSSO Inc.** and shall be observed at all meetings of the Association and any of its committees.
- 26.3 **Special Resolutions** can only be passed at a General Meeting of the Association, if supported by not less than three-quarters of the members of the Association eligible to cast a vote at the meeting
- 26.4 A member of the Association who has a relevant material personal interest in a matter before the Association must as soon as the member becomes aware of the interest disclose the nature and extent of the interest to the Association. The member must not be present while the matter is being considered at the meeting or vote on the matter.
- 26.5 Minutes taken by the Honorary Secretary are to be circulated to members as a confidential draft not less than two weeks before the next scheduled meeting. The minutes will then be amended if necessary and ratified at that meeting and signed and dated by the President.

### 27.0 VOTING

- 27.1 Financial members (including the person presiding at the meeting) and **ex-officio members** present at a meeting and entitled to remain thereat shall be entitled to exercise a **deliberative vote** on:
- i. any motion at the meeting,
  - ii. proposal before the meeting; or
  - iii. any election held at the meeting.
- No other person shall be entitled to vote at any meeting of the Association.
- 27.2 Voting shall be by **simple majority** except where otherwise expressly provided herein.
- 27.3 In the event of a tied vote on any proposition or motion before a meeting then it is lost.
- 27.4 **Proxy voting** is not permitted at any meeting of the Association.

### 28.0 DISPUTES AND MEDIATION

- 28.1 Where there is a grievance or dispute between:
- i. A member and another member; or
  - ii. A member and the Association; or
  - iii. Non-members who receive services from the Association, and the Association,
- the Association must adhere to and document their adherence with the Disputes and Mediation process.
- 28.2 If the parties to a dispute are unable to resolve the dispute between themselves within fourteen days after the dispute has come to the attention of each party, any party to the dispute may start the grievance procedure by giving written notice to the Honorary Secretary of:
- i. the parties to the dispute; and
  - ii. the matters that are the subject of the dispute.
- 28.3 Within twenty-eight (28) days after the Honorary Secretary is given the notice, an **Executive Meeting** must be convened to consider and determine the dispute.
- 28.4 At least seven (7) days before the Executive Meeting, the Honorary Secretary must give each party to the dispute written notice by either post or email stating:
- i. when and where the **Executive Committee** meeting is to be held
  - ii. that the party, and/or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the dispute.
- 28.5 If any party to the dispute gives written notice to the Honorary Secretary stating that the party does not agree to the dispute being determined by the Executive Committee; and as such requests the appointment of a mediator, the Executive Committee must not determine the dispute.
- 28.6 At the Executive Meeting at which a dispute is to be considered and determined, the committee must:

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- i. give each party to the dispute, or the party's representative, a reasonable opportunity to make written and/or oral submissions to the committee about the dispute; and
  - ii. give due consideration to any submissions so made; and
  - iii. determine the dispute.
- 28.7 The Executive Committee must give each party to the dispute written notice by either post or email of the Executive Committee's determination, and the reasons for the determination, within seven (7) days after the committee meeting at which the determination is made.
  - 28.7.1 A party to the dispute may, within fourteen (14) days after receiving notice of the Executive Committee's determination, give written notice by either post or email to the Honorary Secretary requesting the appointment of a mediator.
  - 28.7.2 If notice is given, each party to the dispute is a party to the mediation.
- 28.8 The mediator is appointed by agreement between both parties to the dispute.
  - 28.8.1 The person appointed as mediator may be a member or former member of the Association, but must not:
    - i. have a personal interest in the matter that is the subject of the mediation; or
    - ii. be biased in favour of or against any party to the mediation.
  - 28.8.2 The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
  - 28.8.3 Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least five (5) days before the mediation takes place.
  - 28.8.4 In conducting the mediation, the mediator must:
    - i. give each party to the mediation every opportunity to be heard; and
    - ii. allow each party to the mediation to give due consideration to any written statement given by another party; and
    - iii. ensure that **natural justice** is given to the parties to the mediation throughout the mediation process.
  - 28.8.5 The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
  - 28.8.6 The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.
- 28.9 The information gathered by the Disputes and Mediation Process remains confidential and must be destroyed if the issue is resolved.
- 28.10 If the Disputes and Mediation Process does not result in the grievance or dispute being resolved, the parties may seek to resolve the grievance or dispute in accordance with the Associations Incorporation Regulations 2016 (Model Rules) or otherwise at law.

### 29.0 COMMON SEAL

- The Association may have a **Common Seal**.
- 29.1 The Honorary Secretary shall have custody of the Common Seal of the Association.
- 29.2 The Common Seal shall only be affixed to any document pursuant to a resolution of a General or **Executive Meeting**.
- 29.3 Any two (2) of: the President, the Vice-President, the Honorary Secretary and the Honorary Treasurer shall countersign the affixation of the Seal and the Honorary Secretary shall keep a record of all documents to which the Seal shall be affixed.

### 30.0 INTERPRETATION OF RULES

- 30.1 Questions on the interpretation of these Rules shall be directed to **WACSSO Inc.**

### 31.0 ALTERATION TO RULES

- 31.1 WACSSO Inc. as the representative body will be responsible for any alterations, amendments,

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## CONSTITUTION AND RULES

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enlargements or deletions of the Parent & Citizens' Association Incorporated Constitution. There will be no alteration of the Rules by individual Associations. Any request for changes must be submitted to WACSSO Inc. for approval. Constitutional amendments must be approved by the **Department of Education** and the government authority responsible for administering the Associations Incorporation Act 2015.

31.2 Proposals to amend, alter, enlarge or repeal the Constitution and Rules from time to time must be by a Special Resolution passed at a General Meeting.

31.3 Special Resolutions designed to effect amendments, alterations, enlargements or deletions shall be submitted in writing to the Honorary Secretary not less than ten (10) days prior to the General Meeting.

### **32.0 ALTERATION TO NAME OF THE ASSOCIATION**

32.1 Proposals to amend the Association's name must be by **Special Resolution** passed at General Meeting.

32.1.1 Any submission made to the government authority responsible for administering the Associations Incorporation Act 2015 must be made through **WACSSO Inc.**

32.1.2 The Association must give permission for WACSSO Inc. to act on their behalf.

### **33.0 PROCEDURE FOR VOLUNTARY CANCELLATION OF INCORPORATION**

33.1 The Association may voluntarily cancel its incorporation where it is solvent by Special Resolution passed at a General Meeting.

33.2 Notice of the proposal for a Special Resolution shall be given to all members in writing by either post or email, not less than twenty-eight (28) days prior to the date of the General Meeting.

33.3 The Special Resolution must be lodged with the **Commissioner** within fourteen (14) days of the General Meeting at which the resolution was passed.

33.4 The Association shall inform WACSSO Inc. of its closure in writing by either post or email.

33.5 An Association that is in breach of the School Education Act 1999 may be wound up by the Supreme Court on the application of the **Minister responsible for Education**.

### **34.0 LIABILITY OF MEMBERS**

34.1 The liability of members on the winding up of the Association is limited to any unpaid subscriptions and any other amounts due to the Association at the date of the commencement of the winding-up.

### **35.0 DISPOSAL OF ASSETS ON WINDING UP**

35.1 The Association is prohibited from making any distribution to its members whether in money, property, or in any other way of any assets belonging to the Association. This does not prevent the payment in good faith of remuneration of any officers or servants of the Association for services actually rendered.

35.2 A **Special Resolution**, to be endorsed at a General Meeting, shall nominate the incorporated Parents and Citizens' Association or Associations to which any surplus assets of the Association shall be transferred.

35.2.1 Associations that have Deductible Gift Recipient (DGR) status must abide by the Australian Taxation Office requirements.

### **36.0 RECORDS OF THE DISSOLVED ASSOCIATION**

36.1 Records of the dissolved Association include:

- i. Minutes
- ii. Correspondence
- iii. Financial documents

36.2 Records from a dissolved Association shall be appropriately stored by the relevant school in accordance with Rule 20.2, 20.3, 20.4, 20.5

36.3 In the event that the relevant school closes, the properly collated records of the dissolved Association shall be forwarded to an appropriate association such as the **WACSSO Inc.** or the Western Australian State Library.

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### APPENDIX 1: GLOSSARY

In these rules, unless the contrary intention appears:

'**Annual General Meeting (AGM)**' is a meeting held only once every financial year within which an Association reports. The AGM must be held within four months of the end of the previous financial year and is the meeting at which the Executive Committee are elected, annual financial reports are received and other reports on the activities of the Association during the past year are presented.

'**Association**' refers to the entire P&C Association, including every financial and ex-officio member,

'**Audit**' means the collection of evidence relating to the Associations financial records and transactions to satisfy the auditor that the report is a true and correct reflection of the Association's finances.

'**Authorised Signatory**' means financial members who have been elected as the office bearers of the Association i.e., President, Vice-President, Honorary Secretary, Honorary Treasurer and one member of the Executive Committee who may be appointed for such purpose at the Annual General Meeting of the Association. These individuals must be registered with the associated financial institution.

'**Ballot**' means voting conducted in written form (as opposed to a show of hands).

'**Commissioner**' means the Commissioner for Consumer Protection exercising powers under the *Association Incorporations Act 2015*.

'**Common Seal**' is the official stamp or 'signature' of an Association.

'**Declared by Lot**' means drawn out of a hat when a member ballot is tied.

'**Deliberative Vote**' is a vote given to a financial member of the Association. It is an equal vote. No financial member has a more powerful vote than any other member.

'**Department of Education**' means the state government department responsible for portfolio of school education.

'**Direct Relationship**' means business, immediate or extended family, and marriage/de facto relationships.

'**Documents and Records**' means documents and records pertaining to the management of the affairs of an incorporated association.

'**Executive Committee**' means those financial members elected or appointed to fill the positions of President, Vice President, Honorary Secretary, Honorary Treasurer or others as elected to be Executive Members. The school principal is also member of the Executive by virtue of the office they hold.

'**Executive Meeting**' means a meeting convened for the Executive Committee members only.

'**Ex-officio Members**' are members of both the Association and the Executive of the Association. by virtue of the position they hold, with full voting rights.

'**Financial Member**' means a person who has paid the required membership fee and is listed on the Register of Members.

'**Financial Statement**' is a written explanation of the financial transactions and financial position of the committee.

'**General Meeting**' means a meeting to which all financial members are invited and a quorum achieved.

'**Member**' means a financial member of the Association.

'**Minister responsible for Education**' means the State Minister for school education.

'**Natural Justice**' means the right to a fair procedure that is free from bias.

'**Parents**' means parents and carers of children attending a government school.

'**Parent and Citizens**' means incorporated Parents and Citizens' Associations, as defined in the *School Education Act 1999*.

'**Present at a Meeting**' means a financial member is present at a meeting if they are there in person or communicating by a form of real-time, synchronous technology that allows for their identification.

'**Proxy Voting**' is a vote cast by one financial member on behalf of another financial member who is not present at the meeting. No proxy voting is permitted at any meeting of a P&C Association.

'**Quorum**' means the minimum number of financial members required to be present for a meeting to proceed and make decisions that are Constitutional.

'**Rising**' when the meeting has officially been closed. In AGM terms this means the current elected members of the Executive Committee would chair up to the close of the Annual General Meeting. The newly elected Executive would convene all subsequent meetings.

'**Review**' means a look over the Association's financial report and provide a statement whether anything has come to the reviewer's attention that does not comply with the requirements of Act.

# Churchlands Senior High School Parents and Citizens' Association Incorporated

## CONSTITUTION AND RULES

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'**Rules**' in this document means the Constitution.

'**Rules of Debate**' the rules to be followed when debating a motion.

'**Simple Majority**' means greater than half of the financial members (50 per cent + 1) present at a meeting.

'**Small School**' means a school with an average daily attendance of two hundred (200) or less students recorded at the start of the school year.

'**Special General Meeting**' means a General Meeting other than the Annual General Meeting and is called for a specific purpose.

'**Special Resolution**' a motion at a General Meeting to amend the rules, change the name or objects, or to cancel incorporation of an Association. A three-quarter majority is required to carry the motion.

'**Standing Orders**' the rules that govern the conduct of a meeting.

'**Sub-Committees**' a committee of the Association created to perform specific tasks as required.

'**Terms of Reference**' is a document outlining the powers, limitations, purpose and structure of a sub-committee.

'**WACSSO Inc**' means the Western Australian Council of State School Organisations Incorporated.



# Churchlands Senior High School Parents and Citizens' Association Incorporated

## CONSTITUTION AND RULES

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