

Concord High School P & C association

ABN: 43 317 153 298



Minutes

Date: 23 October 2018

Time: 7: 20pm

Venue: Staff Common room, Concord HS

	ITEM	Lead
	Open Meeting, Welcome & Introductions:	President
	Attendance & Apologies: Kath Walkley and Emma Wakefield	Secretary
	Minutes of Previous Meeting: Mover: Donna Hogan Seconder: Emma Wakfield	President
	Business arising from previous minutes	President
	<p>Correspondence: ATO x 2 Westpac statements City of Canada Bay – Club grants</p> <p>Outgoing: Uniform shop expression of interest Oz Sports Cowan & Lewis Daylight Corp Focus Midford FCW Alinta Williamson Excel uniforms Lowe's Harlequin group</p>	Secretary
	<p>Treasurer Report:</p> <p>Move that transfer up to \$1,000 to Concord High school. To cover historic uniform shop invoices for students who couldn't afford uniforms. \$50 voluntary levy gift approved by all. \$248.59 for Bunnings US refit; \$900 payment to CHS for uniform credit for 2018; \$1,000 uniform credit for 2019 to be paid; \$3,000 equity fund for 2019 to be paid to CHS.</p>	Treasurer
	<p>Uniform Shop Subcommittee Report:</p> <p>The Uniform Shop Sub Committee (USSC) met on 21 October 2018. Members of the USSC present at this meeting: Linda Dunkin (Convenor), Donna Hogan (Minute Taker), Jenny Dey and Mae Czernkowski (Uniform Shop Manager).</p>	USSC Member

P&C Executive 2017/2018: **Angela Smith** (President); **Emma Wakefield** (Vice President); **Linda Dunkin** (Vice President); **Not filled** (Treasurer) **Emma Wakefield** (Assistant Treasurer) and **Cathy Scanlan** (Secretary).

Correspondence email : concordhighschool@pandcaffiliate.org.au

Discussion points:

Uniform Shop refurbishment

Over the school holidays the uniform shop was refurbished to address the issues raised at the last P&C meeting in September. The cupboards have been replaced by hanging space. Mae will trial the new space and report back to the USSC any ongoing concerns.

Student volunteers

Policy has been updated to include the following in relation to working arrangements:

'Students will be rostered to assist as needed. When rostered, students will only be allowed to work during half of the lunch period during term time.'

The revised Policy will be tabled at the P&C meeting on 23 October 2018 and provided to the President for signature.

Jody to pass this Danielle White (student volunteer coordinatr)

Move to accept and adopt and adapt the Student volunteer policy.

Amendment to include student agreement that they understand the policy.

Moved: Linda D and Seconder: Ange

All in favour.

Annual donation to school

The Committee discussed how best to support the School's students in need. It is proposed that up to \$1,000 in equivalent stock be available annually for the school to access for the purpose of providing uniforms to those students they identify as having the greatest need.

Recommendation:

That the P&C approve that up to \$1,000 in equivalent stock be available each financial year be held for the school to access for the purpose of providing uniforms to those students they identify as having the greatest need.

Unallocated funds will not carry over to the following year.

Motion to approve up to \$1,000 credit for financial year for students who cannot afford uniforms. To be paid at the beginning of the school year.

Mover: Donna H Seconder Linda D

All in favour

Second hand items of school uniform articles

Following discussions with the President, the USSC recommends that second hand items of school uniform articles be donated to the school for their storage and distribution to students. No second hand stock to be held by the Uniform shop.

Recommendation:

That the P&C approve the donation of second hand items of school uniform articles be donated to the school for their storage and distribution to students.

All in favour.

Uniform Price List

The USSC discussed the current variations in pricing between smaller and larger size jumpers. Currently, woolen jumpers size 10-22 are \$78 and size 24 jumpers are \$80. Size 16 Cotton Jumpers are \$65, and larger sizes are \$70.

The USSC believes that this is discriminatory and the pricing should be consistent regardless of size variation. The USSC recommends that the price for all woolen jumpers be \$78 and all cotton jumpers be \$70.

Recommendation

That the P&C approve amending the current P&C Uniform Shop Price List to reflect the price for woolen jumpers as \$80, and the price for cotton jumpers as \$70

All in favour.

Stock management

As part of the process of moving to a POS system for the Uniform Shop Linda has created a spreadsheet itemising all stock, and has populated it with stocktake figures from the EOFY stocktake, along with the cost price and retail price for each item.

We had intended to update the spreadsheet with all sales made in term 3, however this process has been deemed too time consuming, so a stocktake will be undertaken after the final sales made in December and before any new sales are made in January.

Moving forward Mae will be keeping a record of sales made for each item, each day, which will be updated regularly on the spreadsheet, along with any new deliveries of stock, to maintain an ongoing record of stock levels.

There are tweaks that will need to be made to the spreadsheet to accommodate things like returns etc.

This process will put us in a healthy position for when we are ready to move to a complete POS system.

Skorts and Shorts for female students

The order for skorts has been submitted to enable delivery in December / January.

Mae is working with the supplier to ensure that there will be availability of skorts in all sizes by December.

Subsequent to changes to the public school Uniform Policy announced by the State Government in July, the USSC will be sourcing sample shorts that are suitable for girls. Similar to the process undertaken for the introduction of skorts, these will be provided to the school and the SRC to review.

Girls shorts to be given a sample to try on.

Uniform Shop review –

An invitation to express interest to supply the school uniform was emailed to the following suppliers on 15 October 2018 :

Ozsports

Cowen & Lewis

Daylight School Wear

Midford

FCW

Alinta

The Uniform Company

Excel

Lowes

Harlequin

In addition, the following suppliers were sent the same letter by mail:

Piccles

Battalion Bags Caps and Sportswear

Pickles Schoolwear

Focus Uniforms

CleoReddyCut

Closing date for EOI is **9 November 2018**.

To date, we have received requests for appointments from OzSports, Alinta and Daylight Schoolwear. Daylight Schoolwear and Alinta visited the Uniform Shop on Monday 22 October 2018. OzSports will visit on Thursday 25 October

	<p>2018. Next steps – Cost benefit analysis comparing different options current providers, current on-site model other providers, current on-site model offsite manufacture and sales (i.e Lowes, Pickles, Uniform Company) Profit comparison – current return versus external provider return Parent opinion – survey parents to ascertain their preferences, outlining costs, pros and cons of each option. Mae is taking credit card details from the suppliers who are interested in the EOI. Credit card will be destroyed once clothes have been returned. A huge thanks to Linda and Ange for sorting out the uniform shop. Expenses to be paid to \$103 Linda boxes storage \$248.59 – Bunnings CHS account to be paid to school. \$25 – Ange chain</p> <p>Next meeting: TBA</p>	
	<p>Principal's Report: Naplan presentation next meeting. World teachers day Motion: P&C to provide up to \$250 for catering for World Teachers Day. Mover: Donna and Bob Parent portal being rolled out.</p>	Jody Engisch
	<p>Grants Manager Report: Document tabled. (AGM)</p>	Grant Coordinator
	<p>General Business: \$7,625 for a/c. Student to be found via P&C account. One last hurrah for A/C donation. Students bring in your receipts.</p>	President
	<p>Close of General Meeting: Next meeting 4th December 2018 Meeting closed: 8:20pm.</p>	President