

CONCORD HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION

MINUTES

Date: Tuesday, 18 October 2016

Time: 7pm

Venue: Staff Common Room, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions	Emma Wakefield
2.	Attendance, Apologies & Membership Payments Apologies: Lesely Caldwell, and Jo Wilms	Cathy Scanlan
3.	Minutes of Previous Meeting – Receipt/Amendments/Adoption Amendment: Incorrect spelling of Treena Carter’s name in apologies. Mover: Rae Lawrence and Helen Gould	Emma Wakefield
4.		Jody Engisch
5.	<p>Business Arising From Previous Meeting Minutes</p> <ul style="list-style-type: none"> • Westpac Banking Setup: Online payments have been set up and will start using going forward. • Partial 2015 Audit & Fiscal Plan/Budget Update: Completed, presented by Treasurer – see Treasurer report. • Voluntary Fundraising Levy Flyer Update: Communicated in several KIT copies and email separately in email on own to parent community. Approximately \$300 collected to date. Still early but need to continue to communicate. • Problems with Text Messages to Parents: Jody responded to comment that text messages not received by all parents re: P&C meeting. Then parent mentioned text or letters sent home re: lateness. Sometimes no message is sent if the bus is late. And other times messages are sent. Jody reported that has been checked and has been changed since this report? It seems to have improved. If school buses are late messages are not sent. No child should receive any penalties due to school buses are late. If there are more issues with the above system, please contact the school. 	<p>Leonie Duck</p> <p>Leonie Duck</p> <p>Emma Wakefield</p> <p>Jody Engisch</p>
6.	<p>Correspondence:</p> <p>GIO insurance, ATO, Westpac, ATO activity statements and receipts from CHS</p> <p>Problems with the P&C email account. Being moved to a new system. Currently no emails can be sent and no addresses in system.</p>	Cathy Scanlan
7.	<p>Treasurer’s Report</p> <p>The P&C thanks Leonie for all of her hard work.</p>	Leonie Duck

P&C Executive 2016: [Emma Wakefield](#) (President); [Rae Lawrence & Terry Moore](#) (Vice Presidents); [Leonie Duck](#) (Treasurer) and [Cathy Scanlan](#) (Secretary). **Correspondence email :** concordhighschool@pandcaffiliate.org.au

	<p>Partial 2015 Audit presented to P&C by Leonie Duck.</p> <p>Main account \$28,155.04 Uniform shop \$29,902.02</p> <p>Uniform shop made a loss. From Oct 2015 – February 2016 \$12,773.46</p> <p>There were extra-ordinary items in this short period – wages paid to Kym which applied to earlier periods and estimates had to be made for value of inventory. It will be good to get a more accurate picture from the 2017 audit.</p> <p>Inventory should be using cost price.</p> <p>The loss was counteracted by the voluntary levy in the P&C account</p> <p>Gross profit from uniform shop isn't enough - \$1,500</p> <p>Need to look at uniform shop margins.</p> <p>Cash in bank \$55,000</p> <p>As of today \$58,000</p> <p>Interface with POS, enables Mae to itemised stock; register for GST (maybe when we have a system)</p> <p>Term deposit would only yield \$115 every 3 months</p> <p>Need to write good procedures for online banking to ensure no fraud can happen.</p> <p>Once someone is no longer on the committee, they should be removed from all accounts.</p> <p>If any more problems with banking authority speak with Ombudsman. (removing old signatures and authority was an issue)</p> <p>Online shopping Flexi schools, QKR and others need to be looked at. Must work with MYOB and Reporting patterns. Maybe break this up. Emma to look at Flexi school, Helen QKR.</p> <p>Forum for online ordering from P&C or schools.</p> <p>Superstream compliant. First state super.</p> <p>Charity status – Not pursuing this, as we can't provide audit reports from 2014 and 2015 and it's not clear that there will be a benefit. It would not exempt us from GST and would not automatically provide a tax deduction for parent donations (this required Deductible Gift Recipient status)</p> <p>Question: Uniform running at a loss. What can we do? Once we get a system in place, we should be able to see where and what we sell. Maybe increase the prices.</p> <p>Priorities</p> <p>GST and inventory system for uniform shop. Look at the 'Manager' accounting software (www.manager.io) (recommended by auditor) free for a standalone service with one user but pay subscription if wanting multiple users and cloud backup.</p> <p>Move that the uniform shop subcommittee can spend up to \$500 for inventory / accounting system before next meeting if required</p> <p>Moved: Helen Y Seconded: Treena Motion Carried</p>	
8.	<p>Uniform Shop Subcommittee Report</p> <p>1. Letter to Focus asking if they will price match (waiting for a hard copy</p>	USSC Member

	<p>from Masons before sending letter)</p> <ol style="list-style-type: none"> 2. Need to get a written quote from Masons (possible new shirt supplier) re cost including delivery. 3. Approval for the new uniform packages – Approved by Jacqueline and tabbed at meeting. 4. Delivery to students – Recess and lunch 5 minutes before lunch informing them to pick up from uniform shop at recess or lunch. 5. Hours for December – January – Additional 116 hours including the first four weeks of term 1 (one additional day). Plus two Saturday's (different pay rate) 6. Need volunteer roster to help Mae. This will be advertised in the KIT and the USSC. All volunteers need Working with children check. This is free if you are doing volunteer work. http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply RMS website) <p>Move that the additional 116 hours required to run the Uniform Shop over the December 2016 / January 2017 period be approved.</p> <p>Moved: Helen Yellowlees Secoded: Rae Lawerance Motion Carried.</p>	
9.	<p>Social & Fundraising Committee Report</p> <p>Next meeting discuss next year's plan. Welcome morning tea. Etc.</p>	S&FRC Member
10.	<p>Principal's report</p> <p>HSC started on Thursday 13 October.</p> <p>Sydney Morning Herald and Chanel 9 news attended the first day. Front page of Sydney Morning Herald on 14th October, online and on Channel 9 news.</p> <p>Thanks to 4 Yr 12 students and our Yr 11 students who sat in a mock exam situation.</p> <p>Landscaper – put note in KIT to contact re support for Senior Court Yard otherwise just order benches.</p> <p>Parent Online Payment (POP) – Principal has registered the school. Hopefully starting term 1 2017.</p> <p>Yr 7 Gala Day coming up on 8th November.</p> <p>Yr 7 & 8 assessment week beginning on 7th November (Wk9).</p> <p>Fiona Payne and Kathy Kalachian next P&C – NAPLAN results.</p> <p>Construction of 2017 Timetable well underway.</p> <p>Quite a few Yr 10 students out on Taste of TAFE Courses beginning this week (6-8wks) support them in transition to alternative environment in 2017.</p> <p>Uniform donations for any unwanted school uniform items would be</p>	Jody Engisch

	<p>appreciated to the school. Students/families in need, accidents/spillages through the day.</p> <p>Breakfast club continues every Wednesday Morning from 8-8:45am.</p> <p>Great Yr 11 Camp – Thanks so much to Jason Munday for all of his wonderful great feedback - team building.</p> <p>Welfare days coming up. Yr 7 – Yr 10.</p> <p>Panels underway English/History – Appointed Nikki Patulny. Head Teacher Teaching & Learning – Interviews this week. English Teacher position – Interviews this week. Technology/Computing- process starting soon</p> <p>Thank you for those Parents including Cathy Scanlon, Julie Rush, Amanda Ng, Amanda Saker for support with these panels.</p>	
11.	<p>General Business</p> <p>Great feedback about Word Flyer (year 7 and 8) Thank the school for this application. Helen Y</p> <p>Three days of swim school near the end of term (1/2 days)</p>	Emma Wakefield
12.	<p>Close of Meeting / Next Meeting Tuesday 29th November</p> <p>Guest speaker: Fiona Payne and Kathy Kalachian re NAPLAN results</p>	Emma Wakefield