



# CONCORD HIGH SCHOOL P & C ASSOCIATION

ABN: 43 317 153 298

Address: Stanley St Concord 2137

Phone: 9745-3777

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## 9<sup>th</sup> May 2017 - Staff Common Room ANNUAL GENERAL MEETING

**Meeting Opened by Rae Lawrence** 7:05pm

**Attendance: As per book**

**Apologies/Quorum:** Emma Wakefield, Violet Abbas, Lesley Caldwell and Terry Moore

**Acceptance of previous AGM Minutes**

**Moved by Cathy Scanlan and Seconder:** Rae Lawrence

**Business Arising from previous AGM minutes** None to note

**President's Report:** Read by Rae on Emma's behalf.

Firstly, my apologies that I am unable to attend the AGM due to a family emergency and hope in penning this report in haste I am able to do justice to the many achievements of the P&C this year and the wonderful team of community members that made this happen. Apologies in advance if I miss anything or anybody.

The Concord High School Parents and Citizen's Association works to bring the school community together such that parents, teachers and community members can help meet the needs of the school community and contribute to decisions about the school.

Our objectives are to: -

- promote the interests of the school through co-operation & parental engagement
- encourage parent and community participation in curriculum and other education issues in the school.
- assist the teaching staff in the establishment of school policy and management in all facets of school activities.
- assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

It has been a busy and productive year for the Concord High School P&C. Our very special thanks to all those who have been able to attend our P&C meetings, those wonderful volunteers who have been working and progressing P&C matters and projects during the year and those who offer their support in whatever capacity and time their busy lives allow. There are many ways to be involved in your P&C not all requiring too much time and as a community we really appreciate and value each and every contribution for it all makes a difference. The achievements listed in this report are our collective achievements.

We certainly feel that we are able to mark achievements against most of our objectives this year.

The Uniform Shop continues to be run by the P&C with profits going to the school to support various projects. Our Uniform Shop Manager, Mae Czernkowski, has done an excellent job in running the Uniform Shop to profit, providing an excellent, friendly and supportive service to students and families. Mae is supported by the Uniform Shop Sub Committee (USSC) who have met regularly throughout the year. Huge thanks to Mae and the USSC members for all their hard work, time and commitment.

Funds raised this year from the profits returned from the Uniform Shop and our voluntary fundraising levy, which have built on previous years funds, have allowed the P&C to support the school community in funding the following programs and purchases which help us support CHS, its executive and staff to ensure our children have the very best educational opportunities and learning environment

Programs and Purchases made this year include but are not limited to the Bully Busters Program, Blinds for the Demountables, the ClickView Resource System, Outdoor Furniture for the senior area and our annual Subsidy of the BASS Programme.

We have run and supported a number of important school community events including the Sweets and Treats Stall at the Harmony Day celebrations, the Year 7 Parent/Carer Welcome Morning Tea, the hugely important World Teachers Day Morning Tea as well as providing refreshments and energizing chocolate biscuits at the two Parent/Teachers night

Members of the P&C have been working on various projects throughout the year which will continue into next year including the review of the Uniform Shop for 2017 and Beyond and investigation of the possible setting up of a Building Fund as well as the possible reinstatement of our Charitable Status. We thank all those who are currently and have previously worked on these projects. Our work and family commitments often mean we can take on P&C projects for a period of time and then pass on to others but the collective progression of these projects needs to be acknowledged. Thank you to all those involved in these projects.

We were sad to farewell Jacqueline Koob this year and will miss her support, presence and experience at our meetings but are delighted to welcome back Jodi English in her role as Relieving Principal. We thank those staff members who have attended our meetings to update us on faculty matters and talk and update us on various matters such as this year's changes to NAPLAN testing, the new [Positive Behaviour for Learning \(PBL\)](#) school programme and various other matters.

The P&C is made up of many wonderful fellow parent volunteers with a few choosing and being elected to take on specific tasks. As President on behalf of the P&C I would like to thank the following most sincerely for taking on these positions and for their time, commitment and hard work during the year.

Thank you to Rae Lawrence and Terry Moore, Vice Presidents, Cathy Scanlan, Secretary, Leonie Duck, Treasurer with Violet Abbas as Assistant Treasurer.

The P&C looks forward to working with its community and with the school executive and staff on forming plans around the projects they would like the P&C to fund during the 2017/2108 financial year giving us a fund raising target to work towards.

Finally, on a personal note I would like to thank you for allowing me to be and supporting me as President. I have felt that I have gained much more in this role than I have been able to give and look forward to continuing as an active member of the CHS P&C and the school community.

Emma Wakefield

### **The P&C thanked Emma for her**

**Uniform Shop Report:** Thank Mae for your hard work. Thank you to all who helped during the Christmas period and to Mae's volunteer Hien. Thank you to the P&C executive for supporting the uniform shop. To the Uniform shop subcommittee volunteers, a big thank you to you all.

**Treasurer's Report:** Treasurer's Report – CHS P&C AGM - 9th May 2017 Our accounts for the period 1 March 2016 – 28 February 2017 have been audited by Fiona Notarangelo (ACA member) and her report and the accounts are tabled here. As you are probably aware, the P&C operates two separate accounts – the P&C account and the Uniform Shop account. Over the 12-month period just stated, the P&C account took in \$2660 in voluntary levy payments. This was our main income source and it covered all expenses – which were P&C membership and insurance; teacher morning teas and community activities such as Holiday Madness and tea/coffee for Parent/Teacher meeting evenings. In addition, over \$21,000 was donated to Concord High School. This amount came from reserves that were in the P&C account at the commencement of the period (i.e. Feb 2016). Previous meeting minutes indicate what these amounts were spent on – Bully Busters program, Clickview, Lockers, Blinds for demountable classrooms, and \$2000 annual sponsorship to be used at the Principal's discretion. Note, in this particular financial year, two lots of annual sponsorship were paid (i.e. \$4000) – for the calendar 2016 year and the calendar 2017 year. This ideally shouldn't have happened – (the 1st one should have been made earlier or the 2nd one should have fallen into the 2017-18 year). The uniform shop took in \$184,000 and spent \$140,000 on stock. Aside from the cost of goods sold, the main cost is employment. The combination of wages, superannuation and workers compensation insurance came to \$15,688. Bank fees (merchant fees) were a little over \$1000. The operating profit of the uniform shop was \$10,712. Over the year, our highly competent uniform shop manager, Mae Czernkowski, has worked hard to improve the profitability of the uniform shop and I would like to thank her for her dedication and diligence. She has added new lines (track pants, bags) and sought better prices and service from our suppliers. She has also managed inventory down by \$15,000 without any detriment to service. If we look at the two accounts together, there is a total "loss" for the year of \$10,319. However, this is after donation of more than \$21,000 to the school. Both accounts are in very good shape. As at 28/2/17, our total reserves were \$111,197 consisting of \$59,000 cash (after liabilities) and inventory of more than \$50,000. The auditor noted five issues, and I will address each one here: 1.

GST. We will be registering for GST asap. 2. Petty cash and the uniform shop cash float. We no longer maintain a petty cash float. There are very few petty cash expenses now that the mobile phone account is paid directly from the bank account. Mae collects her receipts and is reimbursed periodically and understands that she cannot reimburse herself from the shop float. The shop float is \$150. This never changes and will appear in the balance sheet next audit. 3. Banking. I will adopt a procedure of reconciling monthly. 4. Cash handling. While I understand and agree with the auditor's thoughts on cash handling and providing a control by having the payee sign the invoice book, I know that this would be difficult to consistently carry out, given how busy the uniform shop usually is. I am comfortable that buyers accept their receipt as their proof of payment that reflects the amount of cash they handed over and that the invoice book could be checked at any time to ensure cash invoices total to what is banked. 5. Invoice books will be pre-numbered in series from hereon in. It has been a big year for this committee. I have only been the Treasurer since June 2016, and I am pleased to say that the records are in good order and we are now meeting our obligations as an employer – most notably Worker's Compensation insurance and Superannuation. We have also this year transitioned to internet banking which has made the role of Treasurer much easier, simplified record keeping and tightened accountability. I would like to thank Fiona Notarangelo, who is not a Concord High parent, but who has kindly performed the last two audits with great attention to detail and professionalism and has been very helpful to me finding my feet in this role and very generous with her time which is not adequately reimbursed by our token gift payment. Fiona would very much like us to find another auditor for the next period, so please have a word to any accountant parents you know and ask them to put their hand up. I have very much enjoyed being Treasurer, working with this committee and developing new procedures and processes, but I am juggling too many commitments in my life and would like to step down at this meeting. I thank the current committee for all their support and kind words during my time as Treasurer. Concord High is very, very fortunate to have such dedicated volunteers.

Leonie Duck

**The P&C thanked Leonie for her hard work.**

**Proposed Motions: Change By laws for AGM will be brought up at the general meeting after discussion at AGM**

**Elections of Office Bearers:** Chair vacated & handed to Returning Officer; all positions declared vacant.

**Jody English acting Principal**

**Positions to be elected:**

**President:** Emma Wakefield

Nominated: Rae Lawrence Seconder: Mae Czernkowski

**Vice President:** Rae Lawrence

Nominated: Adrienne Keane Seconder: Donna Hogan

**Vice President:** Not filled

**Secretary** Cathy Scanlan

Nominated: Mae Czernkowski Seconder: Marie Dela Rama

**Treasurer:** James Duck

Nominated: Leonie Duck Seconder: Mae Czernkowski

**Meeting closed:** 7:40pm