

Minutes of Meeting for Sherwood State School Parents And Citizens Assoc.

Monday 24th Apr 2017, 7.30pm at Staff Room

P&C meeting

ATTENDANCE:

Greg Nelson, David Smithson, Leanne Davey, Greg Webber, Bill Henningham, Jimmy Shkalla, Kattie McDonald, Ash Raina, Mark Bailey, Sophia Finter, Alex Bron

APOLOGIES:

Nicole Johnston, Kylie Wells, Elke Hughes, Nidhi Raina, Stephen Pankhurst, Helen Jamieson

Meeting Opened by Bill

Moved: Bill H Seconded: Ash Raina

CORRESPONDENCE and MINUTES: Accepted

- Correspondence from CMS received – Jimmy informed that it has been renewed.
- MOM from last meeting was accepted

Moved: Jimmy S Seconded: Ash Raina

TREASURER'S REPORT:

- Jimmy shared the auditor's feedback with the committee
- Jimmy to share all the auditor feedbacks with Ash, for records
- Some of the auditor observations/recommendations are:
 - Sub-committees cannot have "Membership fee", but can charge a "Service Fee"
 - Less than or upto \$100 single item limit for cash transactions
 - Load and Go cards (Debit card) to be utilised and provided to sub-committees
 - Wages for OSHC are 55% of the total revenue
- Mark B will take up the swimming pool issue with Kate Jones

Recorded by: Ash Raina (Secretary P&C)

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TREASURER'S REPORT:

Moved: Ash Raina

Seconded: David Smithson

SUB COMMITTEE REPORTS:

Uniform Committee Report - Treasurers Report

Report: Alex B

- New uniform committee selected today
- The team is looking for easy and practical options to smoothen the processes

Based on internal meeting held on 24/4/2017 at 2pm

1. Supplier update

- Since our last meeting on March 6th all suppliers have been contacted by Sophia or myself with the exception of Jemlee hair accessories (could not find contact details) and have been advised to forward all outstanding invoices and future correspondence to the new uniform shop gmail account.
- Amounts totalling \$30,077.59 were found to be due or overdue. Please refer to attached report for amounts owing by supplier and the period of time they were overdue.
- In summary these suppliers have now been paid with 76% of suppliers being paid late.

2. Bank

1. The current bank balance as at 18/4/2017 \$18,794.94 per bank statement.

- Sophia and I are now set up as the only two signatories on the account. Payments from the account require two signatories to approve a payment.
- Xero support has been contacted and Xero bank feeds have been reinstated. An issue with the bank reconciliation has also been raised with Xero.

2. Financials/General

Recorded by: Ash Raina (Secretary P&C)

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- Margin analysis report provided to show the current margins based on data in Xero. Range from 13% to 100% may require discussion outside meeting. Report attached.
- Xero profit and loss report attached for the 12 months to Dec 2016, Dec 2015 and Dec 2014.

Reports attached: Status Aged Payable, Xero profit and loss

Profit & Loss			
Sherwood State School P&C Association Uniform Shop For the 12 months ended 31 December 2016			
	Dec-16	Dec-15	Dec-14
Income			
Uniform - Accessories Sales	3,150	3,331	3,566
Uniform - Bag Sales	4,630	3,842	2,714
Uniform - Clothing Sales	46,259	52,018	44,433
Uniform - Hat Sales	4,367	4,963	2,935
Uniform - Secondhand Uniform Sales	904	655	577
Total Income	62,567	65,414	52,247
Less Cost of Sales			
Opening Stock - Clothing	-	413	528
Uniform - Accessories Purchase	1,640	1,305	1,640
Uniform - Bags Purchase	1,132	11,156	2,493
Uniform - Hat Purchase	1,745	3,250	3,825
Uniform - Purchase Clothing	42,015	36,318	39,113
Uniforms	2,086	(185)	-
Clothing Stock	-	-	(6,723)
Total Cost of Sales	49,718	52,656	59,664
Gross Profit	12,789	12,759	12,583
Less Operating Expenses			
Bank Fees	1,515	1,227	1,385
Freight & Courier	224	755	346
General Expenses	(728)	449	-
Internet Expenses	-	-	30
Office Expenses	-	178	1,927
Printing & Stationery	120	83	-
Staff Amenities	-	(7)	73
Subscriptions	-	(5)	45
Supernumeraries	267	379	400
Wages and Salaries	8,258	6,899	7,230
Total Operating Expenses	16,867	9,863	11,565
Net Profit	1,922	2,896	1,018

SSS Uniform Shop Status Aged Payables Sherwood State School P&C Association				
	Outstanding 26/2/2017	Due Date	Date paid	Days late
Harlequin				
24 Feb 2017 - 00056166	\$55.10	3/09/2017	7/04/2017	-
Total Harlequin	\$55.10			
L. W Reed Pty Limited				
16/10/2015				
4-Jan-2017 - 010546204	\$14.44	25/11/2016	27/02/2017	-
31/10/2016				
4-Jan-2017 - 010603482	\$80.00	25/11/2016	27/02/2017	-
Total L. W Reed Pty Limited	\$94.44			
Spartan School Supplies				
21/11/2016				
4-Jan-2017 - 000444	\$1,883.88	21/12/2016	5/03/2017	-
26/10/2016				
4-Jan-2017 - 000020	\$1,719.30	24/10/2016	8/03/2017	-
5/09/2016				
4-Jan-2017 - 000020	\$1,825.78	5/10/2016	5/03/2017	-
24 Jan 2017 - 000614	\$383.15	24/02/2017	5/03/2017	12
3 Feb 2017 - 340372	\$80.00	2/09/2017	8/03/2017	8
6 Feb 2017 - 340501	\$396.90	6/09/2017	8/03/2017	2
Total Spartan School Supplies	\$5,700.58			
Tudor School Uniforms				
5/10/2016				
4-Jan-2017 - 7000	\$8,847.30	30/11/2016	21/03/2017	-
27 Jan 2017 - 8174	\$390.70	28/02/2017	21/03/2017	21
20 Feb 2017 - 8217	\$1,228.70	31/03/2017	19/04/2017	19
23 Feb 2017 - 8228	\$4,194.30	31/03/2017	19/04/2017	19
Total Tudor School Uniforms	\$14,660.00			
swanoco				
7/9/2016				
4-Jan-2017 - 06043	\$2,395.47	7/12/2016	7/04/2017	-
Total swanoco	\$2,395.47			
Total Owling	\$20,077.58			
Amount Paid less by status aged 30 days	\$ 22,901.24	76%		

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OSHC Committee Report 24.4.17

OSHC Report: Leanne Davey

- On Tuesday 28th March, we had a surprise spot check visit from our Regulatory Authority. Everything went really well and the couple of minor suggestions from the Government representative were taken note of and implemented. We will officially discuss the many positives and the few constructive suggestions at our next staff meeting just to reinforce the couple of changes made.
- Vacation Care went well. We are attracting more families from Sherwood who don't usually attend Before and After School Care but wish to come to Vacation Care. There are also bookings coming in from families who attend other schools and are preferring to come here. This adds to the success of our holiday program.
- All staff (except one) have received training in behaviour management over the last month. Feedback showed that this was very well accepted and a topic of interest for all involved.

Sherwood School FETE Committee Report:

- Jimmy to contact last year's "Money counting volunteers" for this year's FETE.

Moved: Jimmy

Seconded: Greg W

Tuckshop Committee Report:

NA

Sherwood Sharks Report:

- Greg informed Mark B about the pool status
- Mark to talk to Kate Jones

Recorded by: Ash Raina (Secretary P&C)

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Moved: Ash

Seconded: Jimmy

Sherwood Principal's Report: Greg Nelson

The report is as:

Parents and Citizens Association <i>Principal's Report, Dr Greg Nelson</i> Monday 24 April 2017	
Enrolments & staffing	Current enrolment: 584
Asbestos Training	Sherwood State School Asbestos Management <ul style="list-style-type: none"> - Much of the asbestos has been removed from the school but there is still asbestos in place - this can be in the underlay of carpet, vinyl tiles or sheets of Super 66 - Vitally important that as a community we ALL take responsibility for managing asbestos - Work Area Access Plans MUST be completed by any person working at the school including in the grounds and at the pool as well as in any building in the school - The WAAP ensures that any person working with asbestos has the qualification to do so and is following the correct procedures to keep our community safe
Fete Counting Room	The Fete Committee has asked that the P&C Executive help by organising the Counting Room roster for the Fete: <ul style="list-style-type: none"> - Contact past helpers - Ask school staff - Ask for volunteers in the Newsletter (there are already areas short of helpers this year)
Celebration Badges have arrived - thank you, and our book is currently being printed	Celebrations continue: <ul style="list-style-type: none"> - The Celebration Badges for our 150th have arrived - they look fantastic! - Thank you for helping with this project. - The 150 book is now being printed - it looks wonderful.
Age Appropriate Pedagogy	Great Prep Start Age Appropriate pedagogy is one of our 3 priorities for 2017. It is about teaching Prep students in ways that are appropriate for their age. I am deeply impressed by the progress that is being made in reading in our Prep classrooms, with many students already reading impressively.
Celebration Day	Celebration Day - a great success <ul style="list-style-type: none"> - Many students in cultural or period clothes - Many parents visiting classrooms to tell their stories of other places and other times - Picnic on the oval for the whole school - Old fashioned games played on the oval - including by personal favourite - marbles!
Financial Report	See attached

Recorded by: Ash Raina (Secretary P&C)

