

**Mt Hawthorn P& C Association Inc.**

**ANNUAL GENERAL MEETING MINUTES**

**Harbeck Resource Centre (Library)  
7:30pm, Monday, 23 February 2015**

**1. Welcome/Apologies**

Tim opened the AGM at 7:45 pm, welcomed everyone.

**Apologies:** *Vidya Finlay, Anthony Ellis*

**2. Confirmation of minutes of previous meetings**

**2.1 Annual General Meeting (24 February 14)**

It was moved by Alex and seconded by Vicky that the minutes of the previous AGM be accepted as true and correct.

*Carried without dissent*

**2.2 General Meeting (24 November 14)**

It was moved by Kylie and seconded by Maree that the minutes of the previous General Meeting are accepted as true and correct.

*Carried without dissent*

**3. Business arising**

Nil

**4. Correspondence**

**In:** WACSSO – call for WACSSO State Councillor District and State Council Representatives

ANZAC Grant successful application (Bronze World Map in Lower School Area)  
\$4,250 – Design Edge to complete the works

**Out:** City of Vincent have been advised that we are running a fair this year but couldn't attend this evening's meeting regarding potential grant money

## **5. Principal's Report**

### **New staff**

Jennifer Meyers Year 1/Science, Tracey Turner –Pre-primary, Janine Barndon – Pre-primary

- I would also like to welcome everyone back and I am very excited about the teams in place for 2015.
- I am also very confident that MHPS is in a positive position to continue to be a school of choice

### **KEY DATES**

#### **Official Opening – Wednesday, 18 February**

18 Feb 9.00 – 9.20 Hanger Opening - Minister for Education Hon Peter Collier MLC

Year 1 -7 excluding classes at In-term Swimming

Presentation of Student Councillor Badges / Choir and instrumental music presentation

### **DIRECTIONS FOR 2015**

#### **Drivers of change through 2014 School Review**

- We are dealing with different students with different needs as the demographics change. I will make the point that our Like Schools are experiencing similar changes.
- There is plenty of evidence we are travelling well in many areas; however there are some concerns with aspects of our longitudinal.
- Funding constraints across the board and a new student centred funding model in place.
- The system has focus areas that need to be addressed by all schools

### **MY ROLE**

#### **My task is to set a direction that will:**

- Enable 800 students to reach their potential and cater for their individual needs
- Comply with Ed Department directions and be a part of setting these directions through NQS, TDS
- Work with the school community to develop the 2015 – 2018 Business Plan

#### **As the Principal my belief is the following:**

Mount Hawthorn is a school of opportunity and choice that caters for the needs of the students and is reflective of the Mount Hawthorn Community.

Our students are prepared and can thrive at CSHS, MLSHS, Perth Modern, Balcatta, Kent Street, John Curtin, Carine and all the private schools.

#### **Structure of Planning**

It is reflective of the Equity and Excellence Strategic Plan for WA Public Schools

1. Successful Students
2. Distinctive Schools
3. High quality teaching and leadership
4. A capable and responsive organisation

### **Supporting Planning Documents**

<b>Business Plan</b>	2015 – 2018	School Community
<b>Operational Plan/ Strategic Plan</b>	Annually	Leadership Team/Board
<b>Year Level Plans</b>	Annually	Teaching Staff
<b>Individual Class Planning</b>	Ongoing	Individual teachers

## **OUR FOCUS FOR 2015**

### **Successful Students**

- Understand and comply with SCSA in implementation of Phase 1 Australian Curriculum
- Focus of the How – Principles of Teaching
- Look at the assessment processes at the school to make sure they are relevant and in line with Assessment principles
- Kindergarten Guidelines
- Develop Year Level Plans with associated targets

### **Distinctive Schools**

- Keep doing what we are doing

### **High Quality Teaching and Leadership**

- Peer coaching linked to AITSL and priorities
- New structure for staff meetings with a focus on bottom up PL needs
- Planning and classroom meetings with Line Managers linked to Hub Plans

## **STUDENT CENTRED FUNDING - STAFF**

Attached – Breakdown

### ***What We Need from the P&C***

#### **Notational P&C Budgeted Donations for Curriculum - \$ 40 000**

P&C Curriculum Donation	\$25 000
School Run - Spellathon or Lapathon	\$15 000

If the funds are committed, they will be distributed throughout learning areas and phases of learning.

### ***Possible future fundraising directions***

<b>Project</b>	<b>Comments/Suggestions</b>
Pirate Garden	Focus for Pre-primary to Year 3 parents  Each class to conduct a cake stall or raffle at identified assemblies
Friendship Garden Stage 2	Focus for Year 4 to 6 parents  Each class to conduct a cake stall or raffle at identified assemblies  Year 6 students conduct a fundraiser each term as a gift for the school
Tiger Turf Reserve	Reserve account set up for re-laying tiger turf when necessary.
Undercover	Backdrop and Shade

- The Hanger	
School Entrance	Community Design Competition for an entrance that can double as a bike shed and seating area for visitors
Year 6 Leaders suggestions	As per 2014 - support a small agreed project from the Year 6 students

### ***Charitable Fundraiser***

In addition to fundraising for MHPS the Student Councillors will conduct 1 fundraiser per term to support charities or emergencies. Due to the size of the school each fundraiser will support multiple worthy causes.

I am excited about the possibilities, so "Let's keep them skipping to school".

## **6. Education Support Report - Alison Harman**

The education support centre continued into 2014 with similar numbers of students, 19 in the main part of the centre and 9 in the Autism Early Intervention Centre. Our numbers stay relatively the same from year to year. Even though student numbers in neighbouring primary schools have risen substantially, these schools are very competent at integrating and teaching many students with special needs. There will always be some, however, that are much happier in a modified setting such as ours. Several of our students have been in mainstream primary schools previously and found it stressful and difficult. They appear to prefer smaller classes, having peers working at a similar level to themselves and lots of help from adults. Our staff also remain stable in number, one Autism Early Intervention Centre teacher had to take Semester 2 on leave to return to South Africa and nurse her brother. Luckily, we were able to replace her with a trained teacher who also had previously worked for 10 years as an ABA therapist with autistic students, so she was perfect!

We had no major building or other changes in 2014 although at the end of the year the old peppermint tree next to the school had to be removed since it was unknown how safe it was. When it was removed, it was found to be almost entirely rotten inside. The curved benches in the new friendship garden are beautiful and we look forward to trees being planted as well.

The new school funding changes have not majorly impacted us so far. However, resourcing for students with disabilities is undergoing a major change at the moment and the full impact of this change will be clearer towards the end of this year. The impression we seem to be getting is that considerably less funding will be made available for students with disabilities and being able to classify a student as in need of additional help will be harder in the future, both for education support centres and mainstream schools. Currently the new business rules are far from transparent which has led to a lot of frustration and confusion for schools. Hopefully things will become clearer during 2015.

## **7. P&C President's Report**

The Mount Hawthorn Primary School Parents and Citizens Inc. (P&C) is the voluntary organisation that operates school canteen and uniform services, coordinates fundraising and community events and provides support for projects that complement the running of the school campuses. It forms part of a wider school community that enjoys the benefits of dedicated parent liaisons, a committed School Board, administrators and teaching staff second to none.

Amidst the building works, cake stalls, disco fundraising, and parent events, 2014 was always going to provide for a “change-up” in school operations and service delivery. The complexities of the growing school population, the double cohort preparing for high school and the works program paved the way for a rescheduling of recess and lunch times that has been adopted for the longer term. The school has coped very well and the P&C should be proud of its contribution to that managed change.

#### Snapshot of 2014

The P&C had elected office bearers in all roles throughout 2014

The Executive Committee had 14 members (excluding the school Principals)

Convenors were assigned to all areas with the exception of Grants

P&C employed 6 casual staff in canteen (3), uniform shop (2) and bookkeeping (1)

\$49K was received in voluntary contributions, \$40K generated in fundraising ventures

\$35K provided for curriculum support, \$21K grounds projects, \$20K capital projects

Canteen ran a small operating deficit of \$8K on \$110K turnover

Uniform Shop achieved a small operating contribution on \$72K turnover

Safety House offered 23 locations around the Mount Hawthorn precinct

First year of investment in student leader projects

In 2014, the P&C also tried a few new things; in particular where student leaders presented initiatives to a P&C General Meeting that founded the start of new projects to improve the grounds and the way in which they are used. We also held a highly successful faction carnival cake stall, setting a high mark for 2015 and a school camp out evening in October that provided smiles for big and small kids.

There are events held both inside and outside the school, such as the ‘Christmas in July’ dinner school disco, and grounds busy bees that provide an opportunity for the school community to participate and enjoy each other’s company. A resilient army of volunteers makes those events a success every year.

In addition to this, Alex Castle and her team brought together the school chef ‘brains trust’ and committed to a second edition of the Recipe Book which was produced three months after the idea was conceived - a wonderful legacy for the entire school community.

As an IPS school, (and a very good one), there is an errant presumption that fundraising may be a “safety net” for areas no longer part of school budgets. This is not possible and it is only with the combined energies of volunteers and the inspirational skill sets available at the school that we are able to achieve so much.

Accredited Safety House locations remained consistent in 2014 with our coordinator Kylie Petrou organising another super safety house week. Other student services such as Scholastic Book Club and school banking, though not specifically P&C business are again made possible through efforts of committed parent volunteers.

Sarah Wiggett has taken the lead in our Canteen that now caters to 700plus kids and an extended lunch period. The Canteen team have done a splendid job servicing the large turnover across the counter and through ‘Our Online Canteen’ together with the challenges of maintenance associated with some key appliances. This formed part of the trading deficit and adjustments to the 2015 rostering should improve the operating outcome in 2015. There are also plans to review the kitchen refrigeration requirements and to increase volunteer opportunities.

The Uniform shop operation and the January 2015 distribution day was again executed with aplomb by Maree Pickens and the Uniform shop team. As outlined in the previous year, the P&C has recognised the extent of the logistics in this operation and now has two casual staff to run the shop and manage the stock. A set of

operating principles will be drafted in 2015 to ensure this service remains sustainable.

Our Hon Treasurer Rachelle Rose and bookkeeper Trudi Drabble have kept all our businesses running smoothly despite the challenges we put before them.

On the horizon for 2015 your P&C has already committed funding to the school Pirate Cove and Friendship Garden projects and there are already second phase innovations on the way. The school will be looking towards activating a replanting strategy which is currently being constructed through the parent community. We hope to run another school camp out, disco, quiz night and deliver a fantastic School Fair in Term 4.

Closing the door on 2014 at Mount Hawthorn has seen the departure of 120 plus students, and the farewelling of many parents that have been with the school for 8 or 9 years. On behalf of the P&C Executive I would like to thank them for there time, advice, good humour and support in the many little things that the P&C seeks to achieve around this busy school.

Most importantly, the P&C recognises the tremendous work of the teachers and support staff at both Special Ed and the Primary School to educate, care for and mentor our children. We thank them on behalf of the entire parent body.

## **8. Treasurer's report**

This report is for the year to 31 December 2014.

### **Cash Balance**

Commonwealth Bank (all accounts)	
Opening balance	\$52,386
Closing balance	\$65,965 (@ 31/12/14)

\$49,875 was received in voluntary contributions during the year. This represents about an 80% take up rate.

Curriculum support of \$32,000 was paid to the Primary School and \$3,000 to the Ed Support Centre.

\$18,720 was paid to the school for grounds projects including the friendship area and pirate cove.

### **Electronic Banking**

Electronic banking via CommBiz was implemented during the year. This has been very convenient for everyone, albeit many teething problems with the NetLock security system. We have been advised by Commonwealth Bank that NetLock devices do not work with Mac computers. The CommBiz system must have all users using NetLock or no one using it. As three of the four 2014 cheque signatories use Mac computers the decision was made to suspend the NetLock security system. Members should note that Commonwealth Bank's fraud indemnity/guarantee does not apply where a NetLock device has not been used. Despite the NetLocks not working on Macs giving us no choice this issue has not been resolved with the bank.

### **Profit and Loss**

An accounting loss of \$8,268 was recorded for the year. This loss includes non cash expenses of \$26,836 (\$20,000 undercover area AV system, \$2,000 playground maintenance provision, \$2,000 canteen equipment provision and \$2,836 canteen long service leave provision).

Cash profit for the year was \$18,568.

### **Fundraising Income**

Fundraising activities generated \$40,488 in revenue and profit of over \$22,000. The fundraising convenor will provide a full breakdown for each activity.

A big thank you to everyone who helped out with fundraising during the year, especially Alex Castle and the recipe book team, Helen Davey and the fundraising committee and everyone who turned sausages on the BBQ and sliced buns!

Justine commented that we should look at the level of curriculum support hasn't increased inline with the level of voluntary contributions. Dale commented that he is comfortable with where it is at given there will be a school run spell-a-thon in addition.

Lots of discussion regarding the level of fundraising over the year.

Trudy Drabble has needed to resign from the Book Keeping role due to taking on a fulltime role. Claudia Elkington has subsequently been appointed as the new Book-keeper.

### **Audit**

Mr Peter Fisher has audited the accounts.

The Cash disbursement records for the year are available for viewing upon request.

## **8.1 P&C Budget 2015**

Budget was presented (Appendix)

**Motion:** 2015 draft budget be accepted and adopted.

Motion was moved by Maree and seconded by Justine.

*Carried without dissent.*

## **9. City of Vincent Mayor - John Carey**

John Carey addressed the meeting. Key issues included:

- City of Vincent is still standing
- Construction has commenced on the Nature Play (completed May)
- Thankyou event scheduled 8<sup>th</sup> March. 4.30pm start @ Braithwaitre
- Planning debate is current – ban on apartments
- Discussions are in place re co-sharing

## **10. Year In Review – P&C Committees**

### **10.1 School Board – Michael Jenkins**

- Outlined the role of the Board. It decides on “the destination” / vision. The Principal works out how to get there.
- Commented that Ed Support is very much a priority for the Board is to remain on site unless there is a purpose build facility in place and the Ed Support School.

## 10.2 Canteen – Vicky McQuillans

2014 was an extremely busy year in the canteen with the on-line ordering system really proving a great success. We took \$109,003.52 in total sales. However, by the end of the year we were at a loss financially.

This year I aim to address some of the reasons this may have occurred.

- We continue to offer the healthiest option to the children with homemade and carefully sourced food I am aware that the hours cooking did contribute to the increase in canteen wages/hours so will be aware of this and plan more carefully.
- Whilst the two recess/lunch times is helpful in one sense it has increased hours preparing and serving we can work around this.
- A great start to the year with a number of people coming to volunteer. Only with this help on a Tuesday and Wednesday am I able to work without another paid person so we need to continue to push the volunteering.
- In 2014 we had a number of issues with the appliances namely the oven which was out of action for a number of weeks. We are now waiting on a replacement part for one of the freezers.
- The online ordering has been a great success and on our busiest days sorting the orders for recess and lunch takes a long time and it is necessary to have least another 2 people on those days.

The aim, therefore, is to plan a menu that will not send working hours too high so I will be mindful of this.

## 10.3 Fundraising – Helen Davey

The P & C ran many community-involved events during 2014, many of which were aimed at family and children participation. Thank you to the enthusiastic volunteers who helped to make these activities successful and, fun!

During 2014, the following fundraising activities were run:

**1 Movie Night** – The outdoor movie night was on Friday 28<sup>th</sup> March. Our Year 6/7 Events Committee helped to market, sell tickets and run things on the night. Tickets were pre-sold at \$5 per person and lots of tickets were also sold on the night. Over 600 tickets were sold all up, making it a very big crowd on the night. Hot dogs, drinks, snacks and slushies were sold, and two raffles were run. One was for entry to a “Gold Class” area, cordoned off in prime viewing position, with bean bags, free sausages and drinks, and a goodies hamper. The second raffle was for a hamper of goodies, including generous vouchers for The Pirate Bar. The movie showed was “The Croods” and some theme-related games, with prizes, were run before the movie. With the fantastic turn out, and the revenue raised was \$5184, with a profit of \$3127 – a new high record! It was noted that for future Outdoor Movie nights, further supervision and “crowd control” will be necessary, as several children seemed to be unsupervised by parents and were distracting other families. This is also a safety concern.

**2 School Disco.** The disco was held on Saturday 14<sup>th</sup> June at the Floreat Athena hall. The theme was “Hippies & Hipsters” which led to some very cool



attendees! Our Year 6/7 Events Committee were involved in marketing, tickets selling, setting up, games and supervision on the night. This year, we had an ex-student as our DJ, using some of the school equipment, and hiring some. Attendance figures were high again, particularly at the Junior level. Revenue raised was \$5061 with a profit of \$3,120. Feedback from parents and students was that everyone enjoyed the night!

**3 Brick Pavers** - Brick paver orders from the last few years were compiled and ordered in early April. Income was \$3250 and profit was \$1595. The pavers have now been laid near the entrance of the school and look fantastic!

**4 Xmas Eve in July** – This was held on Thursday 24<sup>th</sup> July, at the Pirate Bar in Mt Hawthorn. A 3 course dinner, a table quiz, a coin toss game, a door prize raffle and a 3 piece band, all made the night heaps of fun and there was plenty of Xmas cheer amongst the crowd! Over 80 people attended, with an income of \$3035 and a profit of \$1904. Feedback was that it was great to do something a little different. We have been approached by the Pirate Bar (who were very supportive towards our fundraising efforts, not only giving us a good deal on the food & allowing us to provide our own wine to sell, but also donating a massive voucher for the Quiz prize) as they are keen to be involved in our fundraising events this year. They suggest using their venue for a Silent Disco or a Bogan Bingo night!

**5 School Carnival & Interschool Carnival Cake Stalls** – the school community really showed their baking skills off at the school carnival, with hundreds of cupcakes of green, white, red and blue arriving throughout the day. Selling for \$1 each, with drinks also being sold, \$2,448 was raised – a massive result!! Another cake stall was held at the interschool carnival with a further \$493 profit being raised here. Definitely an idea to be run again this year!

**6 Ladies Night & School Camp out** – a Ladies Night was held on Sat 11<sup>th</sup> October, to coincide with the School Campout, at the Peasant's Table at the Mezz. Tickets were sold for \$30 per lady, including food. A silent auction was held with local businesses donating the items. A fairly small turn out, but a great fun night, with an income of \$850 and a profit of \$493.

All reports were that the School Camp Out that night was a great success and heaps of fun! Definitely an event that the school community would like to be repeated!

**7 Footy Tipping** - \$650 raised, as well as a big competitive spirit!

**8 Kids Cards** – a fundraiser that sold products such as cards, ipad/iphone covers, calendars, posters, etc. with designs by kids, was run through the school late last year, raising \$542. Thank you to Tara for organising this!

**9 Wings books** – thanks to Ali for organising the sale of these feel good books, which sold for \$20, with a \$6 profit per book. \$246 was raised for the school through this project.

**10 Sausage Sizzles/Cake Stalls at Elections etc** - A fantastic job done throughout the year by many volunteers at many sausage sizzles, raising over \$2400!

We would like to thank our fundraising committee for their energetic organisation of the various events throughout the year. Lots of meetings, planning and organising happens towards each event, big or small, as well as lots of effort and work at the actual events themselves. Our committee, plus our extra volunteers, students and helpers for each event, are much appreciated – thank you everyone!

We would also like to thank our sponsors, most of whom are our local businesses. Early in 2014, many local businesses were visited by our student councillors, with some P & C members, Dale and Bronwyn. Businesses were then contacted in view to becoming sponsors for various fundraising events. Many businesses have been so generous with their support, donating vouchers and prizes for the above events, which have been so important to help us raise funds for the school.

A big thank you to:

Adventure Hire & Party Supplies	2nd Time Around
Ball & Skittle	Sueno Fashion
Clarity Jewellers	The Teddy Tree
Cleanskin Cellars Doubleview	WASO
Costume and Ballet Centre	Yelo café
Emursion Hair Artistry	IGA Mt Hawthorn
The Mezz Newsagency	Move Personal Training
Network Video at The Mezz	OPSM at The Mezz
Paper Fusion	Peasant's Table
The Pirate Bar	

#### **10.4 Grants – Lisa Patterson**

Nothing to report outside of the ANZAC grant mentioned earlier.

#### **10.5 Safety House – Kylie Petrou**

Signed up an additional 6 houses (23)

Unfortunately Kylie won't be able to continue on this year.

Safety House Association has a process in place to contact each house each Term.

#### **10.6 Grounds – Stuart Nahajski**

The school grounds and gardens greatly benefited from several transformational projects in 2014.

The most visible improvements to the campus resulted from a \$1.3m infrastructure investment by the Department of Education providing our school with a new undercover area (aka "The Hangar") large enough for assemblies with the whole student body and newly surfaced and levelled sports courts and staff parking area near Matlock Street. Thank you to representatives from the School Board and the P&C who met regularly since 2013 to facilitate this investment and to help Dale and the Department to scope the works, with special acknowledgement to Michael Jenkin's tenacity.

Students have been pleased by two other projects completed over the Christmas holidays. The new Pirate Park in the north western corner of the campus has been a tremendous hit with the younger students and represents a \$15,000 investment, a third of which has come from the P&C. A second project, the Friendship Garden located near the entrance to the Ed Support Centre, arose from a student's suggestion to provide an area for students to meet and talk: thanks, Bridgette Harch! This project is ongoing with an initial budget of \$25,000 (\$13,000 from the P&C) and new works to be completed this year including a shade structure for the new timber and rock gabion benches.

The P&C Grounds Committee is very lucky to have benefitted from the brilliantly creative thinking provided by talented landscape architect parents, Anngi Tran and Damien and Jasmin Pericles. Their contributions to the Pirate Park and the Friendship Garden designs have provided new and high quality areas for play and socialising on our campus and are greatly appreciated.

This year's Grounds Committee focus is on a tree planting strategy to brighten up the existing tree palette with lighter foliage, flowering and 'cheerful' trees, to create a visually strong central axis from the school entrance to the new Friendship Garden with yellow flowering deciduous trees (our school colour) and to explore other opportunities for shade and native ornamental trees.

The Grounds Committee is always interested in hearing new ideas and suggestion from parents and interested community members. Drop us a note on [MHPStgrounds@gmail.com](mailto:MHPStgrounds@gmail.com)

### **10.7 Uniform – Maree Pickens**

The Uniform Shop service has continued to be well patronised throughout 2014. The growth in sales volume, revenue and inventory over the past 5 years led to the recommendation that the position warranted dedicated paid staff. This was timely given the Uniform Coordinator, Maree Pickens, needed to resign from the role end 2014 due to her increased professional work demands.

#### **NEW STAFF**

We are delighted to welcome Kat Richardson and Carmela del Alamo, parents of children in Y5, as the Uniform Shop's first employees. They officially commenced their roles week 1, Term 1 but gave generously of their time to complete training with Maree end term 4, help with the stock take and new orders over Christmas and early January, and then successfully set up and run the Uniform Shop Open Day with Maree and a team of volunteers on 29 January 2015 when record sales were made. Kat and Carmela have hit the ground running and the parent community has warmly welcomed them. I am very grateful for their patience as I 'download' my head of the many hints and tips on running the uniform service – they are well set to make some very positive improvements in how the shop is run, inventory is managed and sales are tracked to continue to provide an affordable, attractive and comfortable selection of uniform items for our children.

#### **SALES RESULTS**

Sales for 2014 of \$72,246 with cost of sales of \$61,595 resulted in a surplus of \$9,174.

Sales were 9% less than 2013 (\$79,591), mainly due to the reduced purchases of the Yr 6 cohort and the lack of a spike in sales as experienced in 2013 when we introduced seven new items including Yr 6 Leaders shirts, mesh shorts, microfibre skorts, polycotton skorts, pleated skirts, knickers and umbrellas. The cost of sales was only 2% less than 2013 (\$62,819) as a result of a 10% increase in inventory to \$43,111 to ensure stock across the many items in the full range of sizes and due to the slower than expected sale of several new items.

Cost of sales also included a significant stock adjustment of \$6,568 following the end of year stock take. Further auditing is required to determine the reasons for this abnormally higher increase in stock adjustments. The 2014 surplus of \$9,174 is 35% less than the 2013 surplus of \$14,149, a reduction of 7% in gross profit. This can be mainly attributed to the cost of increased inventory levels plus the high level of write-downs as well as a reduction in sales of higher cost items.

More detailed and timely analyses of sales, pricing, inventory, and gross margins will be performed by the uniform staff with the bookkeeper and Treasurer in 2015 to better manage cost of sales, stock levels and gross profit and ensure stock adjustments are minimised.

### **UNIFORM PRICES**

We are pleased that no increases in sale prices of any uniform items were required in 2014 but increases are likely for several items in 2015 most notably for the tunic dresses. Unit and inventory costs will be reviewed in Term 1 as part of a vendor review whereby the goal is to reduce the number of vendors, enter volume contracts that provide discounts and rationalise some of the larger sizes and items that are in low demand, especially now that Y7's are no longer at the school.

### **STOCK MANAGEMENT**

In 2013 we introduced 7 new uniform items but in 2014 we only introduced the one item at the end of 2014, a bright, durable and washable Art Smock. These proved popular with PP-Y3 parents as word spread and the bulk order should be easily sold during the 2015 school year. 2014 was a little easier for stock ordering especially with Year 6 Leader Shirts being a locally sourced off the shelf product that only needed to be embroidered.

We had far fewer back orders during the year but this was at the expense of holding costs for inventory and overcrowding of our limited storage space in the shop. At times, we had to store boxes in the Admin building and dungeon which negatively impacts the school's storage space. The Uniform Service is in negotiations with one of its vendors to store the bulk of its core inventory and to supply on an as needed basis to reduce the volume of stock stored in the shop. The shop needs a simple fit-out to maximise storage space, improve the safe access to stored items and allow for easier and more efficient stock control and replenishment.

A key priority in 2015 is to improve the inventory and sales management as the high write-down after the stock take was inexplicable and likely due to a number of reasons from incorrect sales entries in POS machine, miscounting of stock received, incorrect data entered into MYOB and previous mistakes in stock takes as well as loss of items in storage and incorrect order fulfilment. A formal process will be documented and followed to more tightly control the process end-to-end.

### **SECOND-HAND ITEMS**

Demand for quality second-hand items continues to grow. Bags of uniforms, unsuitable for reuse, were donated to charity for rags and uniforms suitable for reuse were allocated to the sick bay or returned to the uniform shop for select distribution to families in need. The rest was made available for the Second Hand Uniforms Sales run by Shari McKeown. All funds raised were donated to the P&C for their fund raising efforts. Many thanks to Shari and her helpers that ran these sales, and to Georgia Cassidy who assisted with sorting donated items. Due to work commitments, second hand item sales were not held regularly so this activity will be coordinated by the Uniform Staff to meet the demand for second hand options and help reduce the storage of donated items in the shop.

### **UNIFORM SHOP VOLUNTEERS**

The Uniform Shop had several regular volunteers, Jo Ahearn, Mel McInnerney and Shari McKeown throughout the year and Carmela del Alamo for most of Term 4. I couldn't have run the weekly shop without their help. Sally Stark has ensured the weekly deliveries of uniform orders to children's classrooms, Shari McKeown and Georgia Cassidy often counted large boxes of new stock and Rachelle Rose, P&C Treasurer and Kat Richardson helped me with the end year stocktake. A big note of thanks to Trudy Drabble, P&C Bookkeeper, for her endless patience with weekly

questions to balance the uniform takings each week. Several other volunteers helped out in emergencies throughout last year and their assistance is much appreciated. Volunteers are still needed for busy periods and busy bee to re-fit the uniform shop.

### **OPEN DAY 2015**

Several parents and Yr 5/6 students, enthusiastically volunteered for the Open Day in Term 1, 2015 - nearly \$12,000 was taken in sales – nearly 20% more than 2014. Thank you to the parent and student volunteers who helped make the day such a success, the parent customers who were so patient with the process and the school for providing us the 'cool' space in the Junior School on such a hot day once we got over the morning downpour!!

Question was asked whether we had looked at 100% cotton for summer shirts? Maree said that we have sourced and embroidered special runs for some kids.

### **NEW BUSINESS**

For consideration by the P&C for 2015

#### **Proposal 1:** Fit out the Uniform Shop with new shelving

Background: The shop has an assortment of old lockers, metal shelving, cupboards and a rolling dress rack . With the significant increase in uniform items stocked by the shop, we have run out of space to store the inventory and this makes it awkward and unsafe to access stock and manoeuvre around the shop.

**Recommendation** – Remove all old storage (except dress rack) and install cupboard-style shelving to maximise available storage space. Standard shelving options will be sought, rather than custom-fit, as the space assigned to the Uniform Shop may change in the future. Other key considerations include security of stock and shop equipment; flexibility of internal shelving space as stock volumes change; dust protection, and; safe access for shop users. Budget requested \$2000.

#### **Proposal 2:** Upgrade the retail point-of-sale system

Background: The current retail point-of-sale system does not track stock in and stock out, therefore inventory and stocktake are kept separately and entered manually on the P&Cs MYOB accounting software. With increasing student numbers; sales volume and uniform items stocked, a real-time stock tracking system will assist in cutting data entry errors, reduce time spent on stocktake and reduce wait times for out-of-stock items.

**Recommendation** - Investigate and implement a retail point-of-sale system upgrade to enable better management of stock levels and inventory. Consideration should be given to how the upgraded system will interact with both a future online ordering system (web shop) and the existing shop hardware (eftpos terminal, shop till, etc). Budget requested \$2000.

## **10.8 Communication – Alex Castle**

### P&C Corner

As discussed during Executive and General meetings in 2014, the P&C newsletter has been reviewed and, in consultation with the School, a decision was made to combine the School and P&C newsletters, in order to streamline communications with parents. Combined newsletters are issued fortnightly, and will be integrated closely with the School Website.

A decision was also made, with approval from the P&C, School and 2014 Parent Liaison members, to move to an "opt-out" system so that the majority of parents will receive the newsletter communication. We are working with the Liaison parents and the School to ensure our email list is as up to date as possible, which will be an ongoing process.

#### Website

The school website has had 2 years of operation and is constantly under review and can be updated to include relevant events and information. We are always looking at ways to extend the functionality of the site by investigating options for accepting online payments for P&C services such as uniform ordering. I will be meeting with the Uniform Coordinators to discuss the best ways to integrate online ordering with the Retail POS system.

In 2014, we continued using trybooking.com to take payments for events with great success and I expect that we will continue to use this service.

## **11. Election of Executive and Committee positions**

Tim thanked outgoing Exec members for their fantastic contributions.

*Justine Daly facilitated the election*

#### **Executive**

- **Hon President:** Tim Swart
- **Hon Vice-president:** Alex Castle
- **Hon Treasurer:** Rachelle Rose
- **Hon Secretary:** Graeme Gleeson
- **P&C Representative School Board:** Alex Castle
- **Communications:** Maree Pickens
- **Exec:** Vidya Findlay
- **Exec:** Alex Timke
- **Exec:** Justine Daly
- **Exec:** Justine Spencer
- **Exec:** Maree Pickens
- **Exec:** Katrina Fisher
- **Exec:** Kylie Petrou

*All nominations accepted and carried without dissent*

#### **Committee**

- **Canteen:** Vicky McQuillans
- **Fundraising:**
- **Grants:** Lisa Patterson
- **Grounds:**
- **Safety House:**
- **Uniform service:** Maree Pickens
- **Communications:** Alex Castle

*All nominations accepted and carried without dissent*

Committees are advised to meet soon and select a convenor, who is required to attend each Executive meeting, and then notify the Executive who this person is; all Committee members must be financial members.

## **12. General business**

### **12.1 Auditor Appointment**

#### **Motion:**

Motion was moved by Tim and seconded by Rachelle that Peter Fisher is appointed as Auditor for 2015.

*Carried without dissent.*

### **12.2 Conclusion**

Tim thanked all of the Exec and other volunteers who have contributed to the P&C over the last 12 months as well as Trudy Drabble who did a great job as Book Keeper.

**Next Meeting:** General Meeting: 31<sup>st</sup> March 2015 7.30pm

**Meeting closed:** 9:40 pm

---

**GRAEME GLEESON**  
Hon Secretary

23 February 2015

APPENDIX A – FINANCIAL REPORT

Statement of Financial Performance			
2013			
<b>Trading activities</b>			
<b>Canteen service</b>		<b>Uniform service</b>	
Sales	\$93,996	Sales	\$79,591
Less		Less	
Cost of sales	\$50,546	Cost of sales	\$62,819
Gross profit from sales	\$43,450	Gross profit from sales	\$16,778
Less		Less	
Employment expenses	\$40,118	Operating costs	\$2,629
Net trading receipts	\$3,332	Net trading receipts	\$14,149
<b>Total net trading receipts</b>			<b>\$17,481</b>
<b>Fundraising activities</b>			
<b>Fair activities</b>		<b>Other fundraising</b>	
Income	\$62,470	Income	\$43,533
Less		Less	
Expenses	\$31,034	Expenses	\$11,538
Net fundraising receipts	\$31,436	Net fundraising receipts	\$31,995
<b>Total net fundraising receipts</b>			<b>\$63,431</b>
<b>Other P&amp;C activities</b>			
Voluntary contributions	\$42,742	General income	\$3,933
Less		Less	
Other wages	\$5,300	General expenses	\$3,644
Net other P&C activities	\$37,442		\$289
<b>Total net other P&amp;C activities</b>			<b>\$37,731</b>
<b>Surplus</b>			<b>\$118,643</b>



<b>Statement of Financial Distributions</b>				
<b>2013</b>				
<b>Current year amount available for distribution</b>				<b>\$118,643</b>
<b>Financial distributions made during the current year</b>				
<b>Disbursements</b>		<b>School expenses</b>		
MHPS	\$28,200	Capital projects	\$31,927	
Ed Support	\$6,000	Equipment	\$3,143	
		Safety house	\$130	
	\$34,200		\$35,200	
<b>Other distributions</b>		<b>Grounds expenses</b>		
Lapathon	\$20,750	Maintenance	\$2,698	
		Projects	\$31,760	
	\$20,750		\$34,458	
<b>Total financial distributions made during the current year</b>				<b>\$124,608</b>
<b>Total distribution surplus/deficit</b>				<b>-\$5,965</b>

## APPENDIX B – AUDITOR'S REPORT

*INTEGRative* Pty Ltd <sup>TM</sup>  
Resource management consultants  
ABN 16 104 372 312

Date: 19.02.2014

The Treasurer  
Mt Hawthorn Primary School Parent and Citizens Association (Inc).  
PO Box 251  
Mount Hawthorn WA 6915

**Re: Verification of Financial Statements  
Assessment of Risk Management Policy**

I have examined the financial statements and the financial records of the Mt Hawthorn Primary School Parent and Citizens Association (Inc) for the year ending December 2013.

It is my opinion that the financial statements prepared by the treasurer or other authorised person on behalf of the Mt Hawthorn Primary School Parent and Citizens Association (Inc) represent fairly the financial transactions of the association. Nothing has come to my attention that indicates otherwise.

There do not appear to be any legislative compliance requirements or risk issues that are not adequately managed.

I remind executive members that they are responsible under Company and Associations Law for financial, and risk management carried out on behalf of the Mt Hawthorn Primary School Parent and Citizens Association (Inc).

Yours sincerely

*Peter J. Fisher*

Peter J Fisher      Managing Director

Review process

- Attend some general meetings to observe proceedings
- Check wage payment records
- Examine a random sample of source documents
- Observe operations of Uniform Shop, and Canteen
- Review risk management practice
- Test legislative compliance
- Verify the existence of assets listed on the balance sheet

8 ~~LORANA~~ Road, NOLLAMARA WA 6061  
Tel (08) 9440 0617

## APPENDIX C – PROPOSED BUDGET

### Mt Hawthorn Primary School Parents and Citizens Association

#### Proposed Budget

Year ending 31 December 2014

<b>Income</b>		<b>\$</b>
Bank Interest	400	
Voluntary Contributions	45,000	
Sponsorship Revenue	-	
Uniform Shop Sales	87,500	
Canteen Sales	100,000	
Fundraising Revenue	30,000	
<b>Total Income</b>	<b>262,900</b>	
<b>Expenses</b>		
Cost of Sales		
Uniform Shop Purchases	70,000	
Canteen Purchases	60,000	
Curriculum Support		
MPHS	32,000	
Education Support Centre	3,000	
School Expenses		
Capital Projects	15,000	
Equipment Expense	1,000	
Grounds Expenditure	15,000	
Employment Expenses		
Canteen Wages	32,000	
Other Wages	5,000	
Superannuation	3,500	
General Expenses	4,700	
Fundraising Expenses	10,000	
Playground renewal reserve fund	2,000	
<b>Total Expenses</b>	<b>253,200</b>	
<b>Net Surplus / (Deficit)</b>		<b>9,700</b>