

Mt Hawthorn P& C Association Inc.

ANNUAL GENERAL MEETING MINUTES

Harbeck Resource Centre (Library) – 7:30pm, Monday, 25 Feb, 2013

1. Welcome/Apologies

Justine opened the AGM at 7:30 pm, welcomed everyone.

Apologies: *Sally Stark*

2. Confirmation of minutes of previous meetings

2.1 Annual General Meeting (27 February 12)

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

Carried without dissent

2.2 General Meeting (5 November 12)

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

Carried without dissent

3. Business arising

Nil

4. Correspondence

In:

WACSO forum details

WACSO – P&C is required to be registered as a charity to be income tax exempt – Lesley to follow up

Out:

Nil

5. Year in review

2012 was a year of consolidation of various P&C activities and facilities around the school, as well as having a focus on future-planning within the school. With the continued growth in student numbers, the school has had to explore various options for accommodating students, and this has led to the conversion of various spaces around the campus into classrooms.

As a consequence, the P&C moved its office and uniform space out of the senior block and down to the undercover area next to the canteen, making a P&C hub right in the centre of the school. Our new office is shared with OSCA, and reflects a productive partnership last year that also included the joint conversion of the undercroft area next to the BBQs. This

space is now used by OSCA for before and after school care, and as classroom space by the school during the day.

The P&C Canteen continues to provide an outstanding service to the school community, thanks to the dedicated staff and volunteers involved in that operation. In 2012 we invested over \$6,000 in upgrading essential equipment and also introduced an online ordering system for the canteen.

The uniform service has settled nicely into its new home, and continues to run extremely efficiently under the direction of Maree and her group of volunteers. Clearly the P&C would not function as well as it does without the help of volunteers in many areas, and our thanks also go to everyone who has contributed over the past year, whether through being part of a committee, helping at busy bees, being part of the Manteen or crowd control at the disco, assisting in the canteen or the uniform shop, or simply supporting us by attending our events.

At Mt Hawthorn we are lucky that the vast majority of parents choose to support the schools and the P&C by paying their voluntary contributions. Last year that came to over \$27,000 for the P&C and is a great, reliable source of funds for us.

Expenditure on projects in 2012 came to around \$69,000. This included, finalising the installation of equipment under the Cool School Project from 2011, and expenditure on the undercroft conversion and canteen upgrade. We also contributed over \$20,000 to the two schools to support a host of curriculum programs across all learning areas.

Maximising the available play space has become a focus for the school and the P&C in recent years. Towards the end of 2012 we matched a commitment by the school of \$15,000 each towards nature-based enhancements of the pre-primary playground. A large chunk of this work was completed over the summer holidays, and the next step will be to develop some concept plans of similar enhancements to the play spaces in the junior school.

Along with representatives of the school and the Schools Board, the P&C is part of the Campus Planning Committee that is looking at a variety of ways to accommodate our growing student numbers. An extension of the undercover area has been identified as a priority for 2013. This would allow a space for the whole school to gather and enhance access and visibility for audiences. The P&C is committed to pushing this project forward as soon as practicable.

On the social side of things, the P&C Sundowners (sometimes teamed with a Busy Bee) have become fixtures of the social calendar and are always well attended. Last year we again put on a very enjoyable quiz night for parents and two discos for the kids. Our first movie night was a great success, although unfortunately we had to contend with the elements at the second! All of these occasions are great for building the school community as well as being useful fundraising events.

Finally, the P&C would like to recognise the tremendous work of the teachers and support staff in this school, who educate and care for our children so well, and we thank them on behalf of the entire parent body. We are all very lucky to be able to send our children to such a fine school.

In 2013, there will be plenty on the P&C calendar, including our bi-annual fair, and we look forward to continue working for the benefit of our kids and the school community. We invite you to become involved and to contribute to the future success of P&C activities.

6. School and Committee reports

6.1 MHPS – Dale Mackesey

Enrolments 2013

K	P	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
114	110	101	91	83	81	66	80	66

Performance Overview

MHPS is achieving within our expected performance range in the following areas:

- Teacher Judgements
- System based tests
- Behaviour, Attitude and Effort
- Attendance
- Financial Management

We will also continue to focus on monitoring and improving all the specialist and distinctive programs that set Mount Hawthorn apart from other schools.

Targets

The progress and achievement of each student will be equal to, or above, the achievement and predicted progress by systemic tests.

Students with an Individual Education Plan will be equal to or above their achievement and predicted progress.

Priorities (Business Plan)

School Priorities 2013

- Literacy and Numeracy
- ECE – 300 students K-1
- ICT – Online Curriculum Services
- Behaviour Management – Implementation of School Wide Positive Behaviour Support

Australian Curriculum Implementation

- Report on English, Mathematics, Science and History Australian Curriculum
- Familiarisation of phase 2 learning areas of the Australian Curriculum – Geography, Languages and ICT component of Technology.

Relationships

MHPS recognises the importance of developing partnerships with the students, staff and school community. We perceive our relationship with parents and care givers as being part of a team. As part of our self- assessment we will be conducting a Community Survey in 2013.

Resources

The schools budget will be submitted to the School Board on the 27 February and will include information on the 'One Line' Budget, which was submitted to the Department on 22 February.

Projects 2013

Pre-primary playground (Thanks)

Fairy Garden

Undercover Area

ICT Plan

Facilities

Both of the transportable classrooms were ready for the commencement of the year, with the grounds at Richmond Street due for completion over the next month. The converted room is fully operational, with a new ICT Lab supporting the ICT program.

P&C Curriculum Funding

A breakdown on requests will be prepared on confirmation on funding for 2013.

6.2 Education Support Centre – Alison Harman and Kaleen

In 2012, for the first time, we took students horse riding to Claremont Therapeutic Riding Centre to see what they would make of it. On the whole, they really loved it and further trips are planned this year. One of our school priorities is Music and Dance for Communication and in 2012 we had a number of specialist teachers throughout the year. This emphasis will continue in 2013 and, in addition, we will also have a weekly visit from a music therapist. Various other activities are planned for this year such as bike riding, shopping, trips on public transport and so on.

In line with current scientific research, we have developed a greater emphasis on emotional regulation and the importance of establishing this before expecting learning to take place. We no longer have behaviour management plans but rather emotional regulation plans, which means having a different view of the behaviours we see. The adoption of this alternative view has seen considerable change for the better in some students whose day was often disrupted by puzzling emotional outbursts.

We have several older students with very high needs so a new program is being developed which has a greater emphasis on functional skills such as putting own clothes on, brushing own hair etc. For the students who can access and benefit from it, we still have the full Australian Curriculum, with an emphasis on numeracy and literacy. We have just had a wireless connection put into the school and, as a result, the iPads have acquired even more status. Students like to watch ABC iView and have worked out how to do this.

In 2013 we have 18 students enrolled in Year 1-7 and 8 Kindy/Pre Primary students in the Autism Early Intervention Centre. We have a number of students who are new to the school and they are all pretty capable and have well developed personalities!

6.3 Canteen – Tania Boylen

2012 saw a number of changes within the Canteen. The canteen was painted and underwent a deep clean following a visit from the Town of Vincent Health Inspector. The space now appears much cleaner and brighter.

A new 90cm oven and cook top, and accompanying range hood, was installed during the latter half of the year, with some minor modifications being made to the bench tops to accommodate the appliance.

In Term 4, the online Canteen ordering system was introduced with very few teething problems. This system has been warmly embraced by the school community.

It is shaping up to be a busy year in the Canteen in 2013, with 145 orders placed on the second Friday of term. 71 of those were through the online system. Assuming that use of the Canteen will follow normal patterns, which is that orders increase as the term progresses, one of the biggest challenges facing us this year will be recruiting volunteers to assist with the orders.

Volunteers will be required for Thursday and Fridays in particular to assist with lunch preparation and filling orders. However, we recognise that some parents are unable to

commit an entire morning to the Canteen but still wish to help in some way. This year we will also be looking to recruit volunteers for specific time periods to fill areas of high demand on the Canteen. Currently, we would appreciate volunteers:

- Between 8.30 am & 9am in the mornings to collect orders. This will allow the Canteen staff to print out and collate the online orders.
- Between 11.30am and 12 noon to assist with filling the bags for orders. This is particularly important on Thursdays and Fridays when the Canteen is quite busy and we do not have a volunteer for the morning.

All volunteers receive a free lunch for their child.

If we are unable to source sufficient volunteers for busy periods, we may need to employ staff for additional hours to ensure that orders can be filled.

Both Celia Hadgraft and I will be leaving the school at the end of the year. Sarah Wiggett has indicated that she would like to take on Celia's role. We will be working to identify additional staff needs for next year, as well as ensuring that all the Canteen procedures are well documented.

We are currently working on the Term 2 menu and are open to suggestions for menu items. If you have any menu ideas please let us know.

6.4 Fundraising – Ian Knobel

The Fundraising Committee undertook a number a successful fundraising activities during the year. A number of the events had a more social focus and these continue to add to the richness of the school community.

Key fundraising activity included:

- 1 School Disco(s) - \$3,736
- 2 Quiz Night - \$2,285
- 3 Movie Night - \$1,340
- 4 Recipe Book - \$380
- 5 Brick Paver Project - \$300
- 6 Worm Farm - \$156
- 7 Donations - \$280
- 8 Footy Tipping - \$50 (Income -\$2,425 with \$2,375 distributed as prize money)

A very big thank you to Ian Knobel for his efforts over the many years he has been involved with the P&C.

6.5 Grants – Tim Swart

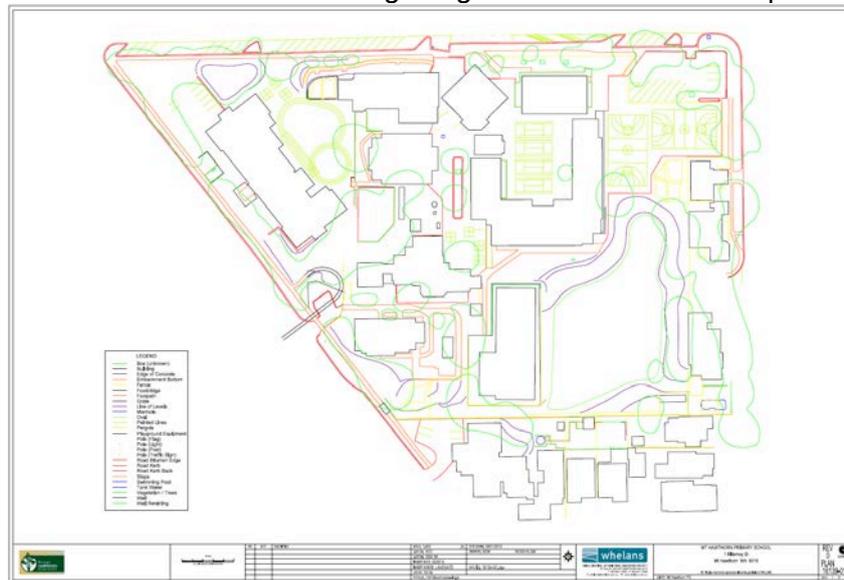
This year was not a fantastic one for Grants with not a lot of activity.

We welcome any new members and/or information regarding grants that you feel may be appropriate for our school.

6.6 Grounds – Stuart

Campus Planning

The Grounds Committee is assisting the School Board with campus planning in response to growing student numbers and the desire for new facilities. This includes assessing the utilisation of existing infrastructure and areas, identifying options to more efficiently utilise the grounds and to pursue additional funding for new facilities. Staff parking and drop-off areas are also being reviewed. Many thanks to Whelans Surveying for their generous donation of free mapping services that will assist us in getting the best from our campus.



Pre-Primary Playground

Wonderful improvements have been made to the pre-primary play areas in recent months starting with last Spring's Busy Bee and continuing over the Christmas holidays with \$15,000 of P&C funds to purchase new adventure and nature-play equipment including a play platform, bike path, tire bank and tree stump steppers. More works are planned this year to make the pre-primary one of the most 'adventurous' areas of the school.



Composting and Waste Reduction / Recycling

Congratulations to Kim Frankowiak for his passion and drive in elevating our school's composting and waste recycling program to now include worm farming and fertiliser sales as a fundraiser for future P&C projects. A secure worm farming area has been established near the Ed Support Centre. Anyone interested in purchasing this miraculous and organic fertiliser can email Kim at

MHPsgrounds@gmail.com

Busy Bees

The grounds keepers are doing a terrific job in maintaining the campus, so this year's Busy Bees will focus on completing mini-projects rather than general maintenance tasks such as weeding and pruning. Busy Bees have been tentatively scheduled for April, September and November (mini-projects and dates are to be confirmed).

Future Projects

Projects that are to be progressed this year include:

- 'fairy garden' play area (NE corner of campus) enhancements;
- public art and shade tree planting along Killarney Street;

- dry creek bed installations (pre-primary and junior primary);
- school entrance landscaping; and
- cricket net improvements/redevelopment of area.

Committee Meetings

Please email MHPSgrounds@gmail.com to express your interest in contributing to the Grounds Committee. The next Committee meeting will be held at the Oxford Hotel at 8pm on 11 March. All are welcome!

6.7 Safety House – Kylie Petrou

Safety House is a voluntary, positive, community based scheme, which identifies homes and business that can offer a safe haven for children who feel that they need assistance from an adult. Anyone who applies to the Safety House Program must be given a police clearance before they can be approved, which is paid for by the Safety House Association.

Currently, there are 14 Safety House homes and 3 (including the MHPS site) Safety House businesses in the MHPS boundary area. Fortunately, there were no incidences reported within for 2012.

Proposed Safety House projects for 2013

- Sponsored 'Large Movable Board' to display Safety House locations. This can be used as a display for events such as Safety House Month, Assemblies, School Tours or the Festival.
- Check, Map and Update Suburb Boundary Signs.
- In light of the Festival, 'Safety House Month of September' will be 'Safety House Week' (Monday 2nd to Friday 6th of September 2013). Safety House Show provisional booking for Tuesday 3rd of September 2013.
- Safety House information/promotion tent for the Festival.
- Continue to recruit Safety Houses, this year looking particularly at having more businesses involved. Would like to aim for 4 new Safety House Business in 2013.

Parent Volunteers are Very Welcome!

Love to have Kindy or PP families help with any of the following jobs;

- *Suburb Boundary Signs,*
- *Recruitment of Safety House Homes & Businesses,*
- *Safety House Week in September,*
- *Or, representing Safety House at the Festival in November. Would love to have a group of Year 6/7 students volunteers to wear the Safety House mascot 'IMA'.*

6.8 Uniform – Maree Pickens

The Uniform Shop has been very busy throughout 2012 with the increased number of students, higher than average uniform orders and the Open Day at the beginning of Term 1.

SALES RESULTS

Sales for 2012 of \$65,720 with cost of sales of sales of \$50,365 resulted in a healthy surplus of \$13,956 – an increase of 14% sales over 2011. This can be attributed to the higher volume of sales from the large increase in children enrolled at the school and an increased number of items sold per child. Additionally, we launched a new zip jacket with hoodie which proved very popular across all ages achieving much higher than expected sales.

UNIFORM PRICES

We are pleased that no increase in sale prices of any uniform items were required in 2012. This was possible due to a change in one vendor allowed us to reduce the cost of goods for some items offsetting the small increases in cost for other items. The increase in the sales price of Gold Polos, Leader shirts, Faction shirts, Tunic dresses and Hats, by an increment of \$5 each in 2011 was to ensure we had room for any future cost increases over the next three years, to help cover the added cost of the EFTPOS facility, to help fund uniforms for disadvantaged students and continue to help fund the cost of bookkeeping. As costs are projected to remain under control and within our 3yr projection for the coming year we recommend the sales price for all existing uniform items remain unchanged for 2013.

STOCK MANAGEMENT

2012 was a little easier for stock management, with a change to a new vendor for our winter garments and Yr 7 Leader Shirts. Though the transition did result in some delivery delays they were markedly improved over 2011. We placed our end of year stock orders earlier for delivery pre-Christmas instead of early New Year and this ensured we avoided any Christmas delays. However, the unexpectedly higher demand from Kindy and Pre-Primary families exceeded our forecasted orders and thus we ran out of some items before Christmas. Most of our backorder stock has now been delivered with minimal inconvenience for parents but we recommend holding higher stock levels in the smaller sizes to ensure we have plenty for next year's intake from Kindy and Pre-Primary.

SECOND-HAND ITEMS

This year is the first year the Uniform Shop introduced a formal sale of donated second hand uniforms. 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 Sale run in Terms 3 and 4 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 - they will now be a regular exercise each term.

UNIFORM SHOP VOLUNTEERS

The Uniform Shop had three regular volunteers, Juanita Kokkinidis, her Yr 7 daughter Niamh, and Jo Ahearn, I couldn't run the weekly shop without their help. Sally Stark has ensured the weekly deliveries of uniform orders to children's classrooms, Shari McKeown often counted large boxes of new stock and Lesley Abraham helped me with stock takes each term during the year. Several other volunteers helped out in emergencies throughout last year and their assistance is much appreciated. A sad farewell to Juanita whose daughter is now in High School but a warm welcome to Melanie Larkin who will be a regular helper in the Shop with Jo Ahearn, and Georgia Cassidy who will help Sally with shop deliveries. Volunteers are still needed - free Canteen lunch vouchers for every volunteer session!!

OPEN DAY 2013

Many parents, and several Yr 7 students, enthusiastically volunteered for the Open Day in Term 1, 2013 - over \$10,000 was taken in sales. 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 and windy day!!

Specific thanks to Alice Pearce, Georgia Cassidy and Shari McKeown who helped with set-up on Wed; Shari McKeown, Lesley Abraham, Anna Pronk, Alex Castle, Jo Ahearn, Tanya Swart, Ashleigh Allen, Vikie Fletcher with sales on Thursday; senior school students Chloe, Jasmine, Eleanor, Hayley, Mikaela, Ella and Sophie who helped serve customers; junior school students Bella, Maddison, Mia, Ella and Toby for helping with set-up and clean-up and my daughter Anna for her forbearance with the many days and nights of the school holidays spent sorting orders, picking up stock, delivering orders and getting ready for Open Day. Special thanks also to Lesley for her extra help with the stock take, uniform bookkeeping and stock reconciliation post the mega Open Day sales, Shari for being there for every session and Dale for helping us transport stock in his car!

Finally, I'd like to thank Lesley Abraham for her help and advice (and unending patience) with the challenges of forecasting, stock takes and uniform shop bookkeeping. Anna Pronk will now take on this important role and I look forward to forging a great working relationship.

NEW BUSINESS

Several proposals need to be considered by the P&C to ensure lead times are adequate for discontinuing some items and introducing new items.

Proposal 1: Discontinue Zip Jackets without hoods

Background: Following a vote at last year's AGM, the Uniform Shop rationalised its range of winter top options from 3 items (Zip jacket, windcheater and pullover hoodie) to 2 items (zip jacket with or without a hoodie). Old stock was sold until supplies were exhausted and the leftover windcheaters were then donated for sale at the Second Hand Uniform Sale. The overwhelming popularity of the zip jackets with hoodies has resulted in an excess of zip jackets without hoodie in stock, especially Size 8 and above.

To further streamline the winter top options available, reduce the amount of inventory and ensure more rapid turnaround on stock orders, the Uniform Shop proposes the following:

- 1) Do not place any new orders of the zip jacket without hoodie in Size 8 and above
- 2) Sell current stock until end 2014 (will take ~18mths to 2 yrs to sell bulk of current supplies) then dispose of any remaining stock at Second Hand Uniform sale.
- 3) Discontinue the zip jacket with hoodie in all sizes from 2015 so we have only one winter top option, zip jacket with hoodie.
- 4) Prices can remain unchanged in 2013
 - a. Zip jacket without hoodie \$25
 - b. Zip Jacket with hoodie \$35

Motion

It was moved by Maree and seconded Justine to agree to Proposal 1.

Carried without dissent.

Proposal 2: Change Hat style

Background: In term 4, 2012 a PP child, while jumping off play equipment, suffered a severe rope burn around the neck from their hat cord. While rare, the risk of further incidents has been acknowledged and an alternative hat style without a neck cord was investigated. We have sourced a similar slouch hat with an adjustable cord built into the broad hat brim. The hat can be embroidered, is made of 100% polyester and is priced similar to the existing hat. A sample which looks very similar to our existing hat will be available to inspect at the AGM. Please note that new uniform items require final approval by the school board.

Advantages:

1. The adjustable cord means only two hat sizes would be required S/M and L/XL which means hats would last longer as a child grows (assuming they don't lose them!)
2. The polyester fabric will wash well and the hat will retain its shape and colour longer
3. The new hat cost price ensures the current \$15 sale price can be maintained in 2014

Disadvantages:

1. The adjustable cord toggle could easily be pulled off by a child thus rendering it 'one size' and no longer adjustable. The cord can be knotted to prevent loss of the toggle but it's difficult and fiddly to perform so a crimp clasp might need to be added instead.
2. The polyester fabric does not breathe so the child's head risks getting hot and uncomfortable.
3. Current stock levels of the larger sizes of the existing hat will take 2 years to sell so risk of a write-off of L and XL hats up to \$750 might be incurred if the hat is introduced earlier.

To provide a safer hat option, reduce the amount of inventory and ensure more rapid turnaround on stock orders, the Uniform Shop proposes the following:

- 1) Only place small orders for Small and Medium sized hats to meet projected demand over next 12 months.
- 2) Advertise new hat in end Term 3, 2013 for pre-orders for supply in January 2014.
- 3) Write off remaining stock at year-end 2013, donate a proportion to OSCA and sell remainder at Second Hand Uniform Sale.
- 4) Allow wearing of old hat style and new hat style during 2014 and then decree new hat style from 2015.

Motion

It was moved by Maree and seconded Justine to agree to move towards an alternative hat that removes the need for an under hat cord.

Carried without dissent.

Proposal 3: Change Skort and Girls Long Pants

Background: The current skort does not suit all children due to disproportionate sizing of the waist band to crutch length – the waist often gets too tight before it's too small anywhere else and the next size swims around their legs. Girls' jazz pants have not been a regular stock item in the Uniform Shop due to the difficulty of sourcing a quality product at a competitive price to those from Target and similar stores. Hence, many different skorts, skirts, shorts and long pants are worn by girls at MHPS and choices are sometimes unsuitable as outerwear. The School Board has asked the Uniform Shop to look at options. Some initial research has been conducted and samples will be available to view at the AGM.

To provide a more consistent and polished look, appropriate coverage and a quality, affordable product the Uniform Shop proposes the following:

- 1) Conduct Survey with Yr 5, 6 and 7 female students and their parents on their preferred criteria for a skort and long pants i.e. stretch cotton bike pant in skort, pocket in pants
- 2) Research options available at other primary schools and source samples
- 3) Discuss design and supply options with current vendors
- 4) Narrow selection and test with sample of female students from all years
- 5) Present preferred options to School Board for decision
- 6) Limit skort stock during 2013 and return any unsold stock to current supplier year end
- 7) Advertise new skort / pant options in Term 3, 2013 for pre-orders for supply in January 2014
- 8) Discontinue current skort end 2013, allow wearing of old skort style and new skort style during 2014 and then decree new skort style from 2015

Decree wearing of new long pant style in 2014

Motion

It was moved by Maree and seconded Justine to agree to looking at these proposed changes.

Carried without dissent.

6.9 Communications - Alex

P&C Corner

The digital format of the newsletter is still well used and our list of subscribers has grown to nearly 500 people and an open rate of around 65%. As in previous years, there will be another push to sign up more people through the class liaisons, plus some targeted communication to the Kindy and Pre-Primary parents.

Website

The new school website was launched for Term 1 2013 and includes a P&C section with pages for many of the committees. The content of these pages is constantly under review and can be updated to include relevant events and information. We are also looking at ways to extend the functionality of the site by investigating options for online uniform ordering (either through the website or through the online canteen site)

7. Treasurer's report

This report is for the year to 31 December 2012.

Cash

At the end of the year the P&C held total cash of approximately \$73,000. This balance includes \$7,587 in voluntary contributions that have been received for the 2013 school year. Contributions for 2012 were \$27,570.

Fundraising and contributions

Fundraising activities for the year raised the following:

- Disco \$3,736
- Quiz night \$2,285
- Movie night \$1,340
- Recipe book \$380
- Donations \$280
- Pavers \$300
- Worm farm \$156

Canteen and Uniform Shop

The Canteen made a profit of \$1065 for the year. The online ordering facility generated \$5,490 in revenue which represented 6.5% of total sales; however the facility only became operational in late October. From the time the facility came online it has accounted for nearly 25% of sales.

The Uniform Shop made a profit of \$13,956 for the year. Stock on hand at the end of the year was worth approximately \$29,000.

Capital Projects and Grounds

Capital expenditure for the year totalled approximately \$69,000, which included the following:

- Air-conditioning and data projector project from the previous year \$31,644
- Undercroft Project \$30,852
- Canteen equipment and decoration \$6,136

Audit

The accounts have been audited. The Cash disbursement records for the year are available for viewing upon request.

7.1 P&C Budget 2013

Motion: 2013 draft budget be accepted and adopted.

Motion was moved by Tim and seconded by Stuart.

Carried without dissent.

8. Election of Executive and Committee positions

Justine thanked outgoing Exec members for their fantastic contributions, and specifically Ian Knobel for his efforts over many years.

Anthony Ellis facilitated the election

Executive

- **Hon President:** Tim Swart
- **Hon Vice-president:** Alex Castle
- **Hon Treasurer:** Lesley Abraham
- **Hon Secretary:** Graeme Gleeson
- **P&C Representative School Board –** Alex Castle
- **Exec:** Dan Caddy
- **Exec:** Justine Daly
- **Exec:** Stuart Nahajski
- **Exec:** Maree Pickens
- **Exec:** Anthony Ellis
- **Exec:** Helen Davey
- **Exec:** Kim Frankowiak
- **Exec:** Kylie Petrou

All nominations accepted and carried without dissent

Committee

- **Canteen:** Tania Boylen
- **Fundraising:** Anthony Ellis, Helen Davey, Tara Higgins, Kim Frankowiak
- **Grants:** Bronte Pyett / Rob G Papparde, Lisa Patterson
- **Grounds:** Stuart Nahajski, Kim Frankowiak, Matt Hoffman, Reid Champion
- **Safety House:** Kylie Petrou
- **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.

9. General business

9.1 Auditor Appointment

Motion:

Motion was moved by Justine and seconded by Alex that Peter Fisher is appointed as Auditor for 2013.

Carried without dissent.

9.2 Schoolastic Bookclub / Book Fair – Caz Shurmer

2012 – over \$13,000 orders which gave us \$5,000 worth of books/resources for the school

Looking at one brochure per term

Book fair to be held term 2 – week 4

9.3 Fair – Shari McKeon

9th November, 1-7pm

“Many hands of culture” – art / sport / fashion

Choir / Band / School Art to be involved

6 stalls already taken

9.4 Undercover Extension – Tim Swart

Tim provided an update on the proposed undercover extension.

9.5 Conclusion

Justine thanked all of the Exec and other volunteers who have contributed to the P&C over the last 12 months.

Tim thanked Justine for her fantastic effort as President over the last 3 years.

Next Meeting: General Meeting: TBA

Meeting closed: 10:00pm

GRAEME GLEESON

Hon Secretary

25 February 2013

APPENDIX A – FINANCIAL REPORT

Profit & Loss Statement

January 2012 through December 2012

20/02/2013
1:55:52 PM

Income		
Bank Interest		\$1,157.92
Voluntary Cont 2011		\$6,585.00
Voluntary Cont 2012		\$27,570.00
Sponsorship Revenue		
IGA Comm Chest	\$300.00	
Sales		
Uniform Shop Sales		
Uniform sales	\$48,562.60	
Accessories sales	\$9,090.00	
Faction tshirt sales	\$7,195.60	
Canteen sales		\$77,999.81
Canteen sales online		\$5,490.52
Fundraising Revenue		
Disco June	\$4,193.88	
Disco November	\$2,961.21	
Quiz Night	\$2,807.60	
Pavers	\$300.00	
Recipe Book	\$380.00	
Entertainment Books	\$3,087.00	
Footy tipping	\$2,425.00	
Movie night	\$4,443.05	
Fair Revenue		
Stall income		
Rm 27 - The Lolly House	\$90.00	
Other Revenue		
2nd Hand Uni/Busy bee/Donation	\$843.15	
Cash Backs	\$499.37	
CC Charge recoupment	\$353.44	
Memory book/Other Revenue	\$623.00	
Worm farms	\$963.30	
Total Income		<u>\$207,921.45</u>
Cost of Sales		
Purchases		
Uniform Shop Purchases		
Uniforms purchases	\$37,498.59	
Accessories purchases	\$6,334.49	
Faction tshirt purchases	\$4,810.41	
Canteen purchases		\$46,743.32
Freight		\$10.10
Stock adjustments		\$1,362.25
Total Cost of Sales		<u>\$96,759.16</u>
Gross Profit		<u>\$111,162.29</u>
Expenses		
Disbursements		
Disbursements to MHPS	\$20,000.00	
School Expenses		
Capital Projects	\$68,631.90	
Equipment Expense	\$518.98	
Safety House expenses	\$405.00	
Grounds Expenditure		
Grounds maintenance	\$1,781.89	
Employment Expenses		
Wages & Salaries		
Canteen wages	\$32,422.63	
Other wages	\$3,912.50	
Superannuation		
Canteen super	\$2,888.84	

Profit & Loss Statement

January 2012 through December 2012

20/02/2013
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Workers' Compensation	\$771.10	
Total Employment Expenses		<u>\$39,995.07</u>
General & Admin Expenses		
Bank Fees	\$992.23	
Dues & Subscriptions	\$1,198.91	
Insurance	\$321.50	
Postage & Shipping	\$66.00	
Stationery	\$389.53	
Telephone	\$542.86	
Busy Bee/Other expenses	\$1,126.81	
Fundraising expenses		
Disco June	\$1,897.33	
Disco November	\$1,521.20	
Quiz Night	\$522.35	
Entertainment Book	\$3,055.00	
Footy tipping	\$2,375.00	
Movie night	\$3,103.21	
Fair expenses		
Other income expenses		
Worm farm exp	\$807.22	
Total Expenses		<u>\$149,251.99</u>
Net Surplus / (Deficit)		<u>-\$38,089.70</u>

APPENDIX B – BALANCE SHEET

Balance Sheet

As of December 2012

20/02/2013
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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$70,944.15	
Bendigo Savings acc	\$2,000.00	
Petty Cash Uniform	\$73.98	
Petty Cash Canteen	\$46.70	
Undeposited Funds	\$355.00	
Total Cash On Hand		<u>\$73,419.83</u>
Receivables		
Trade Debtors	-\$1,772.68	
Inventory		
Uniforms	\$19,368.60	
Accessories	\$4,292.05	
Faction t'shirts	\$5,194.71	
Voucher Sales		
Total Current Assets		<u>\$100,502.51</u>
Total Assets		<u>\$100,502.51</u>
Liabilities		
Current Liabilities		
Trade & Other Payables		
Trade Creditors	\$76.00	
Customer Deposits (Back orders)	-\$1,335.00	
Revenue received in advance	\$7,587.00	
Total Current Liabilities		<u>\$6,328.00</u>
Total Liabilities		<u>\$6,328.00</u>
Net Assets		<u>\$94,174.51</u>
Equity		
Retained Earnings		\$132,264.21
Current Year Surplus/Deficit		-\$38,089.70
Total Equity		<u>\$94,174.51</u>

APPENDIX C – PROPOSED BUDGET

Proposed Budget Year ending 31 December 2013

Income	\$
Bank Interest	1,600
Voluntary Contributions	30,000
Sponsorship Revenue	-
Uniform Shop Sales	75,000
Canteen Sales	84,000
Fair Income	50,000
Fundraising Revenue	10,000
Total Income	250,600
Expenses	
<i>Cost of Sales</i>	
Uniform Shop Purchases	58,000
Canteen Purchases	52,000
<i>Curriculum Support</i>	
MPHS	22,000
Education Support Centre	3,000
<i>School Expenses</i>	
Capital Projects	45,000
Equipment Expense	3,000
Grounds Expenditure	10,000
<i>Employment Expenses</i>	
Canteen Wages	30,000
Other Wages	4,000
Superannuation	3,000
General Expenses	4,400
Fundraising Expenses	5,000
Playground renewal reserve fund	2,000
Total Expenses	241,400
Net Surplus / (Deficit)	9,200