

LESMURDIE SENIOR HIGH SCHOOL P&C INC.

Agenda for General Meeting to be held on *Monday 15th June 2020*

***Note – all persons present who wish to vote on any motions or elections at any meeting need to be 2020 financial member (cost 50 cents per year).*

1. MEETING OPENED & WELCOME TO MEMBERS

2. APOLOGIES AND PERSONS PRESENT

3. CONFIRM MINUTES

3.1 Minutes from Ordinary Meeting Monday 18th May 2020

3.2 Matters arising

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4. REPORTS:

4.1 President's report

4.2 Vice President

4.3 Principal's report

4.4 Treasurer's report

4.5 Canteen Report

5. GENERAL BUSINESS

5.1 Financial Motion – Pay Blackbird Books invoice - \$700.70

5.2 Financial Motion – Pay WACSSO fees - \$985.11

5.3 Meeting dates for Terms 3 & 4

5.4

5.5

5.6

6. ANY OTHER BUSINESS:

6.1

7. DATE OF NEXT MEETING

7.1 **TBC** – *10th August 2020.*

8. CLOSURE

**Lesmurdie Senior High School P&C Inc.
Minutes for Ordinary Meeting 15th June 2020**

Item number	Details	Action
1	Quorum established and meeting declared open at: 6:31	
2	Attendance	
2.1	Present: Monique Stone, Leo Surjan, Felicity Brodie, Rhia Bradtke, Kristen Williams, Kelly Murphy, Pam Rushton, Beth Campbell, Glen Welsh, Deborah Welsh, Adam Gordon, Deanna Richardson.	
2.2	Apologies: Maria Kelly	
3	Minuets	
3.1	Previous Minutes from 18 th May 2020 Confirmed: Deanna Seconded: Beth	
3.2	Matters arising from previous meeting	
	We are still claiming JobKeeper and will continue to do so until September or otherwise instructed. Pam Followed up with Rhia and Kristen being on the executive team, noting was found but everyone agreed to have them be a part.	Sarah to see if Kerryann has that on record
4	Reports	
4.1	President's Report – Nil	
4.2	Vice-President's Report– Nil	
4.3	Principal's Report – See Attached	
4.4	Treasurer's Report – See Attached	
4.5	Canteen- Felicity has made a volunteer book outlining the traffic light system and what is expected of those who are volunteering their time. At present the canteen contains mainly green light items with only a few amber items and one red. There have been a few volunteers come as "once off's" since asking for help on the Facebook page but it would be great to get some who can commit on a more regular basis.	
5	General business	
5.1	Financial Motion; Pay Blackbird Books \$700.70 Proposed: Pam Seconded: Kelly Passed: All	

5.2	Financial motion; Pay WACSSO \$985.11 Proposed: Pam Seconded: Rhia Passed: all	
5.3	From here on meetings will be held twice a term on weeks 4 and 8. Possibility of moving time to 7 pm.	Pam to email Kerry Chipchase for her opinion.
6	Other business	
7	Date of next meeting: 10 th August 2020	
8	Closure of meeting time: 7:13	

Signed

P&C President

P&C Sectary

**Principal's Report
P&C Meeting 15 June, 2020**



Covid 19 update

- Almost business as usual although staff still to follow the 2sqm rule, eg no Friday morning tea gatherings
- Camps and excursions are now allowed, although still no interschool sports
- Yr 9 OLNA in lieu of NAPLAN is scheduled from 10Aug – 25 Aug and will be an opt out format
- Still no student assemblies as we can only have 100 people indoors and 300 outdoors
- Covid Testing will begin on Monday and Tuesday next week from a randomly selected group of 150 staff and students who chose to Opt in from the email sent 2 weeks ago. A follow up wellbeing survey will be completed in week 10 again for those staff and students who chose to opt in.

BYOD Program for 2021

- The roll out will include Yr 7 and Yr 10 students only next year. It will take a further 2 more years to have a whole school program

Teaching and Learning Framework

- Our next focus area will be in the area of Feedback. Staff will receive professional learning on the types of feedback that deliver maximum improvement ie task, process and self-regulated.
- This will also assist in delivering more informative report comments

Parent Teacher Conference (formally Parent Teacher Interviews)

- This will go ahead as scheduled from 3.30pm – 7.00pm on Thursday 30 July
- Parents will be sent their passwords (via email) to download the Compass App from which they can book appointments early next term

School and Community Library

- After several discussions with the city of Kalamunda, the community section of our Library opened last Wednesday

Kerry's Recovery

- Kerry is progressing well however is still having some issues with the medication. She will more than likely be back to start next term.

Lesmurdie Senior High School P&C Association Inc.

Bank Reconciliation for the month of May 2020

Bank statement balance as at 30 April 2020 **\$11,501.40**

Cleared Payments

29 May	Staff payments	AMOUNT: \$313.20
26 May 2020	Staff payments	AMOUNT: \$2,028.50
26 May 2020	Blackbird Bookkeeping	AMOUNT: \$799.15
19 May 2020	Staff payments	AMOUNT: \$2,187.00
13 May 2020	Staff payments	AMOUNT: \$2,616.00
13 May 2020	Staff payments	AMOUNT: \$2,616.00
13 May 2020	Staff payments	AMOUNT: \$2,616.00
13 May 2020	Staff payments	AMOUNT: \$2,616.00
13 May 2020	Staff payments	AMOUNT: \$1,962.00
13 May 2020	Staff payments	AMOUNT: \$1,962.00
4 May 2020	Payment to MYOB	AMOUNT: \$140.00
1 May 2020	Staff payments	AMOUNT: \$4,276.00
1 May 2020	Quick Super	AMOUNT: \$1,245.20
1 May 2020	Staff payments	AMOUNT: \$703.00

Total **\$26,080.05**

Cleared Deposits

29 May 2020	Canteen Takings Week Ending 29 May 2020	AMOUNT: \$2,585.70
29 May 2020	QUICKCLIQ Transfer	AMOUNT: \$469.63
22 May 2020	Canteen Takings Week Ending 22 May 2020	AMOUNT: \$3,271.00
22 May 2020	QUICKCLIQ Transfer	AMOUNT: \$493.40
15 May 2020	Canteen Takings Week Ending 15 May 2020	AMOUNT: \$2,712.80
15 May 2020	QUICKCLIQ Transfer	AMOUNT: \$471.57
13 May 2020	Transfer from ATO	AMOUNT: \$12,000.00
12 May 2020	Banking funds transfer from 206481188	AMOUNT: \$12,000.00

Total **\$34,004.10**

Bank statement balance as at 31 May 2020 **\$19,425.45**

Aged Payables (Summary) As of 11 June 2020

Name	Total Due	0-30	31-60
Brownes Foods Operations Pty Ltd	\$1,083.90	\$936.56	\$147.34
Dorsogna Ltd	\$220.29	\$220.29	\$0.00
Metro Beverage Co	\$89.42	\$0.00	\$89.42
Nicamaton Pty Ltd T/A Blackbird Books	\$700.70	\$700.70	\$0.00
Perth Frozen Food P/L	\$120.80	\$120.80	\$0.00
Sanderson Rd IGA	\$414.56	\$290.15	\$124.41
WA School Canteen Suppliers	\$975.50	\$975.50	\$0.00
WACSSO	\$985.11	\$0.00	\$985.11
Westoz Food Distributors	\$3,318.20	\$3,318.20	\$0.00
Total	\$7,908.48	\$6,562.20	\$1,346.28
Ageing Percent		83%	17%

Balance Sheet

As of May 2020

1-0000	++++		
1-1000	Current Assets		
1-1100	Cash On Hand		
1-1110	Cheque Account 3408-69466	\$19,425.45	
1-1115	P & C Cash Management	-\$3,420.12	
1-1130	Float	\$234.00	
1-1140	Petty Cash	\$209.45	
	Total Cash On Hand		\$16,448.78
1-1200	Trade Debtors		\$500.00
	Total Current Assets		\$16,948.78
1-3000	Property, Plant & Equipment		
1-3100	Kitchen Equipment		
1-3110	Kitchen Equipment at Cost	\$11,135.00	
1-3120	Kitchen Equipment Accum Dep	-\$622.00	
	Total Kitchen Equipment		\$10,513.00
	Total Property, Plant & Equipment		\$10,513.00
	Total +++++		\$27,461.78
2-0000	Liabilities		
2-1000	Current Liabilities		
2-1200	Trade Creditors	\$4,990.81	
2-1410	Superannuation Payable	\$594.63	
2-1420	PAYG Withholding Payable	\$3,884.07	
	Total Current Liabilities		\$9,469.51
	Total Liabilities		\$9,469.51
	Net Assets		\$17,992.27
3-0000	Equity		
3-8000	Retained Earnings		\$20,897.37
3-9000	Current Year Earnings		-\$2,905.10
	Total Equity		\$17,992.27

This report includes Year-End Adjustments.

Profit & Loss [Cash]

May 2019

4-0000	Income		
4-1000	Food Sales		\$21,133.64
4-3000	Catering Sales		\$365.00
	Total Income		\$21,498.64
5-0000	Cost of Sales		
5-1000	Stock Purchases		\$4.55
	Total Cost of Sales		\$4.55
	Gross Profit		\$21,494.09
6-0000	Expenses		
6-1150	Computing		\$97.50
6-2400	Employment Expenses		
6-2410	Wages & Salaries	\$7,221.53	
6-2420	Superannuation Expenses	\$671.38	
6-2700	Printing & Stationery		\$75.95
	Total Expenses		\$8,066.36
	Operating Profit		\$13,427.73
	Total Other Income		\$0.00
	Total Other Expenses		\$0.00
	Net Profit/(Loss)		\$13,427.73

This report includes Year-End Adjustments.

Profit & Loss [Cash]

May 2020

4-0000	Income		
4-1000	Food Sales		\$10,004.10
	Total Income		\$10,004.10
5-0000	Cost of Sales		
5-1000	Stock Purchases		\$4,276.00
	Total Cost of Sales		\$4,276.00
	Gross Profit		\$5,728.10
6-0000	Expenses		
6-1400	Dues & Subscriptions		\$140.00
6-2000	Legal & Accounting		\$799.15
6-2400	Employment Expenses		
6-2410	Wages & Salaries	\$17,138.71	
6-2420	Superannuation Expenses	\$285.83	
	Total Expenses		\$18,363.69
	Operating Profit		-\$12,635.59
8-0000	Other Income		
8-5000	ATO Jobkeeper Payment		\$12,000.00
	Total Other Income		\$12,000.00
	Total Other Expenses		\$0.00
	Net Profit/(Loss)		-\$635.59

This report includes Year-End Adjustments.