

LESMURDIE SENIOR HIGH SCHOOL P&C INC.

Agenda for AGM to be held on Monday 22nd February 2021

***Note – all persons present who wish to vote on any motions or elections at any meeting need to be 2021 financial member (cost 50 cents per year).*

1. MEETING OPENED & WELCOME TO NEW MEMBERS
2. APOLOGIES AND PERSONS PRESENT
3. CONFIRM MINUTES
 - 3.1 Minutes from the last ordinary meeting on 30.11.2020
4. REPORTS:
 - 4.1 President's report
 - 4.2 Presentation of the signed Solvency Declaration
 - 4.3 Presentation and adoption of financial statements (Treasurer's Report)
 - 4.4 Vice President's (Correspondence) report
 - 4.5 Canteen Report
 - 4.6 Principals report
5. P&C GENERAL ELECTION – OFFICE BEARERS: (CHAIR – PRINCIPAL)
 - 5.1 Office Bearers
 - President
 - Vice – President
 - Treasurer
 - Secretary
 - 5.2 Executive committee members (3 positions)
6. APPOINTMENTS
 - 6.1 Appointment of Auditor
 - 6.2 Delegates to WACSSO Annual Conference

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7. GENERAL BUSINESS

7.1 New Bank Account & Signatories

7.2

7.3

8. ANY OTHER BUSINESS:

8.1

8.2

9. DATE OF NEXT MEETING

9.1 Week 8 – 6.45pm Wednesday 22nd March 2021

10. CLOSURE

Lesmurdie Senior High School P&C Inc.
Minutes for AGM 22nd February 2021

Item No	Details	Action
1	Quorum established and meeting declared open at: 6:50pm	
2	Attendance	
2.1	Present Sarah Kneale, Kerry Chipchase, Hannah Vallance, Pam Rushton, Jo-Anne Deroost, Kelly Murphy, Kirsten Williams, Rhia Bradtke, Felicity Brodie, Beth Campbell,	
2.2	Apologies Monique Stone,	
3	Minutes	
3.1	Minutes from the previous meeting (30 th November 2020) were read and accepted as being true and correct. Confirmed: Rhia Seconded: Beth	
3.2	Matters arising from previous meeting <ul style="list-style-type: none"> • Pam went to Bendigo Bank to inquire about opening a new bank account with them. It was suggested to wait until the AGM had been held in the new year, in case of signatory changes that may be required. 	
4	Reports	
4.1	President Attached	
4.2	Vice-President Nil	
4.3	Treasurer's Report Attached	
4.4	Canteen Nil	
4.5	Principal Attached	
5	P&C GENERAL ELECTION – OFFICE BEARERS: (CHAIR PRINCIPAL)	
5.1	<ul style="list-style-type: none"> • President – No nominations received – Position is VACANT • Vice-President – No nominations received – Position is VACANT • Treasurer – Hannah nominated and accepted nomination, seconded by Kelly, all present in favour • Secretary – Sarah nominated and accepted nomination, seconded by Rhia, all present in favour. 	
5.2	Executive Committee (3 positions) <ul style="list-style-type: none"> • • • <p>As President and Vice-President office bearer positions remain vacant an Extraordinary meeting has been declared for Monday 8th March. Executive Committee members nominations will also be received at this meeting.</p>	

**Lesmurdie Senior High School P&C Inc.
Minutes for AGM 22nd February 2021**

6	Appointments	
6.1	Appointment of Auditor	Decision to be made at extraordinary meeting
6.2	Delegates to WACSSO Annual Conference	Decision to be made at extraordinary meeting
7	General Business	
7.1	New bank account and & Signatories	Decision to be made at extraordinary meeting
7.2		
8	Any Other Business	
8.1		
9	Date of next meeting: Extraordinary Meeting Monday 8 th March 2021 @ 6.45pm	
	Week 8 Meeting: Monday 22 nd March 2021 @ 6.45pm	
10	Closure of meeting time: 7.37pm	

LSHS P&C
President Report 22.02.2021

I'd like to take this opportunity to thank everyone for their continued support over 2020.

Despite the disruptions in 2020 the canteen was able to continue to operate and provide lunches for staff and students.

In 2020 the canteen had 6 employees over the course of the year and 14 volunteers. It also had many LSHS staff and students from years 11 and 12 to assist with the daily routine. Thank you to all those people who were able to give their time in our school canteen.

Even though the school was closed for a short period of time the P&C were able to fund the following:

- \$550 towards the study hacks
- \$2000 towards staff attendance to out of hours school functions.

Thank you
Pam Rushton
LSHS P&C President

Bank Reconciliation for the month of September 2020

Bank statement balance as at 1 September 2020 \$22,451.42
 Bank statement balance as at 30 September 2020 \$33,889.01

Expenses		Income	
1-Sep	Wages	\$1,975.50	
3-Sep			Transfer LSHS \$72.00
	MYOB	\$140.00	
4-Sep			QuickCliq \$469.14
			Canteen deposit \$3,367.90
8-Sep	Wages	\$1,975.50	
			ANZFD \$10.00
11-Sep			QuickCliq \$386.66
			Canteen deposit \$2,568.95
15-Sep	Wages	\$1,975.50	
18-Sep			Online Canteen deposit \$555.98
			Canteen deposit \$3,398.55
			Jobkeeper reimbursement \$13,500.00
21-Sep	Aged payables	\$7,220.71	
22-Sep	Wages	\$1,975.50	
24-Sep			Transfer LSHS \$515.00
25-Sep			Online canteen deposit \$562.77
			Canteen deposit \$3,268.85
TOTAL		\$15,262.71	\$28,675.80

Bank Reconciliation for the month of October 2020

Bank statement balance as at 1 October 2020 \$33,889.01
 Bank statement balance as at 31 October 2020 \$41,585.31

Expenses		Income	
2-Oct	Grange Insurance	\$580.00	
5-Oct	MYOB	\$140.00	
7-Oct			JobKeeper Reimbursement
			\$9,000.00
12-Oct	Aged Payables	\$8,348.73	
16-Oct			Online canteen deposit
			\$425.96
			Canteen deposit
			\$2,224.35
23-Oct	Wages	\$1,045.22	
			Online canteen deposit
			\$548.70
			Canteen deposit
			\$2,990.53
26-Oct	Quick Super	\$1,271.60	
27-Oct	Wages	\$865.86	
			Transfer from ATO
			\$1,202.00
30-Oct			Canteen online deposit
			\$459.92
			Canteen deposit
			\$3,096.25
TOTAL		\$12,251.41	\$19,947.71

Bank Reconciliation for the month of November 2020

Bank statement balance as at 1 November 2020 \$41,585.31
 Bank statement balance as at 30 November 2020 \$46,749.91

Expenses		Income	
3-Nov	Wages	\$865.86	
4-Nov			LSHS Transfer
	MYOB	\$140.00	
5-Nov			Canteen Deposit
6-Nov			Canteen Deposit
			QuickCliq
11-Nov	Wages	\$924.00	
	Aged Payable:	\$5,908.58	
13-Nov			Canteen Deposit
			QuickCliq
17-Nov	Wages	\$1,188.48	
20-Nov			Canteen Deposit
			QuickCliq
27-Nov			Canteen Deposit
			QuickCliq
30-Nov			LSHS Transfer
TOTAL		\$9,026.92	\$14,191.52

Bakers Delight Kalamunda	\$538.30
Brownes Food Operations Pty Ltd	\$645.77
Froyo 2 Go	\$233.64
Nicamaton Pty Ltd T/As Blackbird Books	\$598.95
PFD Food Services Pty Ltd	\$324.75
Sanderson Rd IGA	\$346.09
WA School Canteen Suppliers	\$1,389.83
Westoz Food Distributors	\$1,831.25
Total	\$5,908.58

Bank Reconciliation for the month of December 2020

Bank statement balance as at 1 December 2020 \$46,749.91
 Bank statement balance as at 31 December 2020 \$49,525.70

Expenses		Income	
2-Dec	Sustainable School Shop	\$450.00	
	Wages from 20 Nov 2020	\$1,014.36	
	Wages	\$1,122.36	
4-Dec	MYOB	\$140.00	
			QuickCliq \$457.98
			Canteen Deposit \$2,831.60
8-Dec			ANZFD \$15.00
9-Dec	Wages	\$1,355.14	
11-Dec	Aged Payables	\$3,876.94	
	ESANDA	\$10.00	
			QuickCliq \$512.80
			Canteen Deposit \$2,867.10
			LSHS Transfer \$3,700.00
			LSHS Transfer \$420.00
15-Dec			LSHS Transfer \$230.00
16-Dec	Wages	\$1,185.46	
18-Dec			QuickCliq \$216.38
			Canteen Deposit \$1,861.25
29-Dec	Wages	\$1,092.06	
	WASCA	\$90.00	

TOTAL		\$10,336.32	\$13,112.11
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Sanderson Rd IGA	\$274.89
Bhagvat Holdings Pty Ltd	\$736.42
Westoz	\$1,659.40
MBC	\$250.55
Nicamaton Pty Ltd T/As Blackbird Books	\$284.90
Brownes Foods Operations Pty Ltd	\$670.78
Total	\$3,876.94

Bank Reconciliation for the month of January 2021

Bank statement balance as at 1 January 2021 \$49,525.70
 Bank statement balance as at 31 January 2021 \$40,729.89

Expenses		Income	
4-Jan	MYOB	\$140.00	
7-Jan			Transfer from ATO
15-Jan	Aged Payable:	\$9,273.40	\$617.59
TOTAL		\$9,413.40	\$617.59

Capescan Pty Ltd Kalamunda	\$1,084.70
Brownes Foods Operations Pty Ltd	\$1,154.31
Nicamaton Pty Ltd T/As Blackbird Books	\$373.45
PFD Food Services	\$79.20
WA School Canteen Association	\$90.00
Westoz	\$3,998.65
Bhagvat Holdings Pty Ltd	\$1,744.50
Sanderson Rd IGA	\$423.84
Perth Frozen Foods	\$324.75
Total	\$9,273.40

Bank Reconciliation for the month of February 2021

Bank statement balance as at 1 February 2021 \$40,729.89
 Bank statement balance as at 21 February 2021 \$47,105.62

		Expenses		Income	
4-Feb	MYOB	\$140.00			
10-Feb	Wages	\$485.50			
12-Feb				QuickCliq	\$450.70
				Canteen Deposit	\$3,436.35
19-Feb				QuickCliq	\$551.62
	Wages	\$1,381.49		Canteen Deposit	\$3,944.05
TOTAL		\$2,006.99			\$8,382.72

Balance Sheet

As of December 2020

1-0000	++++		
1-1000	Current Assets		
1-1100	Cash On Hand		
1-1110	Cheque Account 3408-69466	\$49,525.70	
1-1115	P & C Cash Management	\$17,824.71	
1-1130	Float	\$234.00	
1-1140	Petty Cash	\$40.07	
	Total Cash On Hand		\$67,624.48
1-1200	Trade Debtors		\$500.00
	Total Current Assets		\$68,124.48
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 +++++		\$78,637.48
2-0000	Liabilities		
2-1000	Current Liabilities		
2-1200	Trade Creditors	\$8,899.95	
2-1410	Superannuation Payable	\$1,057.32	
2-1420	PAYG Withholding Payable	\$15,627.00	
	Total Current Liabilities		\$25,584.27
	Total Liabilities		\$25,584.27
	Net Assets		\$53,053.21
3-0000	Equity		
3-8000	Retained Earnings	\$20,897.37	
3-9000	Current Year Earnings	\$32,155.84	
	Total Equity		\$53,053.21

This report includes Year-End Adjustments.

Profit & Loss [Cash]

October 2020 To December 2020

4-0000	Income		
4-0005	Interest Received		\$2.07
4-1000	Food Sales		\$32,005.84
4-3000	Catering Sales		\$5,033.50
4-7000	Miscellaneous Income		\$2,284.08
	Total Income		\$39,325.49
5-0000	Cost of Sales		
5-1000	Stock Purchases		\$17,357.75
	Total Cost of Sales		\$17,357.75
	Gross Profit		\$21,967.74
6-0000	Expenses		
6-1400	Dues & Subscriptions		\$510.00
6-1600	Insurance		\$580.00
6-2000	Legal & Accounting		\$1,226.50
6-2400	Employment Expenses		
6-2410	Wages & Salaries	\$11,705.80	
6-2420	Superannuation Expenses	\$1,057.32	
	Total Expenses		\$15,079.62
	Operating Profit		\$6,888.12
8-0000	Other Income		
8-5000	ATO Jobkeeper Payment		\$10,202.00
	Total Other Income		\$10,202.00
	Total Other Expenses		\$0.00
	Net Profit/(Loss)		\$17,090.12

This report includes Year-End Adjustments.

Principal Report 2020

P & C - AGM – 22/02/2020

The year of 2020 began with an enrolment of 1070 students, changes to the diversity in our student population and a slow growth to student numbers. The first month of school saw the start of teaching and learning as well as special events including the year 12 ball and later the year 11 dinner dance and River Cruise. Lower school students enjoyed their Reward Day of Fun on the oval. Many other events such as LOTE Trips, Camps and excursions were cancelled.

I took leave in March for a personal operation and recovery time and Leo Surjan took over as Principal. Then the outbreak of coronavirus began, and health authorities imposed restrictions that lead to students learning online for a period of time before returning back to school under restrictions. Students and staff during this time demonstrated resilience and a strong commitment to learning. Some excursions, trips, celebrations and tours were cancelled as the learning program was adjusted with the health imposed restrictions, due to COVID.

I returned to school in mid-term 3 and the school continued to adhere to Level 4 restrictions. Staff had continued to improve online learning options for students and the use of the CONNECT platform grew as a communication tool for both students and parents.

There was however many successes and celebrations as our students showed their commitment to individual and team performances. The School Board endorsed the extension of the school's business plan by one year, now 2020-2023 and adjustments were made to school planning. The school's Annual Report 2020 will be available early term 2.

My thanks to the P & C for their financial contributions towards the school activities in 2020. This included:

- \$2,000 contribution towards staff attendance at Senior School Events (school Ball and dinner dance)
- \$550 towards parent and student workshops –Study Hacks.

Due to the most unusual year of COVID restrictions, these were the only activities financed by the P&C. \$13,000 was contributed by parents over the year.

In 2021 the school would ask for consideration from the P & C for the following activities, to be held this year.

\$2,000	contribution towards staff attendance at Senior School Events (school Ball and dinner dance)
\$550	towards parent and student workshops –Study Hacks. Dr Jane Genovese.
\$7,000	Year 7 – 9 student Rewards Day. An end of year fun day for all lower school students on the oval.
\$1,000	Birthday celebrations wristband with school art work for all students
\$ 500	towards a school plaque recognising the local aboriginal culture – a welcome to country.
\$\$\$\$\$	towards the 40th school anniversary celebrations to be held in term 4.

Kerry Chipchase

Principal Lesmurdie Senior High School