

LESMURDIE SENIOR HIGH SCHOOL P&C INC.

Agenda for AGM to be held on
Monday 20th March 2023 @ 6.45pm LSHS staffroom
parent_citizenLSHS@outlook.com

***Note – all persons present who wish to vote on any motions or elections at any meeting need to be 2023 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 20th February 2023

3.2 Matters Arising:

- Changes to bank signatories (Vanita to be added as new treasurer)
- Kerry to follow up - Sustainable School Shop
- Hannah to liaise with Katharine to help promote P&C AGM

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)

- (1)
- (2)
- (3)

6. APPOINTMENTS

6.1 Appointment of Auditor

6.2 Delegates to WACSSO Annual Conference

LESMURDIE SENIOR HIGH SCHOOL P&C INC.

**Agenda for AGM to be held on
Monday 20th March @ 6.45pm LSHS staffroom
parent_citizenLSHS@outlook.com**

7. GENERAL BUSINESS

7.1 Financial Motion - \$2500 to support staff attendance to senior school events

7.2 Financial Motion - \$130 repairs to donated pie warmer

7.3

8. ANY OTHER BUSINESS:

8.1

8.2

9. DATE OF NEXT MEETING

9.1 Week 4, Monday 15th May 2023 @ 6.45pm

10. CLOSURE

Lesmurdie Senior High School P&C Inc.
Minutes for AGM Monday 20th March @ 6.45pm
LSHS Staffroom

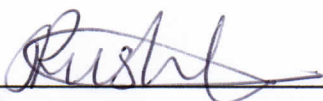
Item No	Details	Action
1	Quorum established meeting declared open at: 6.49pm	
2	Attendance	
2.1	Present Kerry Chipchase, Felicity Brodie, Pam Rushton, Stacey Raiarta, Stacey Verco, Kirsten Williams, Vanita Kashyap, Lucinda Smith, Kirrallee Dwyer, Geoff Tucknott, Sarah Kneale	
2.2	Apologies Lien Quach, Caron Robertson, Renee de Prazer, Hannah Vallance,	
3	Minutes	
3.1	Minutes from the previous meeting on the 20 th February 2023 accepted as being true and correct.	
3.2	Confirmed: Stacey Verco Seconded: Stacey Raiarta	
	Matters arising from previous meeting <ul style="list-style-type: none"> • Financial motions added to this meeting's agenda • Vanita in process of becoming signatory on bank accounts • Sustainable school shop - no longer listed on school information • Information about AGM went out through email and Facebook page 	
4	Reports	
4.1	President – Nil	
4.2	Presentation of the signed Solvency Declaration Accounts are solvent, form signed (copy attached)	
4.3	Presentation and adoption of financial statements (Treasurer Report) Attached. Vanita doesn't have full access to MYOB and bank accounts at this stage. Will be finalised prior to next meeting.	
4.4	Vice-President - Nil	
4.5	Canteen Report Canteen sales going well. One new employee, 2 new volunteers Harmony day picnic hampers tomorrow Students at the canteen have been well behaved and polite	
4.6	Principals Report Report attached	
5	P&C General Election – Office Bearers: (Chair Principal)	
5.1	Office Bearers <ul style="list-style-type: none"> • President - – Pam Rushton – nominated by Felicity Brodie seconded by Stacey V, all present in favour. • Vice – President – Hannah Vallance – self nominated seconded by Lucinda Smith, all present in favour • Treasurer – Vanita Kashyap – self nominated second by Pam Rushton All present in favour • Secretary – Sarah Kneale – self nominated second by Stacey Raiarta All present in favour 	
5.2	Executive committee Members (3 positions) <ul style="list-style-type: none"> • (1) Stacey Verco • (2) Stacey Raiarta 	

	<ul style="list-style-type: none"> (3) Kirsten Williams <p>Canteen Manager: Felicity Brodie</p>	
6	APPOINTMENTS	
6.1	<p>Appointment of Auditor Last year the committee found a new person to do the audit. (Josef from Quest Accounting) Pam proposed P&C wait for this year's audit to happen before appointing an auditor. Committee voted – all in favour</p>	Add to a meeting Agenda once audit has been completed.
6.2	<p>Delegate to WACSSO Annual Conference Committee discussed what the conference is about. Agreed to put on an Agenda of a meeting later in the year</p>	Add to agenda of a future meeting.
7	GENERAL BUSINESS	
7.1	<p>Financial Motion - \$2500 to support staff attendance to senior school events Pam proposed the motion – all present in favour</p>	
7.2	<p>Financial Motion - \$130 repairs to donated pie warmer With advice from Felicity, committee has agreed to hold off with repairs and get some prices for new pie warmers</p>	Felicity to get some quotes for future meeting.
8	ANY OTHER BUSINESS	
8.1	<p>P&C Meetings Committee discussed to continue with face-to-face meetings or online First meeting of term 2 to be face to face, second meeting to be online</p>	
9	DATE OF NEXT MEETING	
9.1	Week 4, Monday 15th May 2023 @ 6.45pm @ LSHS staffroom	
10	Closure – meeting Closed 7.20pm	

Solvency Statement Declaration

We, the Executive Committee of the Lesmurdie Senior High School
Parents and Citizens Association Inc. declare, at an Executive Committee meeting
held on 20 / 03 / 2023, that having reviewed and considered the
Associations' current and projected financial position, in the Executive Committee's
opinion the Association is solvent and there are reasonable grounds to believe that
the Association will be able to pay its debts as and when they become due and
payable.

Signed by the P&C President on 20 / 03 / 2023 (date), on behalf of the
Executive Committee of the Lesmurdie Senior High School
Parents and Citizens Association Inc.

P&C President signature 

P&C President full name Pamela Rushton

A downloadable version of the Solvency Statement and Declaration
is available on the WACSSO website, under templates and forms:
www.wacssso.wa.edu.au/resources/pc-resources/.

Balance Sheet

As of December 2022

++++			
Current Assets			
Cash On Hand			
Bendigo Canteen Acc (xxx274)		\$40,840.42	
Bendigo Statement Acc (xxx373)		\$10,101.72	
Float		\$234.00	
Petty Cash		\$10.85	
Total Cash On Hand			\$51,186.99
Inventory			\$1,330.00
Total Current Assets			\$52,516.99
Property, Plant & Equipment			
Kitchen Equipment			
Kitchen Equipment at Cost		\$16,920.00	
Kitchen Equipment Accum Dep		-\$6,147.00	
Total Kitchen Equipment			\$10,773.00
Canteen Equipment			\$659.98
Total Property, Plant & Equipment			\$11,432.98
Total +++++			\$63,949.97
Liabilities			
Current Liabilities			
Trade Creditors		\$10,996.73	
Superannuation Payable		\$1,934.43	
PAYG Withholding Payable		\$2,292.00	
Total Current Liabilities			\$15,223.16
Total Liabilities			\$15,223.16
Net Assets			\$48,726.81
Equity			
Retained Earnings		\$65,377.81	
Current Year Earnings		-\$16,651.00	
Total Equity			\$48,726.81

This report includes Year-End Adjustments.

Profit & Loss Statement

January 2022 To December 2022

Income		
Food Sales		\$186,307.49
Catering Sales		\$10,712.95
Miscellaneous Income		\$781.50
Total Income		\$197,801.94
Cost of Sales		
Stock Purchases		\$106,009.98
Total Cost of Sales		\$106,009.98
Gross Profit		\$91,791.96
Expenses		
Auditing Fees		\$1,650.00
Bookkeeping Fees		\$610.00
Merchant Fees		\$739.00
Dues & Subscriptions		\$1,870.00
Insurance		\$2,284.00
Seminars		\$250.00
Maintenance		\$33.87
Quick Cliq Commission		\$797.47
WACSSO Fees		\$1,600.93
Employment Expenses		
Wages & Salaries	\$69,490.71	
Superannuation Expenses	\$7,054.36	
Total Expenses		\$86,380.34
Operating Profit		\$5,411.62
Other Income		
Interest Income		\$4.97
Parent Contributions		\$13,858.41
Membership Fees		\$4.00
Government Subsidies		\$10,000.00
Total Other Income		\$23,867.38
Other Expenses		
Donation LSHS		\$45,930.00
Total Other Expenses		\$45,930.00
Net Profit/(Loss)		-\$16,651.00

This report includes Year-End Adjustments.

P & C – AGM March 2023 - Principal's Report

The focus for our work at Lesmurdie is to celebrate the successes of our students and staff, as well as reflect, review and plan to further enhance our performance. This is an ongoing journey as I report on the year of 2022.

The 2022 learning program was challenged by COVID impacts including many student and staff absences as we all did our best to accommodate health and education needs. Ensuring classes were staffed and helping students on extended absences continued throughout the year and the communication and online learning programs were developed to accommodate the needs of the students and school community. Year 12 results included WACE achievement of 92.25 exceeding the DOE achievement of 89. The median ATAR of 79.9 was lower than the public-school average of 81.9. Our top student received an ATAR of 98.6 and four other students received ATARs over 95. One student received a Certificate of Distinction, and 12 Certificates of Merit were awarded. Outdoor Education once again achieved Top School status. Our school attendance in Years 7 - 12 continues to be stable and above the mean of public schools.

The school's successes continue to embed Lesmurdie CARES and the school and community values of Curiosity, Aspiration, Respect and Environment. More than ever, amid these COVID challenges, staff and students continue to find joy and excitement in the daily teaching and learning. Staff are committed, creative and flexible towards ensuring the delivery of lessons including preparations for online learning. CONNECT and Compass has become increasingly important as a vital communication platform between the school, students and parents.

The school's BYOD program rollout continued and supports students with a contemporary tool for improved learning and engagement in classrooms. This ensures our students are highly collaborative, communicative, have enhanced organisation skills and other technological skills to improve learning outcomes. The Staff Laptop Program ensured all our staff were provided with professional learning and contemporary tools for teaching.

The school's Business Plan 2020 – 2022 was extended one year due to the impacts of COVID. Planning the next Business Plan will be undertaken in 2023 and delivered in time for planning 2024.

Improvements were made throughout the school grounds including air conditioning, painting of doors and railings, change of uniform management to an external provider, renewed gardens and watering systems, repaired paving, purchase of a laser cutter and a new school bus. Some offices and classrooms were refurbished including a new English office space.

Resources from Bibbulmun Schools Network were used to connect primary and secondary teachers to form Literacy and Languages hubs to collaborate and implement improved teaching and learning.

I thank the P&C for their support and commitment to our school. The \$45,000 provided enriched many teaching and learning programs and access to activities for our students. Including contributions towards a telescope, School oval redevelopment, Tents for outdoor education, Language resources, staff attendance to after hours school events, membership national online safety platform, new graduation gowns, didgeridoos and a laser cutter.

We are well positioned to continue to ensure that we always deliver our very best so that our students thrive in a nurturing environment and achieve their potential.

Kerry Chipchase

Principal