

# **LESMURDIE SENIOR HIGH SCHOOL P&C INC.**

**Agenda for Ordinary Meeting to be held on  
Monday 20<sup>th</sup> February 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 Ordinary Meeting on 28.11.2022

3.2 Matters arising:

- Sustainable school shop 2023 – to be discussed at this meeting

## **4. REPORTS:**

4.1 President's report

4.2 Vice President's (Correspondence) report

4.3 Treasurer's Report

4.4 Canteen Report

4.4 Principals report

## **5. GENERAL BUSINESS**

5.1 Nomination and election office bearer role - Treasurer

5.2 Sustainable School Shop 2023

5.3 School Business Plan (Donna Gardiner)

5.4 New committee members / volunteers in canteen

## **6. ANY OTHER BUSINESS**

6.1

6.2

## **7. DATE OF NEXT MEETING**

**7.1 AGM - 20<sup>th</sup> March 2023 @ 6.45pm LSHS staffroom**

## **8. CLOSURE**

**Lesmurdie Senior High School P&C Inc.**  
**Minutes for Ordinary Meeting Monday 20<sup>th</sup> February 2023 @ 6.45pm**

Item No	Details	Action
<b>1</b>	<b>Quorum established meeting declared open at: 6.50pm</b>	
<b>2</b>	<b>Attendance</b>	
<b>2.1</b>	<b>Present</b> Kerry Chipchase, Felicity Brodie, Pam Rushton, Stacey Raiarta, Stacey Verco, Hannah Vallance, Kirsten Williams, Vanita Kashyap, Lien Quach, Donna Gardiner (guest),	
<b>2.2</b>	<b>Apologies</b> Sarah Kneale, Jasmin Clarke,	
<b>3</b>	<b>Minutes</b>	
<b>3.1</b>	Minutes from the previous meeting on the 28 <sup>th</sup> November accepted as being true and correct.	
<b>3.2</b>	<b>Confirmed:</b> Stacey Verco <b>Seconded:</b> Hannah Vallance  <b>Matters arising from previous meeting</b> <ul style="list-style-type: none"> <li>• Sustainable school shop</li> </ul>	
<b>4</b>	<b>Reports</b>	
<b>4.1</b>	<b>President – Nil</b> Welcome to the new school year. Thank you for attending tonight's meeting.	
<b>4.2</b>	<b>Vice-President - Nil</b>	
<b>4.3</b>	<b>Treasurer's Report</b> Report attached	
<b>4.4</b>	<b>Canteen Report</b> Week 1 was quiet. From week 2 has been very busy, in need of volunteers to help out in the canteen. Record day - Fri (17/2) over \$1500 Pie Warmers x2 – inherited from Mrs Macs \$130 for repairs for one machine.	Add financial motion to next meetings agenda
<b>4.5</b>	<b>Principals Report</b> Report attached	Add financial motion - Funding for staff to attend out of school hours functions add to next meetings agenda
<b>5</b>	<b>General Business</b>	
<b>5.1</b>	<b>Nomination and election office bearer role – Treasurer</b> Lien nominated - Vanita Kashyap, Vanita accepted nomination. <b>Seconded</b> - Stacey Verco <b>Committee voted</b> -All in favour.	Vanita to attend Bendigo Bank and be added as a signatory to both the P&C accounts.
<b>5.2</b>	<b>Sustainable School Shop 2023</b> Committee haven't paid for this, agreed that most people use social media now. Information needs to be removed from student information packs	Kerry to follow up with Lynn
<b>5.3</b>	<b>School Business Plan (Donna Gardiner)</b> Donna is responsible for the new Business plan for LSHS in 2024. She has been working with staff for about 6 months. Has spoken to students to get their feedback, wanted to P&C meeting attendees to add their opinions and thoughts about LSHS.	

<b>5.4</b>	<b>New committee members / volunteers in canteen</b> Hannach to liase with Katharine about sending out meeting reminders and using Facebook page to put out some more information.	Hannah
<b>6</b> <b>6.1</b>	<b>Any Other Business</b>	
<b>7</b> <b>7.1</b>	<b>Date of Next Meeting –</b> <b>Monday 20<sup>th</sup> March 2023 - AGM</b>	
<b>8</b>	<b>Closure – meeting Closed 7.34pm</b>	

**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
<b>Total Income</b>		<b>\$197,801.94</b>
Cost of Sales		
Stock Purchases		\$106,009.98
<b>Total Cost of Sales</b>		<b>\$106,009.98</b>
<b>Gross Profit</b>		<b>\$91,791.96</b>
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	
<b>Total Expenses</b>		<b>\$86,380.34</b>
<b>Operating Profit</b>		<b>\$5,411.62</b>
Other Income		
Interest Income		\$4.97
Parent Contributions		\$13,858.41
Membership Fees		\$4.00
Government Subsidies		\$10,000.00
<b>Total Other Income</b>		<b>\$23,867.38</b>
Other Expenses		
Donation LSHS		\$45,930.00
<b>Total Other Expenses</b>		<b>\$45,930.00</b>
<b>Net Profit/(Loss)</b>		<b>-\$16,651.00</b>

This report includes Year-End Adjustments.

LESMURDIE SENIOR HIGH SCHOOL P & C  
 FUNDS AVAILABLE FOR SPENDING  
 AS AT 31-DEC-22

FUNDS AVAILABLE

Cash at Bank 31-Dec-22		
- Bendigo Canteen Account	40,840.42	
- Bendigo Statement Account	10,101.72	
- ANZ Canteen Account	-	
- ANZ Cash Management Account	-	
		50,942.14
Less: Liabilities 31-Dec-22		
- Trade Creditors	10,996.73	
- Superannuation Payable	1,934.43	
- PAYG Payable	2,292.00	
		15,223.16
Less: Committed Spending		
- Replacement Heat Lamp & Stand	600.00	
- 20 x Terminal Paper Rolls	29.00	
- Hub for Square Terminal	49.00	
- Language Assistant Program Funding	5,880.00	
		6,558.00
Funds Available		29,160.98
Minimum Bank Balance		10,000.00
Funds Available for Spending		\$ 19,160.98

FUNDING CONSIDERATIONS

Financial Motions on Agenda

Total Funding Proposed	\$ -
------------------------	------

**LSHS P&C Canteen Account**

633000 / 183476274

**\$40,680.75**

Available balance

**\$40,680.75**

Current balance

**Activity**

		Debit	Credit	Running balance
January 4, 2023	<b>MYOB</b> Myob Australia 0189983649 / Myob 1-85742710035	<b>\$160.00</b>		<b>\$40,680.75</b>
January 1, 2023	<b>Interest</b>		\$0.33	<b>\$40,840.75</b>
December 21, 2022	<b>T.A &amp; J Deroost</b> LSHS CANTEEN	<b>\$299.46</b>		<b>\$40,840.42</b>
	<b>Regina Tan</b> LSHS CANTEEN	<b>\$299.46</b>		<b>\$41,139.88</b>
	<b>Felicity Brodie</b> LSHS CANTEEN	<b>\$883.25</b>		<b>\$41,439.34</b>
December 16, 2022	<b>Direct Credit</b> Quickcliq 0186008415 / Qccan26944804		\$324.84	<b>\$42,322.59</b>
	<b>Direct Credit</b> Square AU PTY Lt 0185913710		\$214.03	<b>\$41,997.75</b>
	<b>Deposit - Cash</b> T4 Wk 10		\$1,320.90	<b>\$41,783.72</b>
December 15, 2022	<b>Direct Credit</b> Lesmurdie Senior 0185694144 / Les00472		\$3,000.00	<b>\$40,462.82</b>
	<b>Direct Credit</b> Lesmurdie Senior 0185694143 / Les00474		\$379.00	<b>\$37,462.82</b>
	<b>Direct Credit</b> Lesmurdie Senior 0185694142 / Les00473		\$30.00	<b>\$37,083.82</b>
	<b>Direct Credit</b> Square AU PTY Lt 0185555447		\$243.05	<b>\$37,053.82</b>
December 14, 2022	<b>Direct Credit</b> Cecil Andrews Co 0185191120 / Les001eft 12/1		\$31.50	<b>\$36,810.77</b>
	<b>Direct Credit</b> Lesmurdie Senior 0185119556 / Consumables		\$261.00	<b>\$36,779.27</b>
	<b>Direct Credit</b> Square AU PTY Lt 0185128567		\$233.20	<b>\$36,518.27</b>
	<b>Regina Tan</b> LSHS CANTEEN	<b>\$436.32</b>		<b>\$36,285.07</b>
	<b>T.A &amp; J Deroost</b> LSHS CANTEEN	<b>\$313.72</b>		<b>\$36,721.39</b>
	<b>Felicity Brodie</b> LSHS CANTEEN	<b>\$883.25</b>		<b>\$37,035.11</b>
December 13, 2022	<b>Direct Credit</b> Square AU PTY Lt 0184800265		\$242.55	<b>\$37,918.36</b>
December 10, 2022	<b>Square Australia Pty</b>		\$263.69	<b>\$37,675.81</b>
December 9, 2022	<b>Direct Credit</b> Quickcliq 0184252012 / Qccan26839319		\$581.62	<b>\$37,412.12</b>

	<b>Deposit - Cash</b> T4 Wk9	\$1,776.60	\$36,830.50
	<b>Direct Credit</b> Square AU PTY Lt 0184163039	\$313.39	\$35,053.90
December 8, 2022	<b>Direct Credit</b> Square AU PTY Lt 0183846309	\$318.34	\$34,740.51
December 7, 2022	<b>Direct Credit</b> Square AU PTY Lt 0183489138	\$193.85	\$34,422.17
December 6, 2022	<b>Direct Credit</b> Square AU PTY Lt 0183155896	\$297.18	\$34,228.32
	<b>Regina Tan</b> LSHS CANTEEN	\$507.14	\$33,931.14
	<b>T.A &amp; J Deroost</b> LSHS CANTEEN	\$436.32	\$34,438.28
	<b>Felicity Brodie</b> LSHS CANTEEN	\$1,042.65	\$34,874.60
December 5, 2022	<b>MYOB</b> Myob Australia 0182909956 / Myob 1-85139058170	\$160.00	\$35,917.25
December 3, 2022	<b>Square Australia Pty</b>	\$320.31	\$36,077.25
December 2, 2022	<b>Direct Credit</b> Lesmurdie Senior 0182593875 / Les00468	\$154.80	\$35,756.94
	<b>Direct Credit</b> Lesmurdie Senior 0182593874 / Les00469	\$65.00	\$35,602.14
	<b>Direct Credit</b> Quickcliq 0182535231 / Qccan26648663	\$486.05	\$35,537.14
	<b>Direct Credit</b> Square AU PTY Lt 0182490495	\$330.65	\$35,051.09
	<b>Deposit - Cash</b> T4 Wk8	\$1,792.20	\$34,720.44
December 1, 2022	<b>Regina Tan</b> LSHS CANTEEN	\$285.20	\$32,928.24
	<b>T.A &amp; J Deroost</b> LSHS CANTEEN	\$313.72	\$33,213.44
	<b>Felicity Brodie</b> LSHS CANTEEN	\$883.25	\$33,527.16
	<b>Direct Credit</b> Square AU PTY Lt 0182131726	\$310.93	\$34,410.41
	<b>Interest</b>	\$0.33	\$34,099.48
November 30, 2022	<b>Direct Credit</b> Square AU PTY Lt 0181657361	\$250.42	\$34,099.15
November 29, 2022	<b>Direct Credit</b> Square AU PTY Lt 0181298837	\$294.73	\$33,848.73
	<b>Westoz</b> CUSTOMER ID 774	\$4,553.40	\$33,554.00
	<b>Bhagvat Holdings Pty</b> LESMURDIE SHS	\$2,426.58	\$38,107.40
	<b>Tavolino P/L</b> LESMURDIE SHSH P&C	\$258.33	\$40,533.98
	<b>Sanderson Road IGA</b> ACCOUNT NO 8	\$524.57	\$40,792.31



	<b>Ozca Food Services</b> LESMURDIE SHS CANTEEN	<b>\$257.40</b>	<b>\$41,316.88</b>
	<b>Entire Bookkeeping S</b> LSHS CANTEEN	<b>\$130.00</b>	<b>\$41,574.28</b>
	<b>Browns Foods Operations Pty Ltd</b> LSHS CANTEEN	<b>\$2,502.66</b>	<b>\$41,704.28</b>
	<b>Capescan Pty Ltd</b> LSHS	<b>\$1,025.40</b>	<b>\$44,206.94</b>
November 28, 2022	<b>Direct Credit</b> Quickcliq 0180814428 / Qccan26429802	<b>\$543.49</b>	<b>\$45,232.34</b>
November 26, 2022	<b>Square Australia Pty</b>	<b>\$321.81</b>	<b>\$44,688.85</b>
November 25, 2022	<b>Deposit - Cash</b> T 4 Wk 7	<b>\$1,790.75</b>	<b>\$44,367.04</b>
	<b>Direct Credit</b> Square AU PTY Lt 0180651257	<b>\$427.59</b>	<b>\$42,576.29</b>
November 24, 2022	<b>Direct Credit</b> Square AU PTY Lt 0180326903	<b>\$347.42</b>	<b>\$42,148.70</b>
November 23, 2022	<b>Direct Credit</b> Square AU PTY Lt 0179982144	<b>\$289.22</b>	<b>\$41,801.28</b>
November 22, 2022	<b>T.A &amp; J Deroost</b> LSHS CANTEEN	<b>\$631.00</b>	<b>\$41,512.06</b>
	<b>Felicity Brodie</b> LSHS CANTEEN	<b>\$883.25</b>	<b>\$42,143.06</b>
November 19, 2022	<b>Square Australia Pty</b>	<b>\$297.19</b>	<b>\$43,026.31</b>

More activity items may exist

**Statement Account**

633000 / 183476373

**\$10,101.80**  
Available balance

**\$10,101.80**  
Current balance

**Activity**

		Debit	Credit	Running balance
January 1, 2023	<b>Interest</b>		\$0.08	\$10,101.80
December 6, 2022	<b>Direct Credit</b> Lesmurdie Senior 0183258835 / Les00206122022		\$158.00	<b>\$10,101.72</b>
December 1, 2022	<b>Interest</b>		\$0.08	\$9,943.72
November 9, 2022	<b>Direct Credit</b> Lesmurdie Senior 0176638719 / Les00208112022		\$1,017.50	\$9,943.64
November 1, 2022	<b>Interest</b>		\$0.08	\$8,926.14
October 28, 2022	<b>Lesmurdie Senior Hig</b> LSHS P&C Donation	\$10,000.00		\$8,926.06
October 27, 2022	<b>LSHS P&amp;C Canteen Account</b> Transfer for contr / 00441308471201		\$10,000.00	\$18,926.06
October 1, 2022	<b>Interest</b>		\$0.07	\$8,926.06
September 1, 2022	<b>Interest</b>		\$0.07	\$8,925.99
August 29, 2022	<b>Direct Credit</b> Lesmurdie Senior 0159130619 / Les00229082022		\$1,534.46	\$8,925.92
August 1, 2022	<b>Interest</b>		\$0.06	\$7,391.46
July 1, 2022	<b>Interest</b>		\$0.04	\$7,391.40
June 22, 2022	<b>Direct Credit</b> Lesmurdie Senior 0143223920 / Les00222062022		\$2,072.60	\$7,391.36
June 16, 2022	<b>LSHS PandC</b>		\$1,233.93	\$5,318.76
June 1, 2022	<b>Interest</b>		\$0.08	\$4,084.83
May 20, 2022	<b>Lesmurdie Senior Hig</b> P&C Donation	\$8,750.00		\$4,084.75
May 4, 2022	<b>Direct Credit</b> Lesmurdie Senior 0132056609 / Les00202052022		\$9,233.85	\$12,834.75
May 1, 2022	<b>Interest</b>		\$0.02	\$3,600.90
April 1, 2022	<b>Interest</b>		\$0.05	\$3,600.88
March 26, 2022	<b>Lesmurdie Senior Hig</b> P&C Donation	\$2,500.00		\$3,600.83
March 1, 2022	<b>Interest</b>		\$0.12	\$6,100.83
	<b>Lesmurdie Senior Hig</b> P&C Donation	\$7,500.00		\$6,100.71
February 26, 2022	<b>Lesmurdie Senior Hig</b> P&C Donation	\$10,000.00		\$13,600.71
February 22, 2022	<b>Lesmurdie Senior Hig</b> P&C Donations	\$7,180.00		\$23,600.71
	<b>LSHS P&amp;C Canteen Account</b> 00441308471201		\$16,000.00	\$30,780.71

February 1, 2022	<b>Interest</b>	<b>\$0.13</b>	<b>\$14,780.71</b>
January 1, 2022	<b>Interest</b>	<b>\$0.12</b>	<b>\$14,780.58</b>
December 8, 2021	<b>Direct Credit</b> Lesmurdie Senior 0098511662 / Les00206122021	<b>\$676.25</b>	<b>\$14,780.46</b>
December 1, 2021	<b>Interest</b>	<b>\$0.12</b>	<b>\$14,104.21</b>
November 1, 2021	<b>Interest</b>	<b>\$0.12</b>	<b>\$14,104.09</b>

More activity items may exist

# Principal Report – February - P & C

## The 2023 school year.

A great start to the year. 1000 students, a little less than previous years. Students were all in classes very promptly after a short assembly. We were fully staffed and preparations were in place for all student timetables. The year 7s transitioned well and are moving about the school quickly. Roleystone students are transitioning into their year 11 cohort. Staff feedback indicates a smooth start to the school year.

## Parent survey.

30 responses were received. Some interesting data trends can be seen. However, with only 30 parent returns this makes it difficult to use as an improvement focus. We will however consider the information provided through the survey. Could all P & C members complete the survey asap to increase the validity of the information for our school planning for improvement.

## School Board representative

An invitation from the Board to nominate for P & C representation for 2023. Interested parents should contact me in the first instance.

## Issues of Focus

- BYOD – devices coming to school every day
- Vaping/toilets
- Contribution and Charges collection

## Application for funding to support staff attendance – Senior School functions - \$2,500

Annual application for financial support for staff costs at senior school events, including the year 12 ball, year 11 dinner dance and year 10 river cruise. Staff supervision at these events are required for supervision purposes and events cannot run without appropriate quotas.

## School Business Plan

The current business plan finishes this year and preparations are well underway to complete the next plan. Donna Gardiner is leading the development and consultation process and we are keen to ensure our parents and students are involved and invested in the plan. A short activity is planned to provide an opportunity for parents to have a say.

## Principal position 2023.

I will continue my 1 day per week as a Principal Advisor to school leaders this year. Donna has been appointed to fill the Principal role during my work/time out of the school. Donna has also assumed several key Principal portfolios including the Business Plan and Quality Teaching roles.

Kerry Chipchase, Principal