

LESMURDIE SENIOR HIGH SCHOOL P&C INC.

Agenda for Ordinary Meeting to be held on *Monday 10th June @ 7.00pm via TEAMS* *parent_citizenLSHS@outlook.com*

***Note – all persons present who wish to vote on any motions or elections at any meeting need to be 2024 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 Ordinary Meeting on 06.05.2024

3.2 Matters arising:

- Auditor to be paid – Done
- Canteen Manager role – See General Business
- Canteen Manager role update advertised – Done
-

4. REPORTS:

4.1 President Report

4.2 Vice President's (Correspondence) report

4.3 Treasurer Report

4.4 Canteen Report

4.5 Principals Report

5. GENERAL BUSINESS

5.1 FINANCIAL MOTION – \$114.95 reimbursement to Hannah Vallance – thank you gift to Felicity

5.2 FINANCIAL MOTION - \$132 reimbursement to Hannah Vallance – canteen sim for wifi

5.3 FINANCIAL MOTION – \$160 recharge on wifi swim for canteen

5.4 Canteen Manager role – Update & Contract

5.5 Intergenerational Reading Club – Update

5.6 School Board invite – discussion of student parking on Pomeroy Road

6. ANY OTHER BUSINESS

6.1

6.2

7. DATE OF NEXT MEETING

7.1 Week 4 – Monday 5th August - online

8. CLOSURE

**Lesmurdie Senior High School P&C Inc.
Minutes for Ordinary Meeting Monday 10th June 2024**

Item No	Details	Action
1	Quorum was established meeting declared open at: 7:03pm	
2	Attendance	
2.1	Present Stacey Raiarta, Kerry Chipchase, Vanita Kashyap, Kirsten Williams, Renee de Prazer, Stacey Verco, Hannah Vallance, Rachel Boyes	
2.2	Apologies Pam Rushton, Geoff Tucknott, Amanda Moreno Diaz,	
3	Minutes	
3.1	Minutes from the previous meeting on the 6 th May 2024 accepted as being true and correct.	
3.2	Confirmed: Vanita K Seconded: Kirsten W Matters arising from previous meeting <ul style="list-style-type: none"> • Auditor to be paid – Done • Canteen Manager role – See General Business • Canteen Manager role update advertised – Done 	
4	Reports	
4.1	President Thank you for the last few months with the canteen manager hiring process, thank you Hannah and Kerry who held the interviews. Welcome Hani to the LSHS canteen team – next step to put together an official contact for Hani, Hannah working on this.	
4.2	Vice-President Nothing of importance in our email inbox, Job description for Hani needing to finalised which will be done and sent out in coming days.	
4.3	Treasurer's Report Profit is good, this is mainly due to less spending/Less School contribution requests and the parent contribution help with this Kerry also suggested we let her know when we have available funds to assist the school so she can put a request out to staff.	
4.4	Canteen Report Nil Report	
4.5	Principals Report Principal report sent out for viewing, main concern at present is the health and wellbeing of our students during what has been an extremely emotional time at the school due a student's death.	
5	General Business	
5.1	Financial Motion - \$114.95 reimburse Hannah for Felicity's Thank you Gift. Hannah proposed the above motion Seconded: Renee All in favour: Yes	
5.2	Financial Motion - \$132 reimburse Hannah for the canteen Wifi Sim Hannah proposed the above motion Seconded: Kirsten All in favour: Yes	
5.3	Financial Motion - \$160 year recharge on WIFI sim for Canteen Hannah proposed the above motion Seconded: Stacey V All in favour: Yes	
5.4	Canteen Manager Role Update Job description to be finalised for Hani to sign in the next week or two, will try to have personal development days for Hani to coincide with Staff development days.	Hannah to send out JD to committee members

5.5	<p>Intergenerational Reading Club Update Committee received \$600 from city of Kalamunda, catering kindly being provided free of charge from Kalability Catering Group.</p>	
5.6	<p>School Board Invite Discussion being held regarding student parking on Pomeroy road at Kalamunda hotel on the 12/6 @7pm – P&C are welcome and an invite can be sent. Email contact - Mathew.dellafranca@championx.com</p>	
6	Any Other Business	
6.1		
7	Date of Next Meeting	
7.1	<p>Term 3 Week 4 Monday 5th August (online) Week 8 Monday 2nd September (online)</p> <p>Term 4 Week 4 Monday 28th October (school staffroom) Week 8 Monday 25th November (school staffroom)</p>	
8	Closure – pm meeting Closed – 7:52pm	

**LESMURDIE SENIOR HIGH SCHOOL P & C
FUNDS AVAILABLE FOR SPENDING
AS AT 31 - May - 2024**

FUNDS AVAILABLE

Cash at Bank 31 - May - 2024

- Bendigo Canteen Account	22,215.63	
- Bendigo Statement Account	19,193.56	
	41,409.19	41,409.19

Less: Liabilities 31 - May - 2024

- Trade Creditors	8,297.37	
- Superannuation Payable	927.76	
- Wages Payable	766.72	
- PAYG Payable	2,082.00	
	12,073.85	12,073.85

Less: Committed Spending

	-	
Funds Available	29,335.34	
Minimum Bank Balance	10,000.00	
Funds Available for Spending	\$ 19,335.34	

FUNDING CONSIDERATIONS

Library Tables

Pending for next meeting (\$996*8 +\$724+GST)		8,764.80
---	--	----------

Total Funding Proposed		\$ 8,764.80
-------------------------------	--	--------------------

Balance Sheet

Lesmurdie Senior High School Parents and Citizens Association As at 31 May 2024

31 MAY 2024

Assets

Bank

Bendigo Bank Statement Account	19,193.56
LSHS P & C Canteen Account	22,215.63
Total Bank	41,409.19

Current Assets

Cash Float	234.00
Petty Cash	160.85
Stock on Hand	1,045.00
Total Current Assets	1,439.85

Fixed Assets

Canteen Equipment	659.98
Kitchen Equipment at Cost	18,460.00
Less: Accumulated Depreciation Kitchen Equipment	(6,147.00)
Total Fixed Assets	12,972.98

Total Assets 55,822.02

Liabilities

Current Liabilities

Accounts Payable	8,297.37
PAYG Withholdings Payable	2,082.00
Superannuation Payable	927.76
Wages Payable - Payroll	766.72
Total Current Liabilities	12,073.85

Total Liabilities 12,073.85

Net Assets 43,748.17

Equity

Current Year Earnings	6,467.15
Retained Earnings	37,281.02
Total Equity	43,748.17

Aged Payables Summary

Lesmurdie Senior High School Parents and Citizens Association

As at 31 May 2024

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
bakers delight	-	87.15	-	-	-	-	87.15
Bakers Delight Kalamunda	378.00	539.63	-	-	-	-	917.63
Brownes Food Operations Pty Ltd	719.81	1,216.30	-	-	-	-	1,936.11
Sanderson IGA	107.67	213.71	-	-	-	-	321.38
WA School Canteen Suppliers	710.07	-	-	-	-	-	710.07
Westoz Food Distributors	2,282.63	2,042.40	-	-	-	-	4,325.03
Total Aged Payables	4,198.18	4,099.19	-	-	-	-	8,297.37
Total	4,198.18	4,099.19	-	-	-	-	8,297.37
Percentage of total	50.60%	49.40%	-	-	-	-	100.00%

Profit and Loss

Lesmurdie Senior High School Parents and Citizens Association For the month ended 31 May 2024

	APR-MAY 2024	APR-MAY 2023	\$ COMPARISON
Trading Income			
Catering Sales	1,030.25	1,065.50	(35.25)
Food Sales	33,371.82	34,644.57	(1,272.75)
Miscellaneous Income	236.98	-	236.98
Total Trading Income	34,639.05	35,710.07	(1,071.02)
Cost of Sales			
Stock Purchases	23,981.09	24,885.24	(904.15)
Total Cost of Sales	23,981.09	24,885.24	(904.15)
Gross Profit	10,657.96	10,824.83	(166.87)
Other Income			
Interest Income	0.51	0.98	(0.47)
Membership Fee	6.50	-	6.50
Parents Contribution	8,314.50	6,166.50	2,148.00
Westoz Loyalty Vouchers	150.00	100.00	50.00
Total Other Income	8,471.51	6,267.48	2,204.03
Operating Expenses			
Auditing Fees	330.00	-	330.00
Donation LSHS	-	8,380.00	(8,380.00)
Dues & Subscription	106.25	340.00	(233.75)
Merchant Fees	372.78	263.14	109.64
Quick Cliq Commission	47.10	132.36	(85.26)
Superannuation	1,227.20	896.31	330.89
WACSSO Fees	-	1,695.47	(1,695.47)
Wages and Salaries	11,157.00	11,388.03	(231.03)
Total Operating Expenses	13,240.33	23,095.31	(9,854.98)
Net Profit	5,889.14	(6,003.00)	11,892.14

LSHS P & C Canteen Account Reconciliation Summary

Lesmurdie Senior High School Parents and Citizens Association

As at 31 May 2024

LSHS P & C Canteen Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Balance in Xero			
31 May 2024			22,215.63
Statement Balances			
31 May 2024	Statement balance (calculated)		22,215.63
31 May 2024	Imported statement balance		22,215.63
31 May 2024	Calculated balance out by		-

Bank Statement

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 May 2024 to 31 May 2024

LSHS P & C Canteen Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 May 2024						-	17,954.84
Statement Lines							
1 May 2024		1 May 2024	INTEREST	Yes	Bank Feed	0.14	17,954.98
1 May 2024		1 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0309396763	Yes	Bank Feed	527.63	18,482.61
1 May 2024		1 May 2024	DIRECT DEBIT XEROAUSTRALIA PTY 0309436852 XeroAUINV_Q1V1 eb3w	Yes	Bank Feed	(63.75)	18,418.86
2 May 2024		2 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0309843022	Yes	Bank Feed	567.59	18,986.45
2 May 2024		3 May 2024	OSKO PAYMENT Membership fees MRS PAMELA LOUISE RU	Yes	Bank Feed	6.50	18,992.95
3 May 2024		3 May 2024	DEPOSIT - CASH T2 W3	Yes	Bank Feed	2,296.45	21,289.40
3 May 2024		3 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0310177920	Yes	Bank Feed	583.49	21,872.89
3 May 2024		3 May 2024	DIRECT CREDIT QUICKCLIQ 0310221390 QCCAN36369534	Yes	Bank Feed	664.61	22,537.50
4 May 2024		4 May 2024	PAYMENT Square Australia Pty	Yes	Bank Feed	447.12	22,984.62
7 May 2024		7 May 2024	PAYMENT 22 April Canteen Christina Chong	Yes	Bank Feed	(300.40)	22,684.22
7 May 2024		7 May 2024	OSKO PAYMENT Canteen 22 April Regina Tan	Yes	Bank Feed	(150.20)	22,534.02
7 May 2024		7 May 2024	OSKO PAYMENT Canteen 22 April Joanne DeRoost	Yes	Bank Feed	(300.40)	22,233.62
7 May 2024		7 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0310840794	Yes	Bank Feed	425.93	22,659.55
8 May 2024		8 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0311188089	Yes	Bank Feed	357.67	23,017.22
9 May 2024		9 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0311560950	Yes	Bank Feed	514.26	23,531.48
10 May 2024		10 May 2024	DEPOSIT - CASH T2 W4	Yes	Bank Feed	2,459.60	25,991.08
10 May 2024		10 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0311886859	Yes	Bank Feed	596.61	26,587.69
10 May 2024		10 May 2024	DIRECT CREDIT QUICKCLIQ	Yes	Bank Feed	637.31	27,225.00

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
11 May 2024		11 May 2024	0311932459 QCCAN36554850 PAYMENT Square Australia Pty	Yes	Bank Feed	471.99	27,696.99
13 May 2024		13 May 2024	OSKO PAYMENT boby Markovic Canteen term 2 B MARKOVIC	Yes	Bank Feed	40.00	27,736.99
14 May 2024		14 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0312549305	Yes	Bank Feed	542.77	28,279.76
15 May 2024		15 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0312920488	Yes	Bank Feed	478.15	28,757.91
16 May 2024		16 May 2024	OSKO PAYMENT Canteen 7 May Felicity Brodie	Yes	Bank Feed	(920.95)	27,836.96
16 May 2024		16 May 2024	PAYMENT Week ending May10th Christina Chong	Yes	Bank Feed	(300.40)	27,536.56
16 May 2024		16 May 2024	OSKO PAYMENT Week ending May10th Joanne DeRoost	Yes	Bank Feed	(150.20)	27,386.36
16 May 2024		16 May 2024	OSKO PAYMENT Week ending May10th Felicity BRodie	Yes	Bank Feed	(920.95)	26,465.41
16 May 2024		16 May 2024	OSKO PAYMENT Week ending May10th Regina Tan Stew Lee	Yes	Bank Feed	(300.40)	26,165.01
16 May 2024		16 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0313352215	Yes	Bank Feed	507.19	26,672.20
17 May 2024		17 May 2024	DEPOSIT - CASH T2W5	Yes	Bank Feed	2,245.95	28,918.15
17 May 2024		17 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0313686692	Yes	Bank Feed	591.87	29,510.02
17 May 2024		17 May 2024	DIRECT CREDIT QUICKCLIQ 0313733573 QCCAN36742050	Yes	Bank Feed	693.86	30,203.88
18 May 2024		18 May 2024	PAYMENT Square Australia Pty	Yes	Bank Feed	458.01	30,661.89
20 May 2024		20 May 2024	OSKO PAYMENT Inv 2857 Quest Accounting	Yes	Bank Feed	(330.00)	30,331.89
21 May 2024		21 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0314388088	Yes	Bank Feed	401.79	30,733.68
21 May 2024		21 May 2024	DIRECT CREDIT Lesmurdie Senior 0314449406 LES00420	Yes	Bank Feed	27.50	30,761.18
21 May 2024		21 May 2024	DIRECT CREDIT Lesmurdie Senior 0314449407 LES00419	Yes	Bank Feed	55.00	30,816.18
21 May 2024		21 May 2024	DIRECT CREDIT Lesmurdie Senior	Yes	Bank Feed	75.00	30,891.18

Bank Statement

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
21 May 2024		21 May 2024	0314449408 LES00418 DIRECT CREDIT Lesmurdie Senior	Yes	Bank Feed	125.00	31,016.18
21 May 2024		21 May 2024	0314449409 LES00422 DIRECT CREDIT Lesmurdie Senior	Yes	Bank Feed	125.00	31,141.18
21 May 2024		21 May 2024	0314449410 LES00421 DIRECT CREDIT Lesmurdie Senior	Yes	Bank Feed	274.75	31,415.93
21 May 2024		21 May 2024	0314449411 LES00423 DIRECT CREDIT Lesmurdie Senior	Yes	Bank Feed	507.00	31,922.93
21 May 2024		21 May 2024	0314449412 LES00424 DIRECT CREDIT Lesmurdie Senior	Yes	Bank Feed	507.00	31,922.93
22 May 2024		22 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0314727334	Yes	Bank Feed	437.98	32,360.91
23 May 2024		23 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0315103356	Yes	Bank Feed	451.99	32,812.90
24 May 2024		24 May 2024	PAY ANYONE ANZ83298 LSHS P & C 0184282767Brow ns Foo	Yes	Bank Feed	(2,297.28)	30,515.62
24 May 2024		24 May 2024	OSKO PAYMENT LESMURDIE P & C Satnam Waheguru Pty	Yes	Bank Feed	(1,829.24)	28,686.38
24 May 2024		24 May 2024	OSKO PAYMENT 64257749 LESMURDIE ColdTrek WA	Yes	Bank Feed	(400.45)	28,285.93
24 May 2024		24 May 2024	OSKO PAYMENT ACCOUNT NO 8 Sanderson Road IGA	Yes	Bank Feed	(727.31)	27,558.62
24 May 2024		24 May 2024	OSKO PAYMENT LESMURDIE SHS Khusmi Traders Pty L	Yes	Bank Feed	(2,157.36)	25,401.26
24 May 2024		24 May 2024	OSKO PAYMENT Customer ID 774 Westoz	Yes	Bank Feed	(8,272.08)	17,129.18
24 May 2024		24 May 2024	PAYMENT Wages week ending 17thMay Christina Chong	Yes	Bank Feed	(300.40)	16,828.78
24 May 2024		24 May 2024	OSKO PAYMENT Wages week ending 17thMay Felicity BRodie	Yes	Bank Feed	(920.95)	15,907.83
24 May 2024		24 May 2024	OSKO PAYMENT Wages week ending 17thMay Joanne DeRoost	Yes	Bank Feed	(315.42)	15,592.41
24 May 2024		24 May 2024	OSKO PAYMENT Wages week	Yes	Bank Feed	(165.22)	15,427.19

Bank Statement

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
			ending 17thMay Regina Tan Stew Lee				
24 May 2024		24 May 2024	DEPOSIT - CASH T2 W6	Yes	Bank Feed	2,230.50	17,657.69
24 May 2024		24 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0315427700	Yes	Bank Feed	559.46	18,217.15
25 May 2024		25 May 2024	PAYMENT Square Australia Pty	Yes	Bank Feed	434.95	18,652.10
28 May 2024		28 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0316118189	Yes	Bank Feed	403.19	19,055.29
28 May 2024		28 May 2024	PAYMENT Canteen 13 May Christina Chong	Yes	Bank Feed	(300.40)	18,754.89
28 May 2024		28 May 2024	OSKO PAYMENT Canteen 13 May Joanne DeRoost	Yes	Bank Feed	(300.40)	18,454.49
28 May 2024		28 May 2024	OSKO PAYMENT Canteen 13 May Regina Tan	Yes	Bank Feed	(150.20)	18,304.29
29 May 2024		29 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0316418684	Yes	Bank Feed	610.88	18,915.17
30 May 2024		30 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0316808497	Yes	Bank Feed	599.72	19,514.89
31 May 2024		31 May 2024	DEPOSIT - CASH T2 W7	Yes	Bank Feed	2,149.15	21,664.04
31 May 2024		31 May 2024	DEPOSIT - CASH T2 W7	Yes	Bank Feed	(2,149.15)	19,514.89
31 May 2024		31 May 2024	DEPOSIT - CASH T 2 W 7	Yes	Bank Feed	2,145.15	21,660.04
31 May 2024		31 May 2024	DIRECT CREDIT SQUARE AU PTY LT 0317161456	Yes	Bank Feed	555.59	22,215.63
Closing Balance							
31 May 2024						-	22,215.63

Statement Exceptions

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 May 2024 to 31 May 2024

LSHS P & C Canteen Account

Bendigo Bank Statement Account Reconciliation Summary

Lesmurdie Senior High School Parents and Citizens Association

As at 31 May 2024

Bendigo Bank Statement Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Balance in Xero			
31 May 2024			19,193.56
Statement Balances			
31 May 2024	Statement balance (calculated)		19,193.56
30 May 2024	Imported statement balance		19,193.56
31 May 2024	Calculated balance out by		-

Bank Statement

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 May 2024 to 31 May 2024

Bendigo Bank Statement Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 May 2024						-	10,878.97
Statement Lines							
1 May 2024		1 May 2024	INTEREST	Yes	Bank Feed	0.09	10,879.06
			DIRECT CREDIT Lesmurdie				
7 May 2024		7 May 2024	Senior 0310836335 LES00206052024	Yes	Bank Feed	8,314.50	19,193.56
Closing Balance							
31 May 2024						-	19,193.56

Statement Exceptions

Lesmurdie Senior High School Parents and Citizens Association

For the period 1 May 2024 to 31 May 2024

Bendigo Bank Statement Account

Principal Report
P & C
10 June, 2024

The Health of LSHS

These last couple of weeks have been extremely emotional for the school. Additional resources have been needed to support both students and staff at this difficult time. The impact of a student death is always very very sad. The Lesmurdie community was significantly impacted and our work and support of each other was never more important.

Staffing

New Appointments - Substantive
Callum Millard - Deputy Principal
Aaron Crawford - HOLA Science

Industrial action - since the beginning of the year.

Industrial action has ceased and the workplace has returned to the original schedules. This means morning and afternoon meetings are back in place as well as performance and development processes.

Stem Centre

Still on schedule. Active conversations about the scheduling of the room and purpose. We are expecting the room to be available for the start of 2025.

School Canteen

We would like to all like to welcome Hani to the role of Canteen Manager. I thank Flick for her support during this handover as well as the canteen staff. We didn't have to close the canteen during this time. Thankyou to Hannah, Pam and P & C.

Check in on the new Business Plan. 2024-2026.

We are almost 1 semester into the new 3 year Business Plan. In second semester I'd invite you to provide feedback on our progress. This feedback is essential for considering the progress being made and any adjustments that might be required.

Challenges atm

- Student Health and well being - mental health, wellbeing and care
- AI - we need to experiment, become affluent, find the benefits for students.
- Staffing - teachers and non -teaching staff

Celebrations

- Successful Queensland Outdoor Education Tour.
- Rewards assemblies Semester one to celebrate success
- Leading Cultures of School Excellence program selection.
- Renewing classrooms and space – trially more contemporary look.

Kerry Chipchase
Principal 7/6/24