

# AGENDA FOR EL ARISH STATE SCHOOL P & C MEETING HELD ON 21 MAY 2019

Agenda Item	Discussion
1. Opening & Welcome	9:26AM
2. Attendance & Apologies	<p><b>Attendance:</b> Danielle Larsen, Katrina Wilson, Felicity O’Kane, Denise Dixon, Chris Richards, Sarah Lambe</p> <p><b>Apologies:</b> Romina Tomasino-Ash</p>
3. Confirmation & Business Arising of Previous Minutes	<ul style="list-style-type: none"> <li>- <b>Tuckshop:</b> removing pasta cups and chicken wraps, adding crumbed steak &amp; mash meal and gravy rolls. Costs to be \$6 each. All other items are to remain the same. Shopping to be done through Woolies only now. Homebaked goods to be done from home as a donation, not included in Tuckshop shopping. Also discussed sausage sizzle for Athletics Carnival, and having clear set time for lunch as people tend to come too early. Food for sale to be hotdogs (with or without cheese and onion), sausage on bread, homebaked goods and poppers. <b>Not doing gravy rolls. Athletics carnival was successful; \$141 made. Well timed, no one came early.</b></li> <li>- <b>Big Night Out:</b> haven’t sent out sponsor letters yet as waiting for 4KZ radio to respond regarding advertising as it is free WITHOUT sponsor information; with sponsor info there is a fee. Have researched rides but are very expensive and relying on big sponsors to help cover cost. Rides through Wonderfair Amusements cost \$6790 for 3 rides. Rides n Slides for 3 rides \$3985. Both costs include delivery, staff and set up. Fireworks declined as too expensive, need different insurance and premium will increase greatly. Rides to be priced at \$5 per ride. To use ticket system again and have separate people selling tickets for each stall so that we know how much profit each staff makes eg. One person selling tickets for the BBQ, one for rides, bar etc. Need to start having BNO meetings to get things organised. First meeting to be next Thursday. To ask teachers for feedback and ideas as they are knowledgeable and their input is desired and considered valuable. <b>Big Night Out to be cancelled this year as too late to get serious sponsors and the executive committee need to focus on strengthening P&amp;C</b></li> </ul>

	<p><b>and getting it up to standard; also too much work with camp.</b></p> <ul style="list-style-type: none"> <li>- <b>Election Day Stall:</b> 18 May. To be at the school. Having a cake stall. Katrina is working a poll booth. Cakes tend to be more popular than sausage sizzles. To ask families to donate baked goods for cake stall. Need to get a note out to families. <b>P&amp;C had a cake stall and Mr Henson did sausage sizzle. Cake stall made \$340. McKenzie and Libby went around with a Donation jar and collected a whopping \$121.</b></li> <li>- <b>Display Window:</b> Have started using a display window to advertise P&amp;C and what we do, introduce the committee as well as generate interest for potential members. To build up info over coming terms. <b>Done. More to be added over time.</b></li> <li>- <b>P&amp;C Day:</b> 28 May. Can incorporate activities from students, or can be a good way to advertise P&amp;C to families and what it's about, or thank volunteers. Will need to collaborate and organise. <b>High Tea at Castaways has been organised for Friday 24 May to say thank you to volunteers.</b></li> <li>- <b>IGA &amp; Woolworths Accounts:</b> No longer going to be using IGA account as WW better, but don't want to close it as we don't want to lose their support. To keep bulk of shopping with WW and keep IGA account as emergency account. <b>Done.</b></li> <li>- <b>Visit from Tully SHS Principal Tanya Martin:</b> Tanya Martin sat in on our meeting to see how our P&amp;C meetings are run as part of a Cluster school initiative. It was lovely to have her join us and hear her feedback and ideas on some topics, particularly shedding insight on TSHS P&amp;C which was very helpful. She will forward contact information for their P&amp;C committee as well as their next meeting. <b>Done</b></li> </ul> <p>Katrina moved that minutes from previous meeting are true and correct. Felicity seconded.</p>
<p>4. Incoming and Outgoing Correspondence</p>	<p><b>Incoming:</b></p> <ul style="list-style-type: none"> <li>- Rides N Slides: Rides for BNO x 4</li> <li>- Message from Director-General x 4</li> <li>- Wondefair Amusements: Rides for BNO x 6</li> <li>- Parentalk Magazine</li> <li>- CBA: Details of Netbank Transfer</li> <li>- QAST: Tax Invoice for 1 year membership</li> <li>- Receipts of Bank Transfers (Camp)</li> <li>- Felton Industries: Brochure</li> <li>- Sarah Lambe: Market Stall Craft Workshop Ideas</li> <li>- Coding Kids: Implementing Digital Technologies</li> </ul>

	<ul style="list-style-type: none"> <li>- Claire Klich: P&amp;C Volunteer Invitation Info</li> <li>- Andrew Wowor: New Cashbook</li> <li>- Grants: Small Grants Application x 2</li> <li>- DDG Corporate Services: Privacy Awareness Week</li> <li>- Jodie Cuttriss: Cowley Beach Markets Info</li> <li>- Chris Richards: Gardening Grant</li> <li>- Coding Kids: Free Teacher e-books</li> <li>- Margaret Leary: Term 2 Workshops</li> <li>- Castaways: High Tea x 8</li> <li>- Sarah Lambe: Treasury Procedures x 3</li> <li>- Sheryl Perrior: Schoolies Hair Accessories</li> <li>- Sarah Lambe: Treasury Report</li> <li>- Day For Daniel Fun Run</li> <li>- P&amp;C Qld: Annual member Survey</li> <li>- Emily De La Pena: Game Design Nano-Degree</li> </ul> <p><b>Outgoing:</b></p> <ul style="list-style-type: none"> <li>- Andrew Wowor: Treasury Correspondence</li> <li>- Castaways: High Tea x 10</li> <li>- Sarah Lambe: Treasury Procedures x 3</li> <li>- Jodie Cuttriss: Cowley Beach Markets info</li> <li>- Amusement Rides: BNO Rides x 4</li> <li>- Rides N Slides: BNO rides x 4</li> <li>- Chris Richards: Gardening Grant</li> <li>- Sarah Lambe: Cashbook and Treasury Report</li> </ul>
5. President Report	N/A
6. Secretary Report	N/A
7. Treasurer's Report	<p><b>SEE FULL REPORT BELOW MINUTES.</b></p> <p>Danielle moved a motion that the accounts as presented in the Treasurer's Report and expenses amount of <b>\$30.00</b> be paid, motion seconded by Katrina.</p>
8. Principal's Report	<p><b>Staffing Update:</b> Closed. Written offer made to Meg to continue in role for 12 months as she only has a 12 month visa. DoE are supportive for Meg to stay but Immigration says position should go to an Australian. Good news no one can replace her within next 12 months.</p> <p><b>Camp:</b> 15 students going. Denise to travel with camp as parent helper. Only 25 days left!</p> <p><b>School Overview:</b> Not happy with data of students need to improve. School can't be built around principal/one person. Everyone in school should be able to cope with or without principal. Now on learning journey to change so that leadership isn't restricted to one person – instead should be spread among teachers and school community. Need to be a TEAM. Purpose to prepare staff and students for when Chris no longer here. Staff meeting discussion – need four C's: Courage – take responsibility, Commitment, Connection and Creativity – be innovative. Analyse data of each student to find areas where children need more help - no transparency. Need to improve literacy of students as they struggle to understand on</p>

	<p>their own; need to help them one-on-one to get best out of them. Sort out reading and literacy above all. Home reading very important however not enough students/families are doing it. Responsibility there lies with parents.</p> <p><b>Raising money for Reading:</b> with limited funds in P&amp;C account would prefer money to continue going to Kitchen Garden rather trying to fundraise for the Reaching Scheme. Kids love the Kitchen Garden and it's great for them to work outside every Friday. Funding of \$50 per week will continue to support this project.</p>
<p>9. General Business</p>	<ul style="list-style-type: none"> <li>- <b>Prize for Pie Drive:</b> Beginning of next term (3). Last year made over \$1000 profit. This year would like to offer a prize to whoever sells the most pies as an incentive. Vouchers most popular idea to value of \$100. All agreed that a temporary, pre-paid credit card voucher would be best.</li> <li>- <b>Fundraising Event:</b> Bingo night at the end of term 3 at the hall. Want to incorporate raffle as well as prizes. Want to make it themed which still needs to be decided. Want to make it a community event. Catering to be tea, coffee and light refreshments eg. Sandwiches, spring rolls etc.</li> <li>- <b>Margaret Leary Zoom Session:</b> Need to organise zoom meeting with Margaret Leary from P&amp;C Qld for a Q&amp;A but still need to decide a time/day that would be suitable for all of us. 4<sup>th</sup> June most suitable for everyone at 9:30am. Danielle to get in touch with Margaret and organise.</li> <li>- <b>Kitchen Garden Funds:</b> Touched base with Chris. Decided to continue supporting Kitchen Garden rather than fundraise for the Reading Scheme at the time being due to lack of funds and at the moment, and the Kitchen Garden is great for students and they thoroughly enjoy it.</li> <li>- <b>Policies:</b> Need to develop policies for P&amp;C, particularly for Petty Cash and other financial processes. Will need to organise a time for committee to draft together as it is a big task for one person and need all executive members to contribute.</li> <li>- <b>Feedback/Reflections:</b> Danielle suggested that we start recording weekly reflections/feedback to help maintain communication between members, keep records of what worked and what didn't at different events for future reference. All agreed it would be a good idea.</li> <li>- <b>Weekly Reporting:</b> Any transactions, petty cash or float etc need to be recorded. Need to advise Sarah of sales, petty cash, floats etc. Any cash added or removed from lock-box to be recorded in provided exercise book. All financial transactions</li> </ul>

	to be corresponded with Sarah. Record books to be set up for Uniforms, Tuckshop, Fundraising, etc and left in the pigeon hole Fridays for Sarah to collect.
10. Other Business	N/A
11. Next Meeting Date	18 June 2019 @ 9am
12. Meeting Closed At	11:15am

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**Statement of Comprehensive Income  
For Period Ending 30 April, 2019**

	Month \$ Apr-19	2019 \$ YTD ending Apr-19	2018 \$ Previous year total
<b>Income</b>			
Sales Tuckshop	71.10	750.40	0.00
Sales Uniform Shop	15.00	1,918.50	0.00
Sales Bookshop	0.00	0.00	0.00
Sales Swim Club	0.00	0.00	0.00
Fundraising	347.00	347.00	0.00
Donations	0.00	0.00	0.00
Grant	0.00	0.00	0.00
Interest earned	0.00	0.00	0.00
school Banking	40.00	175.00	0.00
Other Income	0.00	0.00	0.00
<b>Total Income</b>	<b>473.10</b>	<b>3,190.90</b>	<b>0.00</b>
<b>Cost of Goods Sold</b>			
Cost of Goods Sold - Tuckshop	161.60	637.11	0.00
Cost of Goods Sold - Uniform shop	1,582.67	2,915.12	0.00
Cost of Goods Sold - Bookshop	0.00	0.00	0.00
<b>Total Cost of Sales</b>	<b>1,744.27</b>	<b>3,552.23</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>-1,271.17</b>	<b>-361.33</b>	<b>0.00</b>
<b>Expenses</b>			
Accountant fees	0.00	0.00	0.00
Advertising and marketing	0.00	0.00	0.00
Audit fees	0.00	495.00	0.00
Bank charges	0.00	0.00	0.00
Donations	0.00	1,500.00	0.00
Depreciation	0.00	0.00	0.00
Equipment/tools	0.00	0.00	0.00
Fundraising Expenses	174.35	304.35	0.00
Insurance	0.00	0.00	0.00
Loan repayment - interest expenses	0.00	0.00	0.00
Membership and subscriptions	0.00	755.54	0.00
Printing	0.00	0.00	0.00
Amortisation of Pre-paid expense	0.00	0.00	0.00
Annual Leave	0.00	0.00	0.00
Long Service Leave	0.00	0.00	0.00
Repairs and maintenance	0.00	0.00	0.00
School premise/facility hire	0.00	0.00	0.00
Stationery and postage	0.00	0.00	0.00
Superannuation	0.00	0.00	0.00
Wages	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00
<b>Total Expense</b>	<b>174.35</b>	<b>3,054.89</b>	<b>0.00</b>
<b>Net Profit / (Loss)</b>	<b>-1,445.52</b>	<b>-3,416.22</b>	<b>0.00</b>

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## Statement of Financial Position

As at 30 April, 2019

	2018 \$ Ending Balance	Opening Balance \$ 01-Apr-19	Ending Balance \$ 30-Apr-19
<b>Current Assets</b>			
Cash in bank - Main Account	9,260.48	7,886.42	6,083.38
Cash in bank - Sub Bank Account	0.00	861.00	876.00
Cash in hand - Petty Cash	0.00	0.00	0.00
Debit Card Account	0.00	0.00	0.00
Pre-paid expense	0.00	0.00	0.00
Stock on hand - Book Shop	0.00	0.00	0.00
Stock on hand - Tuckshop	0.00	-125.19	0.00
Stock on hand - Uniform Shop	1,212.75	-119.70	97.63
<b>Total Current Assets</b>	<b>10,473.23</b>	<b>8,502.53</b>	<b>7,057.01</b>
<b>Non-Current Assets</b>			
Plant and Equipment	0.00	0.00	0.00
<b>Total Non-Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Assets</b>	<b>10,473.23</b>	<b>8,502.53</b>	<b>7,057.01</b>
<b>Liabilities</b>			
Balance of Loans	0.00	0.00	0.00
Provision for Annual Leave Liability	0.00	0.00	0.00
Provision for LSL Liability	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Assets</b>	<b>10,473.23</b>	<b>8,502.53</b>	<b>7,057.01</b>
<b>Accumulated Surplus</b>			
Opening balance	10,473.23	10,473.23	10,473.23
Profit/(Loss) for year	0.00	-1,970.70	-3,416.22
<b>Accumulated Surplus at end of year</b>	<b>10,473.23</b>	<b>8,502.53</b>	<b>7,057.01</b>

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**Bank Reconciliation Statement**  
**For Period Ending 30 April, 2019**

	2019 \$
Bank Reconciliation Statement for the Month of:	Apr-19
<b>Opening Balance on Bank Statement</b>	7,886.42
Add: Receipts processed and presented on Bank Statement	458.10
Less: Payments processed and presented on Bank Statement	2,261.14
<b>Calculated Closing Balance</b>	<u>6,083.38</u>
<b>Closing Balance on Bank Statement</b>	6,282.26
<b>Difference</b> <i>(If balance is not 0.00 double check all entries)</i>	<u>-198.88</u>
<b>Unpresented Receipts and Payments</b>	
Add: Unpresented Receipts at reporting date	0.00
Less: Unpresented Payments at reporting date	0.00
<b>Adjusted Bank Balance</b>	<u>6,083.38</u>
<b>Reconciliation</b>	<u>No</u>



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**Trading Statement - Tuckshop**  
**For Period Ending 30 April, 2019**

	Month \$ Apr-19	2019 \$ Jan to Apr-19	2018 \$ Previous year total
<b>Sales Tuckshop</b>	71.10	750.40	0.00
Opening Stock	-125.19	0.00	0.00
Tuckshop Stock purchase	286.79	637.11	0.00
Closing Stock	0.00	0.00	0.00
<b>Cost of Goods Sold</b>	<u>161.60</u>	<u>637.11</u>	<u>0.00</u>
<b>Gross Income / (Loss)</b>	<u><b>-90.50</b></u>	<u><b>113.29</b></u>	<u><b>0.00</b></u>
<b>Operating Expenses</b>			
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Tuckshop Net Income / (Loss)</b>	<u><b>-90.50</b></u>	<u><b>113.29</b></u>	<u><b>0.00</b></u>