

## **Cardiff High School P&C Association**

### **Minutes of Meeting 8<sup>th</sup> February 2017**

*Chairperson:* Kim Taylor      *Minutes:* Jenny-Marie Copas

*Present:* Gareth Erskine, Janice McCorkell, Leah Luck, Lisa Jones, Rachael Reeve, Louise Stewart, Kristine Morgan

*Apologies:* Cassandra Vizintin, Kylie Ambrose, Jane West, Susan Wilson, Karen Black, Deb MacDonald, Kim Knight,

*Minutes of previous meeting read and accepted:* *Moved:* Louise Stewart, *Second:* Gareth Erskine

*Business arising from previous minutes:*

- Additional fundraising avenues. Bunnings BBQ slotted for Sunday 30<sup>th</sup> April.

*Correspondence In:*

- Bunnings – Acceptance of fundraising request. Information night 30/03/2017. Fundraising day 30<sup>th</sup> April.
- P&C Association email re: Accident & Medical insurance for students
- P&C Association email re: Casual Vacancies
- Cadbury Chocolate Fund Raising
- Sports Uniform Jacket designs
- P & C Electoral information letter
- P & C Magazines Term 4 2016
- Invoice from CHS for School calendars

*Correspondence Out:*

- Acceptance of Bunnings offer

*Treasures Report:* Appendix A

*Canteen Report:* Appendix B

*Principal Report:* Appendix C

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*General Business:*

- JSA will be doing the audit again
- 3 new members have paid membership fee. Receipts to be issued at the next meeting.
- \$1 membership renewal can be paid at the Annual General Meeting

*Meeting Closed:* 8:40pm

*Next Meeting:* AGM 8 March 2017

**Appendix A – Treasurers Report**

**Cardiff High School P&C Treasurers Report**

**Financial Statement**

**14 October 2016/ 13 November 2016**

**Cheque Account**

<b>Credits</b>		
		\$00
<b>Total</b>		\$00
<b>Debits</b>		
		\$00
<b>Total</b>		\$00
<b>Reconciliation</b>		
<b>Opening Balance</b>		\$4888.48
<b>Credits</b>		\$00
<b>Debits</b>		\$00
<b>Balance</b>		\$4888.48

**Transactions Pending**

Nil

Kristine Morgan  
Treasurer CHS P&C  
12 December, 2016

**Appendix A – Treasurers Report**

**Cardiff High School P&C Treasurers Report**

**Financial Statement**

**14 November 2016/ 13 December 2016**

**Cheque Account**

<b>Credits</b>		\$00
<b>Total</b>		\$00
<b>Debits</b>		\$00
<b>Total</b>		\$00
<b>Reconciliation</b>		
<b>Opening Balance</b>		\$4888.48
<b>Credits</b>		\$00
<b>Debits</b>		\$00
<b>Balance</b>		\$4888.48

**Transactions Pending**

Nil

Kristine Morgan  
Treasurer CHS P&C  
8 February, 2017

### Appendix A – Treasurers Report

Cardiff High School P&C Treasurers Report  
Financial Statement  
14 December 2016/ 13 January 2017

Cheque Account	
Credits	
	\$00
Total	\$00
Debits	
	\$00
Total	\$00
Reconciliation	
Opening Balance	\$4888.48
Credits	\$00
Debits	\$00
Balance	\$4888.48
Transactions Pending	
Nil	

Kristine Morgan  
Treasurer CHS P&C  
8 February, 2017

### Appendix B – Canteen Report

CARDIFF HIGH SCHOOL CANTEEN  
TREASURERS REPORT NOVEMBER 2016

#### BANK RECONCILIATION STATEMENT

Balance as per Bank Statement @ 30/11/2016 **32603.20**

#### BANK BALANCE

Balance b/f from previous month (October 2016) **33741.17**

Plus November Income:

Sales 21042.15

Incorrect Deposits (CHS) 1197.58

Adjustment for end of month banking -\$892.45

**Total** **55088.45**

Less November Expenditure:

Stock 14740.73

Wages 5255.69

Super 00

Tax 00

Sundries (Repayment to CHS) 2488.83

**Total** **22485.25**

**BANK BALANCE AS AT 30 NOVEMBER 2016** **32603.20**

**ACCOUNT DIFFERENCE** **-\$1137.97**

Kristine Morgan  
Canteen Treasurer  
14 December, 2016.

Appendix B – Canteen Report

CANTEEN ACCOUNT PROGRESS 2016/2017

INCOME

Year to Date  
80151.83

EXPENDITURE

Stock	54155.32
Wages	18644.21
Super	2238.05
Tax	1512.00
Sundries	5194.75

Year to Date 81744.33

PROFIT/LOSS -\$1592.50

Kristine Morgan  
Canteen Treasurer  
14 December 2016.

Appendix B – Canteen Report

CARDIFF HIGH SCHOOL CANTEEN  
LONG SERVICE ACCOUNT REPORT

DECEMBER 2016

Term Deposit Balance	<u>\$6347.16</u>
Matures	13 August, 2017
Interest Rate	3.00%

Entitlements up to December 2015 \$2227.10

Entitlements 2016 to W/E 9 December 2016 \$889.93

**Entitlements Total** **\$3117.03**

Account Maturity 13 August 2017

Account Balance	\$6347.16
Interest added on maturity (projection)	\$190.41

**Balance** **\$6537.57**

Kristine Morgan  
Canteen Treasurer  
14 December 2016.

**Appendix B – Canteen Report**

**CARDIFF HIGH SCHOOL CANTEEN**

**TREASURERS REPORT DECEMBER 2016**

**BANK RECONCILIATION STATEMENT**

Balance as per Bank Statement @ 31/12/2016 **29854.85**

**BANK BALANCE**

Balance b/f from previous month (November 2016) **32603.20**

Plus December Income:

Sales 7154.25

Interest 7.92

**Total 39765.37**

Less December Expenditure:

Stock 6482.04

Wages 1540.48

Super 00

Tax 00

Sundries (Pie Ovens) 1888.00

**TOTAL 9910.52**

**BANK BALANCE AS AT 30 DECEMBER 2016 29854.85**

**ACCOUNT DIFFERENCE -\$2748.35**

Kristine Morgan  
Canteen Treasurer  
8 February, 2017

**Appendix B – Canteen Report**

**CANTEEN ACCOUNT PROGRESS 2016/2017**

**INCOME**

**Year to Date 87314.00**

**EXPENDITURE**

Stock 60637.36

Wages 20184.69

Super 2238.05

Tax 1512.00

Sundries 7082.75

**Year to Date 91654.85**

**PROFIT/LOSS -\$4340.85**

Kristine Morgan  
Canteen Treasurer  
8 February, 2017

**Appendix B – Canteen Report**

**CARDIFF HIGH SCHOOL CANTEEN  
LONG SERVICE ACCOUNT REPORT**

**DECEMBER 2016**

<b>Term Deposit Balance</b>	<b><u>\$6347.16</u></b>
Matures	13 August, 2017
Interest Rate	3.00%
Entitlements up to December 2015	\$2227.10
Entitlements 2016 to W/E 9 December 2016	\$889.93
<b>Entitlements Total</b>	<b><u>\$3117.03</u></b>

**Account Maturity 13 August 2017**

Account Balance	\$6347.16
Interest added on maturity (projection)	\$190.41
<b>Balance</b>	<b><u>\$6537.57</u></b>

Kristine Morgan  
Canteen Treasurer  
8 February, 2017

**Appendix B – Canteen Report**

**CARDIFF HIGH SCHOOL CANTEEN  
TREASURERS REPORT JANUARY 2017**

**BANK RECONCILIATION STATEMENT**

Balance as per Bank Statement @ 31/01/2017	<b><u>30094.85</u></b>
<b><u>BANK BALANCE</u></b>	
Balance b/f from previous month (December 2016)	<b>29854.85</b>
Plus January Income:	
Sales	240.00
<b>Total</b>	<b>30094.85</b>
Less December Expenditure:	
Stock	00
Wages	00
Super	00
Tax	00
Sundries	00
<b>TOTAL</b>	<b><u>00</u></b>

<b><u>BANK BALANCE AS AT 31 JANUARY 2017</u></b>	<b><u>30094.85</u></b>
<b><u>ACCOUNT DIFFERENCE</u></b>	<b><u>+\$240.00</u></b>

Kristine Morgan  
Canteen Treasurer  
8 February, 2017

Appendix B – Canteen Report

CANTEEN ACCOUNT PROGRESS 2017

INCOME

Year to Date 240.00

EXPENDITURE

Stock	00
Wages	00
Super	00
Tax	00
Sundries	00

Year to Date 00

PROFIT/LOSS +\$240.00

Kristine Morgan  
Canteen Treasurer  
8 February, 2017

Appendix B – Canteen Report

CARDIFF HIGH SCHOOL CANTEEN  
LONG SERVICE ACCOUNT REPORT

JANUARY 2017

Term Deposit Balance	<u>\$6347.16</u>
Matures	13 August, 2017
Interest Rate	3.00%

Entitlements up to December 2015	\$2227.10
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Entitlements 2016 to W/E 3/2/2107	\$925.57
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<b>Entitlements Total</b>	<b><u>\$3152.67</u></b>
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Account Maturity 13 August 2017

Account Balance	\$6347.16
Interest added on maturity (projection)	\$190.41

<b>Balance</b>	<b><u>\$6537.57</u></b>
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Kristine Morgan  
Canteen Treasurer  
8 February, 2017

# Canteen Report Feb 2017

Welcome back to Susan Wilson & Sue Smith and myself for 2017

We are off to a great start the first week back we had a drinks fridge decide to stop working which was tough when all the children wanted was drinks and then to top the first week off our ice block freezer decided to break down too so the children have been very understanding when told we have a limited supply of ice blocks let's just say thank goodness for Zooper Doopers.

The freezer is being replaced Thursday but as for the drinks fridge I am still trying to get a date of replacement but we are coping just doing lot of mile to the one fridge.

We took delivery of our new pie ovens the second last week of school they are working well.

Canteen sales this last two weeks have been great we are selling out of food at the end of the day. That's a good sign

I have had two phone call in regards to volunteering for the canteen which is great both ladies are coming in next week for a look.

Regards  
Louise





## **Appendix C – Principal Report**

### **Cardiff High School P&C Meeting** **Principal's Report Summary – February 2017**

#### **HSC Results**

- HSC results released 15 December
- 9 subjects above state average
- Band 5s 29% above school average
- 3 Band 6 results in Music and 1 in PDHPE
- Harry Keating HSC Dux
- High Achievers Assembly held today to acknowledge student success
- Target of 16 Band 6s in 2017 and 20+ in 2018

#### **New school year and year ahead**

- 735 students – Up by 24 on last year's numbers
- Significant increase in Literacy and Numeracy Program delivery
- Bump it Up
- Power upgrade
- Science classroom upgrades
- School's Renewal Program

#### **2017 Calendar**

- Thanks to P&C for continued support of fridge magnet calendars
- Copies of distributed to P&C/whole school calendar also available on school website

#### **School Improvements**

- Concreting between hall and administration
- External painting of Industrial Arts building

#### **Parent/Teacher Interviews**

- Proposal to hold Parent/Teacher Interviews on top floor of Main Block

#### **Upcoming Events**

- Aboriginal Student Welcome and PDP 9 February
- Yr 7 Immunisations 10 February
- Welfare Presentation – Iron and Clay 14 February
- High Achievers Program Day 2 17 February
- Zone Swimming Carnival 22 February
- School Photos 23 February
- Parent/Teacher Interviews 6 March
- Year 7 Camp 6-8 March
- School Photo Catch up day 7 March