

GOVERNOR STIRLING SHS P&C ASSOCIATION
Term 3 General Meeting Minutes
Monday, 29th August 2022
6:30pm – Library and Online via Microsoft Teams

1. Meeting Opened: 6:30pm

2. Acknowledgement of Country

3. Attendance and Apologies:

Attendance: Pasco Putrino (Principal), Chris Morris (President), Andrew Rodgers (Treasurer), Alex Ellis (Secretary), Greg McPherson (Exec), Kate Donovan, Martin Anderson (Exec), Melanie Brittain, Carol Kidd, Jodylee Newman, Jenny Kelly, Liz Johns

Apologies: Soren Jensen (Exec)

[Memberships paid prior to commencement]

4. ACCEPTANCE OF PREVIOUS MINUTES

Resolution: That the minutes of the previous General Meeting of Governor Stirling Senior High School P&C Association on 27th June 2022 be taken as read and confirmed as a true and accurate record.

Passed: Chris Morris

Seconded: Andy Rodgers

Resolution: That the minutes of the previous Executive Meeting of Governor Stirling Senior High School P&C Association on 26th August 2022 be taken as read and confirmed as a true and accurate record.

Passed: Chris Morris

Seconded: Andy Rodgers

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible
All Office Bearers (President, Vice-President, Secretary and Treasurer) need to be signatories to the P&C bank accounts. Completing.	Office Bearers; Andrew Rodgers
P&C to pay Annual Affiliation/Insurance/Conference invoice of \$1,497.74 before 30th June 2022. Completed.	Andy Rodgers
To get 2021-2022 Canteen (Worker's Comp and Stock) Insurance details off Melanie Brittain. Completed.	Alex Ellis
To perform Acknowledgement of Country at commencement of future P&C's. To write into P&C Agenda. Completed.	Chris Morris and Alex Ellis
To lock all toilets (excepts one male and one female) during class time. All toilets to be open during recess/lunch. Outcome? Nil issues have since been raised to Pasco Putrino. Suggestion during meeting to increase number of tokens to girl's toilet to reduce waiting times.	Pasco Putrino

To update the P&C section of the website with past projects, meeting minutes (public docs), and link to membership form. Completed.	Alex Ellis
To create GSSHS P&C Google Drive, store appropriate documentation there, and have linked P&C Gmail address for Secretary (to then put on P&C section of GSSHS website). Completed.	Alex Ellis
To get more formal student feedback on Year 7 Playground. Ongoing.	Ashti Mullen (Yr 7 Deputy Principal)
Chris Morris to attend 2022 WACSSO Conference. Andy and Alex cannot attend. Any other interested attendees? Martin showed an interest to join Chris – Chris to let WACSSO know (as deadline over), and perhaps get Martin put on waitlist.	Chris Morris and ?Martin Anderson
P&C Office Bearers to send Secretary photos of themselves for P&C webpage, with a one-sentence description of them, to assist with engagement with wider school community. Completed.	Office bearers; Diana McRobert
P&C to have a section in GSSHS Newsletter (circulated twice a term); any topics to be included? (must be in to Alex by 2nd Sept 2022). Pasco to let Alex know who to contact now Diana McRobert has left – send to Karen Fooks/Pasco in meantime (even if just via FB and Connect communications)	Alex Ellis and Pasco Putrino
To forward details on Qkr! App to Pasco and Frank Caviccio for future discussions re easier payment of funds and an easier way to distinguish. Completed.	Alex Ellis
Need to improve governance of Canteen account spending, and create budget forecasts. Discussed in General Business.	Andy Rodgers and Chris Morris; Melanie Brittain, Carol Kidd, Frank Caviccio.
To amend Funds Usage Policy with changes, and circulate at Term 4 Meeting	Chris Morris
To create a P&C Grants Register. Completed.	Alex Ellis

6. CORRESPONDENCE

Resolution: That the correspondence in since the last meeting be received:

- Email from Rhys Preston, Year 7 Coordinator, GSSHS (22/07/22) re: request for P&C to fund sporting equipment for students for recess/lunch
- Emailed Certificate of Membership and Insurance Details from WACSSO for 01/07/22-30/06/23 (23/07/22)
- Letter from Telethon Community Cinema re: fundraising opportunity (26/08/22) – see attachment. Any takers to Jenny to lead, Jodie, Kate to take on.

Resolution: That the correspondence out since the last meeting be received:

- Nil correspondence

7. PRINCIPAL REPORT

Principal's report – Pasco Putrino

Resolution: That the Principal's report be adopted

8. OFFICE BEARER REPORTS

8.1. President – Chris Morris

Resolution: That the President's report be adopted

8.2. Treasurer – Andrew Rodgers

Resolution: That the Treasurer's report and financial statements be adopted

8.2.1 Request made to GSSHS Manager Corporate Services (Frank Cavicchio) to release parent voluntary contributions (~\$800/quarter) for P&C, to the P&C. Andy and Chris to discuss further with Frank Cavicchio.

MOTION: Frank Cavicchio to pay P&C Voluntary Contribution funds to GSSHS P&C 2 weeks prior to P&C meeting (quarterly). Andy to request funds from Frank Cavicchio on regular basis (ie 2 weeks prior to P&C meeting).

Passed: Andy Rodgers

Seconded: Chris Morris

All in favour

8.3. Canteen Report – Melanie Brittain / Carol Kidd

Price rises due to salary/superannuation and price of stock increases (mainly Brownes lines).

Price rises will be implemented incrementally, and as of Term 4, 2022.

9. MOTIONS ON NOTICE

9.1. Nil

10. ANY OTHER BUSINESS

10.1. Telethon Community Cinema fundraising opportunity. Jenny Kelly to lead, Jodylee Newman and Kate Donovan to assist in coordinating this fundraising opportunity.

ACTION: Alex to forward email to P&C members re the fundraising opportunity and team (Jenny, Jody, Kate) taking it on.

10.2. Email from Rhys Preston, Year 7 Coordinator, GSSHS (22/07/22) re: request for P&C to fund sporting equipment for students for recess/lunch.

ACTION: Alex to email Rhys Preston (and cc Pasco Putrino) re: gaining a quote for sporting equipment, to then email back to Pasco and Alex to bring to Term 4 P&C meeting. In the meantime, Funds Usage Policy (which includes due process for future grant requests) will be completed by Chris Morris and reviewed by Exec.

10.3. Need improved governance of Canteen operations and P&C funds.

ACTION: Andy and Chris to meet with Frank Cavicchio (Manager, Corporate Services), Canteen staff and bookkeeper re: spending/ordering structures of the Canteen, and to improve governance of Canteen account spending, and create budget forecasts. To also consider Business Analyst/overseer of this process as P&C Committee have enough roles already. To then feedback to Term 4 General Meeting.

11. GENERAL BUSINESS

11.1. Issue raised re: uniform supplier – Slater & Gartrell – taking full profits of sales, GSSHS gets no profit from uniform sales currently.

ACTION: Pasco to investigate in regards to tender system for uniform supplier in future. P&C Secretary to send email to P&C members to canvas feedback re: service and product (both positive and negative), and forward to Pasco Putrino.

Meeting Closed: 7:50pm

Next Meeting: Term 4, Monday, 28th November 2022

Principal report to School Board 29 August 2022

Acknowledgements:

Congratulations to Michelle Hall and Margot Steel-Fujinami and students

- Amra Osmanovic (General Visual Art)
- Bo Peters (General Design: Photography)
- Earl Infante (General Design: Photography)
- Tamzin Belcher (General Design: Photography) *Photography Winner
- Chelsie Alessandrino (General Design: Photography)

for having their works selected and displayed at the recent META Exhibition launch.

Michelle and Margot have done an amazing job together with the students to achieve such accolades. Special mention to Tamzin Belcher who took out the Photography Award for her portrait 'Eat Your Heart Out'. The exhibition is at the Gallery Central NMTAFE in Aberdeen Street Northbridge.

Book week

Last week was Book Week. Ebonii Collard and Tahliyah Dewar kicked off Book Week beautifully. They led a session by reading the story 'Waakar!' to the group, and then invited everyone to write Noongar words and their meanings on small boomerangs to display under the Book Week tree.



Norman Jorgensen, a former Govo student and an author, was invited to participate and share his knowledge and experience with students in the library. We thank him for giving his time to our students.



Our Novice Debating team took the affirmative argument against Perth College and came away with another surprising victory at the final debate earlier in June.

Congratulations to Harnoor Singh, Willian O'Brien and Lilou Slater with a special thank you to Ethan Slater who has provided technical support with the online debates this year.

They finished with four wins and two losses - one being an unfortunate Covid forfeit.



Congratulations to our Year 8 G&T team for winning the Term 2 "Havesumfunonline" competition - (10 maths problems, over 3 weeks, in a time limit). There were over 60 teams in the competition. We also got third BUT each school can only take one place.

Photo: Ashley Taridona, Lilah Butler, Hannah Mathews and our top Year 8 maths student Tayla Otley.



The Year 10 team came in third . These fine, upstanding young men are: Back - Sean Tester & Tanmay Chandu

Front: Naufal Ashari and James Ford



Recently, our Classical Guitar Ensemble and 2 of our ATAR soloists Jacob Gordon and Amelia Rashidy, took part in the 2022 WA Classical Guitar Festival. Despite five ensemble members not attending due to illness (about a third of the ensemble) they still managed to bring home an *Outstanding* award. This is a fantastic achievement under normal circumstances but to achieve this whilst missing a third of their ensemble on the day is an incredible accomplishment!

Both Jacob and Amelia also performed to a very high standard, and they should be very proud of their achievement. If you would like to see them in action, they will be performing the same pieces at our Annual Music Concert next Thursday 1st of September.

Well done to Brett Neasham, for all the work to pull together the amazing week of career tasters for the Year 9 students. Hopefully, the students have been exposed to a range of industries and careers that they never knew existed. Many hours of planning and organising goes into these events.

Congratulations once again to Olga Konstantouras for a terrific Speech and Drama Festival. This year was the best with lots of students from Bassendean and Woodbridge, participating. A great day and great promo for our school.

A special shout out goes to the whole Maali team for their tireless efforts in preparing for last term's NAIDOC activities – a great day once again. A big thank you to all staff for their contribution to the success of NAIDOC day.

Many thanks to all the staff who attended the music camp a few weekends ago, especially Alysha for her coordination. Unfortunately, 2 staff and one student contracted covid while on camp, which made managing difficult.

This year has been very difficult with staff shortages. We are very appreciative of staff for supporting their colleagues who have been absent for one reason or another. Susan, our relief coordinator, tries hard to manage the reliefs needed under very trying conditions. Our data shows that recently 54 staff were used to cover internal reliefs. Two of our regular relief teachers were covering classes fulltime. Only two others were available for relief for the week.

As you may be aware, the issue of vaping in the community is becoming a significant concern. This term the school is implementing a strategy to educate students about the dangers of vaping. Teachers of Health will include information from the WA Schools Anti-Vaping Toolkit to students in Years 8, 9 and 10. Information will also be given to parents via Connect to help educate parents as well. The Anti-Vaping Toolkit also has information for teachers to raise awareness and assist with educating students.

Year 10 VET TAFE option for 2023

The State Government has committed \$29.8 M to provide additional training places for schools. DTWD has recently provided a Pilot Program for VETDSS commencing Semester 2, 2022. It provides additional places for secondary students to participate in VET. The Pilot includes

- 1) selected skill sets for Year 11 and 12 students.
- 2) access to funded training for Year 10 students:
- 3) access to a second funded qualification to Year 11 and 12 students. Year 10 students will be able to apply for a Certificate II VETDSS course.

Karen Clark and Brett Neasham ran an information session for interested Year 9 students recently. It is expected these students would complete the Certificate at TAFE on a one-day per week basis depending on the Certificate requirements. There are limited places available for Year 10 students next year.

We would like to welcome the following staff to our school:

Susan Scrymgour (Science), Mehmet Terzi (Science), Brooke Peden (School Psychologist), Robert Duncan (Computing).

Diana McRobert, our Media and Marketing Officer, is leaving on 31 August to take up a position with the City of Kalamunda. We thank Diana for her tireless efforts and contribution over the last 7 years and wish her all the best in her new role.

Alysha Massauger will be on Parental Leave commencing 5 September. We wish her well with the birth.

School Review. All public schools undergo a review of performance and self-assessment processes on a regular basis, anywhere from one to five years. Our last review was in 2018, and the next one is scheduled in the next few weeks - 14 September. The review is essentially a validation of the school's self-assessment processes. Judgements are made against a standard in each of six domains –

- Relationships and partnerships
- Learning environment
- Leadership
- Use of resources
- Teaching quality
- Achievement and progress

The executive team have been working with staff and the senior leadership team on these aspects since the beginning of the year. An online report is written with evidence attached in each area and will be submitted on the 6 September. The reviewers will then spend a day at the school on Wednesday 14 September interviewing various people – staff, parents, students, community partnership people – to validate our report.

One such group that they would like to interview is members of the Board, P&C and community partnerships. I have already invited members from this group to participate. Thank you for your support. The remainder of the interview schedule will be completed this week.

I will be taking Long Service Leave from 7 November 2022 until the end of Term 1 of next year.

Pasco Putrino

GSSHS P&C Presidents Report

29th of August 2022

THANKS

Thanks for all the hard work being put in by Andy and Alex to get the P & C into great shape ready to achieve some awesome things in the future.

2022 PLANS

The new Office bearers continue to work hard to put in place an organised, compliant, and meaningful P & C that will benefit students, teachers, and the school as a whole for decades to come.

I have been liaising with WACSSO on a regular basis to gain valuable insight into how a great P & C runs. With this information we are busily putting into place some foundation policies and processes that will ensure that the efforts and funds raised by the P & C are fairly and evenly distributed to all areas that need the P & C's support.

While there may appear to be little happening in relation to funding and initiatives, the work done to date will form a clear pathway to how and what we fund moving forward.

We are having an Executive committee meeting on the Friday before the general meeting and the minutes of this meeting will be circulated which will outline some of these key improvements made at the meeting.

Some key changes already implemented from this meeting moving forward:

Time Management of P & C Meetings – We respect that everyone's time is valuable and to honour this, meetings will now run for one and a half hours from 6.30 to 8 PM.

This will ensure that all attendees to a P & C meeting can plan around the meeting with certainty. To meet this time and address all items on the agenda each section of the agenda has now got a designated time allocated to it. See the agenda for the times allocated.

General business section of the meeting – Firstly, when considering an item you would like to bring up in the general business make sure it is a P & C related issue. The number of general business items will be limited to 4 with a 3-minute time limit for each item. If the items cannot be addressed in the allocated 3-minute timeframe you will be invited to email the P & C so that more time can be allocated to the item outside of the meeting or it can be added to the agenda formally for the next meeting.

1. FINANCIAL POSITION:

Note: reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting

Bank balances as at 25th August 2022, compared with the balances at the last report, 20th June 2022 are as follows:

Account Name:	Data as at:		Movement since last report period (\$)	
	25th August 2022	20 th June 2022	(\$)	(%)
Café / Canteen	\$178,449.51	\$163,535.58	\$14,913.93	9%
General	\$10,730.51	\$12,213.25	-\$1,482.74	-12%
Reserve	\$21,734.21	\$21,729.70	\$4.51	0%
Total Funds Available	\$210,914.23	\$197,478.53	\$13,435.70	7%

**change in General Account balance due to P&C annual membership fees*

- P&C Profit and Loss 2022 (YTD) attached as Appendix B (as at 25/08/2022)
- P&C Balance Sheet 2022 (YTD) attached as Appendix D (as at 25/08/2022)

2. BANK TRANSACTIONS - items to note:

- **Café / Canteen Account**
 - Trading steadily and account is in **SURPLUS**
 - Great work by the Café / Canteen Staff (Melanie and Karen)
- **General Account**
 - P&C membership fees paid
- **Reserve Account**
 - Transactions are limited to bank interest credits only

3. GRANTS PROVIDED BY P&C TO GSSHS:

In this reporting period, there have been no grants provided to the GSSHS by the P&C.

4. GRANT REQUESTS FROM GSSHS TO P&C:

- Request made by GSSHS for joint funding of a proposed Year 7 playground
 - Option 1: Ninja Course \$57,396.90 (inc. gst)
 - Option 2: Tower Design \$53,037.60 (inc. gst)

- Refer to Appendix E for detailed design and quote
- Request for sporting equipment made by Year 7 coordinator.

5. **ITEMS FOR AGENDA:**

- For Discussion:
 - Grant request for Year 7 playground as per point 4
 - Grant request for Year 7 sporting equipment as per point 4
- For Approval:
 - a. N/A

6. **OTHER:**

- P&C voluntary contribution as part of parent school fees

Voluntary Approved Requests	326042	16/03/2022	10440	P&C Collections	\$ 20.00
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- Request to be made to GSSHS Treasurer / Finance to release parent voluntary contributions for P&C to the P&C.



Profit and loss

Governor Stirling Senior High School Parents and Citizens Association Inc
25 Third Ave , Woodbridge WA 6056, Australia

Accrual mode
01 Jan 2022 - 25 Aug 2022
ABN: 21501283258
Generated 25 Aug 2022

		Total
Income		
41000	Food Sales	157,232.52
49999	U/Over banking	1,364.95
Total Income		158,597.47
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		158,597.47
Less Expense		
51000	Food Purchases	54,243.80
52000	Beverage Purchases	30,787.06
53000	Disposables	2,577.90
6-5400	Superannuation expense	5,247.55
6-6000	Merchant fee	2,039.74
6-6200	Wages & salaries	51,936.96
61100	Bank Fees	452.93
61600	Insurance	1,762.72
62310	Consultancy & Accounting Fees	727.28
62315	Comp. & Software Expense	229.27
62700	Sundries	462.88
63000	new equipment	57.05
Total Expense		150,525.14
Operating Profit		8,072.33
Plus Other Income		
48000	Jobkeeper Payment	-1.55
49000	Cashflow Boost	10,000.00
81000	Interest Income	6.17
Total Other Income		10,004.62

		Total
Less Other Expense		
Total Other Expense		0.00
Net Profit		18,076.95



Balance Sheet

Governor Stirling Senior High School Parents and Citizens Association Inc
25 Third Ave , Woodbridge WA 6056, Australia

Accrual mode

25 Aug 2022

ABN: 21501283258

Generated 25 Aug 2022

		Total
Asset		
Banking		
298944	P&C General Account	10,730.51
298952	General Account Cafe	177,732.01
298960	Cash Reserve Account	21,734.24
Total Banking		210,196.76
Current Assets		
1-1800	Accounts receivable	6.20
Total Current Assets		6.20
Fixed Assets		
13520	Improvements Amortisation	369.90
Total Fixed Assets		369.90
1-1900	Payroll Clearing Account	58.87
1-1950	Stock on Hand	1,166.45
Total Asset		211,798.18
Liability		
Current Liabilities		
2-1800	Accounts payable	8,924.83
2-2200	GST collected	12,097.93
2-2400	GST paid	-9,848.81
2-2500	ATO Running Balance	604.37
2-2600	PAYG withholdings payable	1,758.00
2-3200	Superannuation payable	6,578.06
Total Current Liabilities		20,114.38
2-3202	Long Service Leave Payable.	3,015.86
Total Liability		23,130.24
Net Assets		188,667.94
Equity		
Current Earnings		
3-1800	Current year earnings	18,076.95
Total Current Earnings		18,076.95
Retained Earnings		
3-1600	Retained earnings	128,604.18
Total Retained Earnings		128,604.18
3-8000	Allocate me (Withdrawal)	-4,820.72
3-8001	Allocate me (Deposit)	7,482.52
3-9999	Historical balancing	39,325.01
Total Equity		188,667.94