

**GOVERNOR STIRLING SHS P&C ASSOCIATION**  
**Annual General Meeting Minutes**  
**Monday, 27<sup>th</sup> March, 2023**  
**6:30pm – Conference Room and Online via Microsoft Teams**

Attendance: Leo Surjan (Principal), Chris Morris (President), Nicolette Punaivaha (Vice President), Andrew Rodgers (Treasurer), Alex Ellis (Secretary), Greg McPherson (Exec), Kate Donovan, Jane Hsu, Melanie Brittain, Carol Kidd, Louise Bell, Ngarama Vuljan.

Apologies: John Garlick, Martin Anderson

[Memberships paid prior to commencement]

Chris stated an Acknowledgement of Country.

### 1. MINUTES

**Resolution:** That the minutes of the previous General Meeting of Governor Stirling Senior High School P&C Association on 28<sup>th</sup> November 2022 be taken as read and confirmed as a true and accurate record.

Passed: Chris Morris

Seconded: Kate Donovan

### 2. BUSINESS ARISING FROM PREVIOUS MINUTES

Actions	Person responsible
Discussed at General Meeting held immediately following AGM	

### 3. CORRESPONDENCE

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

- Nil correspondence tabled.

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

- Nil correspondence tabled.

### 4. REPORTS

#### 4.1 Principal's report – Leo Surjan.

Nil report tabled. Tabled at General Meeting held immediately following AGM.

#### 4.2 President – Chris Morris

**Resolution:** That the President's Report be adopted.

#### 4.3 Treasurer – Andrew Rodgers

**Resolution:** That the Treasurer's Report be adopted.

#### 4.4 Canteen – Melanie Brittain / Carol Kidd

Nil Canteen Report tabled.

### 5. ELECTIONS

- President – Chris Morris  
*Passed: Carol Kidd                      Seconded: Kate Donovan*
- Vice President - Nicolette Punaivaha  
*Passed: Carol Kidd                      Seconded: Kate Donovan*
- Treasurer – Andrew Rogers  
*Passed: Carol Kidd                      Seconded: Kate Donovan*
- Secretary – Alex Ellis  
*Passed: Carol Kidd                      Seconded: Kate Donovan*
- 3 Executive Committee members – Greg McPherson, Kate Donovan, Martin Anderson  
(pending membership/payment – Martin unable to attend tonight)  
*Passed: Carol Kidd                      Seconded: Alex Ellis*

School Board Representatives: Chris Morris (Chairman) and Andrew Rogers

Appointment of Honorary Auditor: Glenn Nordsvan, Chartered Accountant, Accwest Pty Ltd

Additional Bank and Online Banking Signatories – P&C A/C: Andrew Rogers, Chris Morris, Nicolette Punavaiha, Alex Ellis

Existing Bank Banking Signatories (to remain) –

P&C A/C:

P&C Canteen A/C only:

Existing Online Banking Signatories (to remain) –

P&C A/C: Andrew Rodgers

P&C Canteen A/C only: Melanie Brittain, Andrew Rodgers

Bank and Online Signatories to be removed – P&C A/C: Soren Jensen, John Garlick, Karen Clark, Heather Nicholson

EFT Machine Administrators – Melanie Brittain (to add), Andrew Rodgers (to add), John Garlick (to remove)

### 6. GENERAL BUSINESS

Discussed in General Meeting following.

**Term 2 meeting: Monday, 22<sup>nd</sup> May, 2023, 6:30pm**

# **GSSHS P&C Presidents Report**

## **27<sup>th</sup> of March 2023**

Welcome back!

A big thank you to all our hard-working volunteers for their work over the last 12 months. I'd like to especially acknowledge the following committee members for their contribution in 2022 and to date.

- Vice President - Nicolette Punaivaha
- Treasurer – Andrew Rogers
- Secretary – Alex Ellis
- All our Executive Committee members and general members supported P & C to achieve what we have over the last 12 months.

2022 was a year of restructuring, reflection and refocusing. While this has taken a significant amount of time and effort for the Executive team it leaves the P & C in a very strong position leading into 2023.

### **What have we achieved in 2022?**

We have reviewed our funding guidelines by assessing what other P & Cs are doing and whether that has worked well for them. We have liaised with WACSSO on multiple occasions to seek guidance on how we can run in an equitable, sustainable, compliant, and beneficial manner for all students of GSSHS. This has led to a new and significantly improved funding guideline that has clear steps and processes for funding worthwhile projects.

I represented the GSSHS P & C at the Annual WACSSO conference and gained some valuable insight into what is happening in the education system, WACSSO and P & Cs across WA.

The executive team worked together to rearrange the P & C banking to introduce all the correct signatories and remove signatories that were not required. This was a mission!

We introduced the idea of fundraising outside of the school canteen. With special thanks to Karen Donovan (Exec Committee) we had our first external fundraiser by way of the Bassendean Telethon Movie ticket fundraiser.

I got the chance to represent the P & C at the year 12 Awards and present the P & C award which was great exposure for us and our contribution to the students of GSSHS.

We have increased our engagement with Diana McRobert, the school's Media & Marketing Officer, to promote the school P & C in the school and throughout the community.

Alex and I attended the year 7 BBQ earlier this year and got the chance to talk to many parents about the P & C and what we are aiming to achieve in 2023. Alex even managed to sign a parent up on the day!

The above is just a summary and not all the activities of the P & C over 2022.

I am proud to be part of this fantastic team and look forward to seeing what the P & C can achieve in 2023!

# **Governor Stirling Senior High School Parents and Citizens Association Inc**

GSSHS

Prepared on March 20 2023

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## Balance sheet

Cash mode  
 31 Dec 2022

	Total
<b>Asset</b>	
<b>1-0001 Current Assets</b>	
1-1600 ABN withholding credits	0
1-1800 Accounts receivable	0
<b>Total Current Assets</b>	<b>0</b>
<b>1-0002 Fixed Assets</b>	
13110 Kitchen Equipment at Cost	0
13120 Kitchen Equipment Acc Dep	0
13310 Office Equipment at COst	0
13320 Office Equipment Acc Dep	0
13510 Improvements at Cost	0
13520 Improvements Amortisation	370
<b>Total Fixed Assets</b>	<b>370</b>
<b>1-0003 Banking</b>	
298944 P&C General Account	23,603
298952 General Account Cafe	168,750
298960 Cash Reserve Account	21,810
298961 Undeposited Funds	0
68901 Undeposited Funds Accounts	0
68902 Electronic Clearing Account	-796
<b>Total Banking</b>	<b>213,367</b>
1-1900 Payroll Clearing Account	271
1-1950 Stock on Hand	3,425
1-19500 Contra	0
13600 Staff Amenities Account	0
68903 Payroll Clearing Account	1,397
<b>Total Asset</b>	<b>218,831</b>
<b>Liability</b>	
<b>2-0001 Current Liabilities</b>	
2-1600 ABN withholdings payable	0
2-1800 Accounts payable	0
2-2200 GST collected	9,309
2-2400 GST paid	-8,843
2-2500 ATO Running Balance	7,857
2-2600 PAYG withholdings payable	0
2-2800 Payroll deductions	0
2-3200 Superannuation payable	5,102
2-3201 Long Service Leave Payable	0
2-3500 CentreLink Pay	0
<b>Total Current Liabilities</b>	<b>13,425</b>

	Total
2-3202 Long Service Leave Payable.	3,016
<b>Total Liability</b>	<b>16,441</b>
<b>Net Assets</b>	<b>202,390</b>
<b>Equity</b>	
<b>3-0001 Retained Earnings</b>	
3-1600 Retained earnings	128,644
<b>Total Retained Earnings</b>	<b>128,644</b>
<b>3-0002 Current Earnings</b>	
3-1800 Current year earnings	34,421
<b>Total Current Earnings</b>	<b>34,421</b>
3-9999 Historical balancing	39,325
<b>Total Equity</b>	<b>202,390</b>

## Profit & loss

Cash mode

01 Jan 2022 - 31 Dec 2022

	Total
<b>Income</b>	
41000 Food Sales	241,864
43000 Catering Fees	0
47000 Miscellaneous Income	93
49999 U/Over banking	1,385
<b>Total Income</b>	<b>243,341</b>
<b>Gross Profit</b>	<b>243,341</b>
<b>Expense</b>	
51000 Food Purchases	79,295
52000 Beverage Purchases	45,889
53000 Disposables	3,725
54000 break in	0
6-1800 Discounts given	0
6-5400 Superannuation expense	9,022
6-6000 Merchant fee	3,350
6-6200 Wages & salaries	87,071
6-6250 Long Service Leave Accrued	0
6-6270 Staff Amenities	0
6-6300 ATO Rounding	0
6-6301 Closing Stock	-2,259
6-6302 Opening Stock	0
61000 Audit Fees	0
61050 Purchase of Plants	0
61100 Bank Fees	918
61600 Insurance	3,124
62200 Freight Paid	0
62310 Consultancy & Accounting Fees	1,091
62315 Comp. & Software Expense	284
62350 Petty Cash	0
62450 Tax on Salaries	0
62460 tax on term deposit	0
62500 Postage	0
62600 Replacements	0
62650 Shrinkage/Spoilage	0
62700 Sundries	688
62800 Telephone	0
62900 Repairs and Maintainance	0
63000 new equipment	560
64000 P&C Expenses	545
<b>Total Expense</b>	<b>233,304</b>



	Total
<b>Operating Profit</b>	<b>10,037</b>
<b>Other Income</b>	
48000 Jobkeeper Payment	-2
49000 Cashflow Boost	10,000
8-1000 Discount received	0
81000 Interest Income	27
<b>Total Other Income</b>	<b>10,026</b>
<b>Other Expense</b>	
91000 Interest Expense	0
92000 Income Tax Expense	0
94000 Funds to P&C	-14,358
<b>Total Other Expense</b>	<b>-14,358</b>
<b>Net Profit</b>	<b>34,421</b>

## Cash movement

Cash mode

01 Jan 2022 - 31 Dec 2022

	Total
<b>Income</b>	
41000 Food Sales	241,864
43000 Catering Fees	0
47000 Miscellaneous Income	93
49999 U/Over banking	1,385
<b>Total Income</b>	<b>243,341</b>
<b>Gross Profit</b>	<b>243,341</b>
<b>Expense</b>	
51000 Food Purchases	79,295
52000 Beverage Purchases	45,889
53000 Disposables	3,725
54000 break in	0
6-1800 Discounts given	0
6-5400 Superannuation expense	9,022
6-6000 Merchant fee	3,350
6-6200 Wages & salaries	87,071
6-6250 Long Service Leave Accrued	0
6-6270 Staff Amenities	0
6-6300 ATO Rounding	0
6-6301 Closing Stock	-2,259
6-6302 Opening Stock	0
61000 Audit Fees	0
61050 Purchase of Plants	0
61100 Bank Fees	918
61600 Insurance	3,124
62200 Freight Paid	0
62310 Consultancy & Accounting Fees	1,091
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62700 Sundries	688
62800 Telephone	0
62900 Repairs and Maintainance	0
63000 new equipment	560
64000 P&C Expenses	545
<b>Total Expense</b>	<b>233,304</b>

	Total
<b>Operating Profit</b>	<b>10,037</b>
<b>Other Income</b>	
48000 Jobkeeper Payment	-2
49000 Cashflow Boost	10,000
8-1000 Discount received	0
81000 Interest Income	27
<b>Total Other Income</b>	<b>10,026</b>
<b>Other Expense</b>	
91000 Interest Expense	0
92000 Income Tax Expense	0
94000 Funds to P&C	-14,358
<b>Total Other Expense</b>	<b>-14,358</b>
<b>Net Profit</b>	<b>34,421</b>
<b>Asset</b>	
<b>1-0001 Current Assets</b>	
1-1600 ABN withholding credits	0
1-1800 Accounts receivable	0
<b>Total Current Assets</b>	<b>0</b>
<b>1-0002 Fixed Assets</b>	
13110 Kitchen Equipment at Cost	0
13120 Kitchen Equipment Acc Dep	0
13310 Office Equipment at COst	0
13320 Office Equipment Acc Dep	0
13510 Improvements at Cost	0
13520 Improvements Amortisation	0
<b>Total Fixed Assets</b>	<b>0</b>
1-1950 Stock on Hand	2,259
1-19500 Contra	0
<b>Total Asset</b>	<b>2,259</b>
<b>Liability</b>	
<b>2-0001 Current Liabilities</b>	
2-1600 ABN withholdings payable	0
2-1800 Accounts payable	0
2-2500 ATO Running Balance	2,515
2-2600 PAYG withholdings payable	0
2-2800 Payroll deductions	0
2-3200 Superannuation payable	-2,009
2-3201 Long Service Leave Payable	0
2-3500 CentreLink Pay	0
<b>Total Current Liabilities</b>	<b>506</b>
2-3202 Long Service Leave Payable.	0
<b>Total Liability</b>	<b>506</b>
<b>Equity</b>	
<b>3-0001 Retained Earnings</b>	
3-1600 Retained earnings	17,679
<b>Total Retained Earnings</b>	<b>17,679</b>
<b>3-0002 Current Earnings</b>	
3-1800 Current year earnings	-17,679
<b>Total Current Earnings</b>	<b>-17,679</b>

	Total
3-9999 Historical balancing	0
<b>Total Equity</b>	<b>0</b>
<b>GST Movement</b>	
2-2200 GST collected	8,926
2-2400 GST paid	-9,104
<b>Total GST Movement</b>	<b>-178</b>
<b>Net Cash Movement in (Out)</b>	<b>32,490</b>
<b>Opening Balance</b>	<b>182,546</b>
<b>Cash Movement</b>	
1-1900 Payroll Clearing Account	-6,320
13600 Staff Amenities Account	0
298944 P&C General Account	9,905
298952 General Account Cafe	28,222
298960 Cash Reserve Account	82
298961 Undeposited Funds	0
68901 Undeposited Funds Accounts	0
68902 Electronic Clearing Account	-796
68903 Payroll Clearing Account	1,397
<b>Total Cash Movement</b>	<b>32,490</b>
<b>Closing Balance</b>	<b>215,036</b>