

GOVERNOR STIRLING SHS P&C ASSOCIATION
Term 1 General Meeting Minutes
Monday, 27th March 2023
6:30pm – Library and Online via Microsoft Teams

1. Meeting Opened: 6:58pm

2. Acknowledgement of Country

3. Attendance and Apologies:

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

[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 28th November 2022 be taken as read and confirmed as a true and accurate record.

Passed: Chris Morris

Seconded: Kate Donovan

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 – ongoing issues. ACTION: Andy to look into closing P&C Westpac accounts and opening new accounts with Bendigo Bank to avoid the issues currently experienced by Exec in adding/removing banking signatories/account access. Look into transaction fees with new lender and if can bank funds at Australia Post.	Office Bearers; Andrew Rodgers
Funds Usage Policy (which includes due process for future grant requests) completed by Chris Morris. ACTION: To be reviewed by Exec. Once approved, Alex to ask Diana McRobert to put the policy on the website, and put a link to the Policy on Connect and in the Newsletter.	Chris Morris, Alex Ellis and Diana McRobert
Andy and Chris to meet with Frank Cavicchio (Manager, Corporate Services), Leo Surjan (Principal), 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 2 General Meeting, 2023.	Chris Morris, Andy Rodgers, Canteen staff, Bookkeeper, and Leo Surjan, Stacye Bennett
Alex to forward results from P&C members re: uniform supplier, to Leo Surjan, who will then investigate in regards to transparent agreement re:	Pasco Putrino / Leo Surjan, Alex Ellis

GSSHS getting a commission on sales and/or donations of sports supplies/prizes, etc) with uniform supplier in future. Completed 29/11/22. Remove.	
Karen Clark to purchase Square Terminal and spare pack of thermal rolls for receipts from Officeworks (GST-exempt as purchased through GSSHS), P&C to then reimburse. The terminal will be used for P&C Fundraising. Completed. Remove.	Karen Clark
P&C approved funds for purchase of sporting equipment by Rhys Preston. Funds to be purchased by GSSHS as GST-exempt, and then reimbursed/'donation' from P&C. Completed. Remove.	Rhys Preston, Andy Rodgers, Frank Cavicchio, Stacey Bennett
Leo to discuss with Frank Cavicchio (Corporate Services Manager, GSSHS) re: a way to itemise Charges and Voluntary Contributions coming in to GSSHS (especially P&C Contributions). Requires further investigation. Ongoing.	Leo Surjan, Frank Cavicchio, Stacey Bennett (acting in role)
Telethon Community Fundraiser: Posters are being made by Fundraising Committee (to include QR codes), Karen Clark will display around school and in staffrooms. Kate to forward Andy and Alex logins and passwords for Fundraising Email and Square accounts, for future reference. Sold 4 tix but purchaser needed immediately, so had to refund. All set up now, will be much easier to fundraise for start of event (Oct '23). Remove.	Karen Clark, Kate Donovan
Leo to discuss a communication strategy for future fundraising events with Year Coordinators and Student Council, to collaborate more with P&C and Canteen. Try to set calendar of events for each year level, staggered throughout the year. Ongoing.	Leo Surjan
Karen to forward quote re: laptop lockers to P&C. Leo Surjan to discuss BYOD program with ICT, setting up an IT Budget over next 2-3yrs. To then bring proposal on lockers to P&C in future if required. Remove.	Karen Clark, Leo Surjan
To discuss promotion of P&C via email and create flier as a committee. Also involve Diana McRobert as GSSHS Media & Marketing Officer. Completed flier. Remove.	Exec, Diana McRobert

6. CORRESPONDENCE

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

- WACSSO State Council of Elections – nominations requested (06/03/2023). Forwarded to members.

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

- Feedback compiled on GSSHS Uniform Service delivered by Slater Gartrell Sports – report emailed to Leo Surjan (29/11/22)

7. PRINCIPAL REPORT

Principal's report – Leo Surjan

New Guildford Grammar Principal, Mr Peter Allen. Leo attended a meeting recently with other Principals (mostly private schools), was in discussion with Peter re: possibility of using some Guildford Grammar land for GSSHS sports carnivals/events. Very positive.

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

8.3. Canteen Report – Melanie Brittain / Carol Kidd

Had Yr 12 Ball, AFL program went to Melbourne, costs of products++, therefore difficult term for profits. Discussed importance of meeting with President, Treasurer, Manager of Corporate Services, Principal, Canteen staff and bookkeeper re: spending/ordering structures of the Canteen, and to improve governance of Canteen account spending, and create budget forecasts. Suggested to join WA School Canteen Association Inc for future assistance/consulting.

ACTION: Alex to forward details of WA School Canteen Association to Canteen staff and Exec.

<https://www.waschoolcanteens.org.au/membership/>

ACTION: President, Treasurer, Manager of Corporate Services, Principal, Canteen staff and bookkeeper to meet re: spending/ordering structures of the Canteen, and to improve governance of Canteen account spending, and create budget forecasts.

9. MOTIONS ON NOTICE

9.1. FINANCIAL MOTION:

Nil financial motions

10. ANY OTHER BUSINESS

10.1. Nil.

11. GENERAL BUSINESS

11.1. Nil

.

Meeting Closed: 7:30pm

Next Meeting: Monday, 22nd May, 2023

Report to P&C – March 2023

As usual our has year has begun with staff and students busily getting back into work mode and hurriedly establishing new routines, boundaries and guidelines.

We started the year with a tone setting, whole school assembly whereby I explained my desire for students to be in full school uniform and the need for all student involvement in improving the school's reputation within the community. I also challenged students to:

- Always act with kindness
- Be their best self eg catch themselves being lazy, disrespectful, etc and change behaviours

Late last year Chris and I met with Meriel Pickering, Executive Manager – Place Stakeholder Engagement with the City of Swan, to brainstorm some ideas of how to better engage our school with the community. Some of the following actions below have resulted from that meeting:

- I have joined the Swan Chamber of Commerce and participated in some of their events
- I have established links with Centrepont Midland management and security staff
- Di McRoberts has worked with 2 G&T Alumni to film a social media testimonial due for completion soon
- A school tour video is being created for our homepage
- Di and Michelle Hall are working on Yr 5 creative workshops for our feeder schools
- Di and I have met with Jane Knox-Robinson from DoE Campaign and Projects team to develop a marketing plan
- Dave Scuderi is working on an engineering project called "Making Mini Hummers" due to start next term
- Di has attended local school's parent session to promote our school with other key staff
- Sam Cavicchio has been attending local schools with Football students to umpire at carnivals
- An advert was placed in the March 3 edition of the Echo to promote our school
- A Parent night was held promoting Specialist Programs and 70 prospective parents attended
- I attended the local unveiling of the 10th Light Horse Regiment statue in Guildford, 12 March
- I attended the Commissioning of the new Guildford Grammar Principal, Peter Allen on 24 March
- Discussions have commenced around a potential Cert 4 qualification in Nursing
- Year 7 Parent Welcome BBQ was held
- GSSHs is one of only 2 secondary schools asked to participate in a research project lead by Professor Cheryl Kickett-Tucker to explore the success metrics of "Aboriginal students to succeed as Aboriginal people".
- Di Ryder will be participating in our ANZAC Assembly later this Term.
- Leisel O'Keefe (Principal Aboriginal Education Officer, DoE) will be working with the Maali centre to advance our work with the Aboriginal Cultural Standards Framework.

We were also asked by the North Metro Education Regional Office Director, Jo Harris, to participate in a pilot program to audit the functions of our Student Services Dept. Ourselves and Swan View SHS participated in a series of questions and surveys from a former well respected and highly regarded DoE principal, Carol Strauss. Carol now consults for DoE and she will offer feedback to us shortly.

After census we have a student population of 847 which is 22 students down from last year. Our lower Yr 7 student numbers of 135 could be a community response to the school's inherent reputation. Higher numbers equate to more money and opportunity for students. Ideally I would like us to be around the 960 mark.

Yr 12 ATAR results were poor. A median ATAR of 48.7 is significantly down from previous years. Questions and interrogation of data indicate that this was not predictable and an anomaly. New metrics have been released from DoE to provide a better guide to how well students have performed based on previous data, which includes Yr 9 NAPLAN. The new Metric indicates that our students performed above the threshold measure.

I sent an EOI email to all teaching staff asking if anyone was interested in an Aspirant program that would target topics related to career advancement. Almost one third of our staff (22) expressed an interest and I will be running some after school sessions throughout the year to cater to their needs.

Our School Chaplain, Mikayla, will be leaving us at the end of this term to take up a wonderful position working in Karratha. She has forged wonderful relationships here at Govo and has worked with families as part of the Dreambuilders outreach program. She will be sorely missed.

Maali 2023 Focus: Every student has a Pathway.

Follow The Dream (FTD):

All FTD students working toward achieving WACE graduation and **currently have 2 students on an ATAR pathway who receive targeted tuition in FTD** to assist with this. Focus at the moment is Identifying Yr 11/12 students who have not yet achieved OLNA and working to achieve this. Support from 'Hands Up' literacy a local tuition agency who specialize in this area are assisting with this. There are Currently **62 students** enrolled in the Follow the Dream program at GSSHS and a further 59 students in an outreach setting at ASC and ESC.

Industry partner Worleys have provided 10 paid holiday work spaces for Aboriginal students to attend and gain skills in a corporate environment. Students shadow workers, complete tasks and even present to the Worleys senior management at the end of the experience. GSSHS now has 3 students employed at Worleys as a result of this ongoing partnership.

Maali: (AIEO's, Brook Desmond & Other programs)

Team have been working hard at assisting students to win school based traineeships. We have identified the real world experienced combined with being paid a wage is fantastic for students to connect education with vocational opportunities. The school based traineeships give the students 1 day a week in the workplace combined with the completion of a cert 2 over the 2 years this is the equivalent of a full subject in year 11 and 12. Outside of this the students remain on a pathway to normal WACE Graduation.

This year in Yr 11 of the 6 students who are currently in SBT's 4 of the 6 are Aboriginal students and working in CBA, ANZ and Perth Airport. With more still being finalized. This is a combined effort between outside Organizations such as Maxima and collaboration between the Maali team and the Schools Vet coordinator.

This term the team have developed relationships with Curtin University with Staff visiting the Maali centre to discuss opportunities for students and the possibility of working on a NAIDOC project.

This term we have had representatives from North Metro TAFE at the school to discuss opportunities for students that are not on a WACE pathway and looking for real employment or training for the workforce.

GSSHS AIEO Troy Coleman has worked with Indigo Junction and Ngala indigenous corporations to secure funding for Students to attend key camp experiences

DSG -

Weekly Classes have begun with Mentors focusing on Health Leadership and Culture. The DSG Mentors see each year group of girls once per week.

GSSHS P&C Presidents Report

27th 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!

1. FINANCIAL POSITION:

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

Bank balances as at 20th March 2023, compared with the balances at the last report, 25th August 2022 are as follows:

Account Name:	Data as at:		Movement since last report period (\$)	
	20/03/2023	18/11/2022	(\$)	(%)
Café / Canteen	\$176,803.43	\$182,823.46	-\$6,020.03	-3.29%
General	\$23,969.31	\$24,471.51	-\$502.20	-2%
Reserve	\$21,851.27	\$21,771.73	\$79.54	0.37%
Total Funds Available	\$222,624.01	\$229,066.70	-\$6,442.69	-2.81%

- P&C Financial reporting pack attached and includes:
 - Profit and Loss 2022 (as at 20/03/2023)
 - Balance Sheet 2022 (as at 20/03/2023)
 - Cashflow movements (as at 20/03/2023)

2. BANK TRANSACTIONS - items to note:

- Café / Canteen Account**
 - Trading steadily and account is in **SURPLUS**
 - Continued great work and effort by the Café / Canteen Staff (Melanie Brittain and Carol Kidd)
- General Account**
 - Receipt of the P&C parent voluntary contributions
 - A formal request will be made to GSSHS for any outstanding contributions between the 10-11-2022 to 06-04-2023.

P&C Parent Contributions Reconciliation Register					
School year	Quarter	Opening Balance	Collections	Paid to P&C	Closing Balance
2017	n/a	No records provided by GSSHS			\$4,010
2018	n/a	\$4,010	\$5,838	\$0	\$9,848
2019	n/a	\$9,848	\$6,929	-\$9,848	\$6,929
2020	n/a	\$6,929	\$6,465	-\$11,000	\$2,394
2021	n/a	\$2,394	\$6,622	\$0	\$9,016
2022	to the 10-11-2022	\$9,016	\$5,333	-\$14,340	\$9
2022	4	\$9	\$0	\$0	\$9
2023	1	\$9	\$0	\$0	\$9
*note: 2022 records of collections as at 10-11-2022. No additional payments received in 2023					

- **Reserve Account**

- Transactions are limited to bank interest credits only

3. GRANTS PROVIDED BY P&C TO GSSHS:

In this reporting period, the GSSHS P&C provided a contribution towards the Year 7 sporting goods as requested by the Year 7 coordinator in 2022, to the value of \$508.20.

4. GRANT REQUESTS FROM GSSHS TO P&C:

- No other new requests have been made.

5. ITEMS FOR AGENDA:

- None to note.

6. OTHER:

- Mechanism to trace P&C parent voluntary contributions to ensure transparency and traceability of voluntary contributions.

Governor Stirling Senior High School Parents and Citizens Association Inc

GSSHS

Prepared on March 20 2023

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Balance sheet

Cash mode
 20 Mar 2023

	Total
Asset	
1-0001 Current Assets	
1-1600 ABN withholding credits	0
1-1800 Accounts receivable	0
Total Current Assets	0
1-0002 Fixed Assets	
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
Total Fixed Assets	370
1-0003 Banking	
298944 P&C General Account	23,603
298952 General Account Cafe	175,159
298960 Cash Reserve Account	21,810
298961 Undeposited Funds	0
68901 Undeposited Funds Accounts	0
68902 Electronic Clearing Account	-796
Total Banking	219,776
1-1900 Payroll Clearing Account	1,375
1-1950 Stock on Hand	1,166
1-19500 Contra	0
13600 Staff Amenities Account	0
68903 Payroll Clearing Account	1,397
Total Asset	224,085
Liability	
2-0001 Current Liabilities	
2-1600 ABN withholdings payable	0
2-1800 Accounts payable	0
2-2200 GST collected	13,627
2-2400 GST paid	-10,044
2-2500 ATO Running Balance	604
2-2600 PAYG withholdings payable	1,466
2-2800 Payroll deductions	0
2-3200 Superannuation payable	5,513
2-3201 Long Service Leave Payable	0
2-3500 CentreLink Pay	0
Total Current Liabilities	11,166

	Total
2-3202 Long Service Leave Payable.	3,016
Total Liability	14,182
Net Assets	209,903
Equity	
3-0001 Retained Earnings	
3-1600 Retained earnings	163,065
Total Retained Earnings	163,065
3-0002 Current Earnings	
3-1800 Current year earnings	7,513
Total Current Earnings	7,513
3-9999 Historical balancing	39,325
Total Equity	209,903

Profit & loss

Cash mode

01 Jan 2023 - 20 Mar 2023

	Total
Income	
41000 Food Sales	43,143
43000 Catering Fees	0
47000 Miscellaneous Income	0
49999 U/Over banking	22
Total Income	43,164
Gross Profit	43,164
Expense	
51000 Food Purchases	13,273
52000 Beverage Purchases	6,859
53000 Disposables	637
54000 break in	0
6-1800 Discounts given	0
6-5400 Superannuation expense	1,172
6-6000 Merchant fee	722
6-6200 Wages & salaries	10,063
6-6250 Long Service Leave Accrued	0
6-6270 Staff Amenities	0
6-6300 ATO Rounding	0
6-6301 Closing Stock	0
6-6302 Opening Stock	2,259
61000 Audit Fees	0
61050 Purchase of Plants	0
61100 Bank Fees	0
61600 Insurance	0
62200 Freight Paid	0
62310 Consultancy & Accounting Fees	227
62315 Comp. & Software Expense	38
62350 Petty Cash	0
62450 Tax on Salaries	0
62460 tax on term deposit	0
62500 Postage	0
62600 Replacements	216
62650 Shrinkage/Spoilage	0
62700 Sundries	184
62800 Telephone	0
62900 Repairs and Maintainance	0
63000 new equipment	0
64000 P&C Expenses	0
Total Expense	35,651

	Total
Operating Profit	7,513
Other Income	
48000 Jobkeeper Payment	0
49000 Cashflow Boost	0
8-1000 Discount received	0
81000 Interest Income	0
Total Other Income	0
Other Expense	
91000 Interest Expense	0
92000 Income Tax Expense	0
94000 Funds to P&C	0
Total Other Expense	0
Net Profit	7,513

Cash movement

Cash mode

01 Jan 2023 - 20 Mar 2023

	Total
Income	
41000 Food Sales	43,143
43000 Catering Fees	0
47000 Miscellaneous Income	0
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61100 Bank Fees	0
61600 Insurance	0
62200 Freight Paid	0
62310 Consultancy & Accounting Fees	227
62315 Comp. & Software Expense	38
62350 Petty Cash	0
62450 Tax on Salaries	0
62460 tax on term deposit	0
62500 Postage	0
62600 Replacements	216
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62700 Sundries	184
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49000 Cashflow Boost	0
8-1000 Discount received	0
81000 Interest Income	0
Total Other Income	0
Other Expense	
91000 Interest Expense	0
92000 Income Tax Expense	0
94000 Funds to P&C	0
Total Other Expense	0
Net Profit	7,513
Asset	
1-0001 Current Assets	
1-1600 ABN withholding credits	0
1-1800 Accounts receivable	0
Total Current Assets	0
1-0002 Fixed Assets	
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
Total Fixed Assets	0
1-1950 Stock on Hand	-2,259
1-19500 Contra	0
Total Asset	-2,259
Liability	
2-0001 Current Liabilities	
2-1600 ABN withholdings payable	0
2-1800 Accounts payable	0
2-2500 ATO Running Balance	-7,253
2-2600 PAYG withholdings payable	1,466
2-2800 Payroll deductions	0
2-3200 Superannuation payable	410
2-3201 Long Service Leave Payable	0
2-3500 CentreLink Pay	0
Total Current Liabilities	-5,377
2-3202 Long Service Leave Payable.	0
Total Liability	-5,377
Equity	
3-0001 Retained Earnings	
3-1600 Retained earnings	0
Total Retained Earnings	0
3-0002 Current Earnings	
3-1800 Current year earnings	0
Total Current Earnings	0

	Total
3-9999 Historical balancing	0
Total Equity	0
GST Movement	
2-2200 GST collected	4,318
2-2400 GST paid	-1,201
Total GST Movement	3,118
Net Cash Movement in (Out)	7,512
Opening Balance	215,036
Cash Movement	
1-1900 Payroll Clearing Account	1,104
13600 Staff Amenities Account	0
298944 P&C General Account	0
298952 General Account Cafe	6,409
298960 Cash Reserve Account	0
298961 Undeposited Funds	0
68901 Undeposited Funds Accounts	0
68902 Electronic Clearing Account	0
68903 Payroll Clearing Account	0
Total Cash Movement	7,512
Closing Balance	222,548