

GOVERNOR STIRLING SHS P&C ASSOCIATION
Term 1 General Meeting Minutes
Monday, 22nd May 2023
6:30pm – Library and Online via Microsoft Teams

1. Meeting Opened: 6:39pm

2. Acknowledgement of Country

3. Attendance and Apologies:

Attendance: Leo Surjan (Principal), Chris Morris (President), Andrew Rodgers (Treasurer), Alex Ellis (Secretary), Kate Donovan, Melanie Brittain, Carol Kidd, Martin Anderson.

Apologies: Jodylee Newman

[Memberships paid prior to commencement]

4. ACCEPTANCE OF PREVIOUS MINUTES

Resolution: That the minutes of the previous Annual General Meeting of Governor Stirling Senior High School P&C Association on 27th March 2023 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 General Meeting of Governor Stirling Senior High School P&C Association on 27th March 2023 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
Bank Signatories: All Office Bearers (President, Vice-President, Secretary and Treasurer) need to be signatories to the P&C bank accounts, and currently unable to. Exec to look into other banking options (Bendigo/Bankwest), and Canteen to compile list of banking needs/issues to be addressed when choosing bank.	Office Bearers; Andrew Rodgers; Melanie Brittain, Carol Kidd
GSSHs P&C Project Funds Guidelines: To be reviewed by GSSHs Exec. Once approved, Alex to ask Diana McRobert to put the policy on the website, and put a link to the Policy and the GSSHs Business Plan on Connect and in the Newsletter, to promote it to all.	Alex Ellis, Diana McRobert, Leo Surjan
Delineating P&C Contributions in School Fees and Charges: Andy to meet with Frank Cavicchio and Stacye Bennett (Corporate Services, GSSHs) re: a way to itemise Charges and Voluntary Contributions coming in to GSSHs (especially P&C Contributions).	Leo Surjan, Frank Cavicchio, Stacye Bennett, Andy Rodgers

GSSHS Events Calendar: Leo to discuss a communication strategy for future fundraising events with Year Coordinators and Student Council, to collaborate more with P&C and Canteen. To set calendar of events for each year level, staggered throughout the year, make clear and send out.	Leo Surjan
Canteen Governance and Budget Forecasts: 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. To then feedback to Term 3 General Meeting, 2023.	Chris Morris, Andrew Rodgers, Leo Surjan, Frank Cavicchio, Melanie Brittain, Carol Kidd, bookkeeper
WASCA: Alex to forward details of WA School Canteen Association to Canteen staff and Exec. Done. Carol and Melanie declined to join due to large fees, and have already completed courses offered. May use consultancy services in future if found to be required.	Alex Ellis, Canteen staff

6. CORRESPONDENCE

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

- WACSSO State Council of Elections – nominations requested (30/01/2023). Forwarded to members 29/03/2023.
- Letter received from MLA Hon Michelle Roberts thanking P&C and also asking for Exec Details and GSSHS Calendar of Events to provide information re: government initiatives, grants and programs that may benefit GSSHS (21/02/2023).
- Email from Pearl's Bridal Boutique (Guildford) launching their School Ball range, and offering GSSHS 10% of sales from any ball gowns/accessories sold to GSSHS students (20/05/2023). Needs reply if we would like to advertise this and take them up on offer. Yes.
ACTION: Alex to email Pearl's Bridal Boutique to start engagement, cc Di McRobert (Media & Marketing Officer, GSSHS).
- Flyer from 'Sweets on the Run' – Mr Whippy and Community Collective for fundraising offers (05/03/2023).
- Letter received from Pania Turner (President, WACSSO) stating nil nominations received for WACSSO State Council Elections – Swan East Electorate, so position remains unrepresented (13/04/2023).
- WACSSO Affiliation Fee Invoice received via email (04/05/2023).

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

- Response letter sent back to MLA Hon Michelle Roberts with P&C Contact details and GSSHS Calendar of Events (29/03/2023).

7. PRINCIPAL REPORT

Principal's report – Leo Surjan

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 MOTION: GSSHS P&C to close banking accounts with Westpac Bank and open banking accounts with Bendigo Bank. Not moved. Deferred until have more information.

8.2.2 MOTION: P&C to pay Annual WACSSO Affiliation Fee invoice of \$1,712.16 before 30th June 2023 (so therefore receive 5% discount which makes amount payable \$1626.55).

Moved Chris Morris. Seconded Andy Rodgers. All in favour.

8.3. Canteen Report – Melanie Brittain / Carol Kidd

8.3.1. Melanie and Carol stated need Credit Card for Canteen to make canteen purchases. At the moment Melanie is making purchases using own card, then getting reimbursed.

ACTION: Melanie and Carol to add this to list to P&C re: canteen requirements for future banking.

9. **MOTIONS ON NOTICE**

9.1. **FINANCIAL MOTION:**

Nil financial motions

10. **ANY OTHER BUSINESS**

10.1. Discussed switching banks to Bendigo Bank – Carol and Melanie stated need daily float, and need to deposit cash daily (can do this at an Australia Post, with \$8 fee each time).

ACTION: Carol and Melanie to email P&C with list of things needed for banking (including above issues, and EFTPOS terminals required, etc).

11. **GENERAL BUSINESS**

11.1. Nil

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Meeting Closed: 7:39pm

Next Meeting: Monday, 28th August, 2023

Principal's Report to P&C – May 2023

Two recommendations from our Public School Review last year suggested that we “Undertake marketing of the school’s specialist programs within the local community” as well as “Build professional partnerships with local primary schools which include running activities that market the opportunities and strengths of the specialist programs”. This year we are piloting a half day, workshop program to promote the ASP Engineering Program across our local intake primary schools. Several schools have participated already and we have received some excellent feedback from students and their teachers. Based on the success of this program our future planning would be looking at opening this to out of area schools as well.

We will be conducting NAIDOC week celebrations in week 10 of this term and the theme for this year is “For our Elders”. The Maali centre is busy preparing a timetable of events for the week which will include an assembly on Wednesday.

We are seriously considering a change to our timetable structure which will involve moving from a 25 period a week structure to a 26 period week. The benefits of doing this include; consistency of house teachers; HoLAs are free during house period allowing for more admin duties and to lead school improvement strategies; the extra period could be utilised by Specialist Programs, career education, socio-emotional learning, etc; timetable clashes will be reduced; and increase the potential breadth of options offered to students.

We have currently booked in two fantastic educators to provide professional learning to staff –in week 6, Helen Egeberg from ECU will be presenting on Assessment for Learning (as opposed to assessment of learning) while Leisel O’Keefe From the Aboriginal Education Teaching and Learning unit at Statewide Services will deliver a 3 hour session to our staff in Term 3 on culturally inclusive pedagogies.

I will also be looking at submitting an EOI for the Culturally Responsive Leadership Program. This is a 6 day (not consecutive) immersive program which aims to improve the cultural understanding of leaders in schools.

By the time we have our meeting, we would have just completed our process to appoint substantive Deputy Principal – this position became vacant when Steven Palandri secured his position at Busselton late last year. The process will be within the breach period so I cannot disclose who the recommended applicant is.

With the departure of our Chaplain, Mikayla, we welcomed a new relief Chaplain, Leon Durrant. Leon is very experienced and will fill the void while we find a permanent replacement.

We have also recently received information that our much love School Community Nurse, Maggie McGeachie, has been promoted to a Clinical Nurse Specialist role with the Adolescent and Community Health services and will not be returning. Maggie has been with us for 11 years and we wish her every success – she will be sorely missed. Maggie’s departure brings new opportunity and we welcome Amy Schober in this role. I know that both Amy and Leon were very keen to start their new roles.

I met with the new principal of Guidlford Grammar, Peter Allen, and he is very keen to create partnerships with our school. We discussed the possibility of combined on country, cultural excursions for our students, GG becoming an RTO and creating auspicing arrangements with some cert courses such as Automotive industries and possible use of their facilities.

We recently received the result of a Student Services audit performed by consultant Carol Strauss. Carol detailed 8 recommendations for consideration which our Senior Leadership team is currently discussing and assessing. Carol is keen to continue working with us to support our school in developing strategies to create cultural and sustainable change.

Our aspirant Program started last week with 14 staff attending the first session on “Understanding Ourselves”. We discussed reflection tools and feedback cycles as an integral part of our personal improvement agenda.

The Annual Report for 2022 is now public on our webpage and on Schoolsonline.

GSSHS P&C Presidents Report

22nd of May 2023

- President – Chris Morris
- Vice President - Nicolette Punaivaha
- Treasurer – Andrew Rogers
- Secretary – Alex Ellis

2023 has had a busy start for me and most of the executive team. We are looking forward to getting some more traction with the P & C following this meeting.

This is a short report, as we are still in the planning phase and will have more to report as we get more exposure and funding proposals start to come in now the funding guidelines are in place.

I will be meeting with Leo Surjan and Diana Mcrobert shortly to discuss ways to inform staff, parents, and students about the new funding guidelines and educate on what is a suitable item or cost to seek funding for and how to apply and the assessment process. The more educated people are about what we can do as a P & C the more meaningful the proposals we will start to see coming in.

As always if you have any questions or ideas feel welcome to contact myself or the executive team so we can bring this to our meeting agenda and can discuss and action accordingly.

1. FINANCIAL POSITION:

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

Bank balances as at 15th May 2023, compared with the balances at the last report, 20th March 2023, are as follows:

Account Name:	Data as at:		Movement since last report period (\$)	
	15/05/2023	20/03/2023	(\$)	(%)
Café / Canteen	\$176,951.99	\$176,803.43	\$148.56	0.08%
General	\$23,981.31	\$23,969.31	\$12.00	0.05%
Reserve	\$21,897.95	\$21,851.27	\$46.68	0.21%
Total Funds Available	\$222,831.25	\$222,624.01	\$207.24	0.09%

- P&C Financial reporting pack attached and includes:
 - Profit and Loss 2023 (as at 15/05/2023)
 - Balance Sheet 2023 (as at 15/05/2023)
 - Cashflow movements (as at 15/05/2023)

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**
 - A formal request was made to the GSSHS Financial Controller on the 15th May 2023 for any outstanding contributions between the 10-11-2022 to 06-04-2023.
 - A response had not been received from GSSHS while drafting this report.

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:

- No grants have been provided in this reporting period.

4. GRANT REQUESTS FROM GSSHS TO P&C:

- No other new requests have been made in this reporting period.

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 is still requested by the GSSHS P&C.

Governor Stirling Senior High School Parents and Citizens Association Inc

GSSHS

Prepared on May 14 2023

Table of contents

Balance sheet..... 3

Profit & loss..... 5

Cash movement..... 7

Balance sheet

Cash mode
 15 May 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	23,608
298952 General Account Cafe	170,928
298960 Cash Reserve Account	21,851
298961 Undeposited Funds	0
68901 Undeposited Funds Accounts	0
68902 Electronic Clearing Account	-796
Total Banking	215,591
1-1900 Payroll Clearing Account	2,354
1-1950 Stock on Hand	1,166
1-19500 Contra	0
13600 Staff Amenities Account	0
68903 Payroll Clearing Account	1,397
Total Asset	220,879
Liability	
2-0001 Current Liabilities	
2-1600 ABN withholdings payable	0
2-1800 Accounts payable	0
2-2200 GST collected	18,019
2-2400 GST paid	-16,646
2-2500 ATO Running Balance	604
2-2600 PAYG withholdings payable	1,004
2-2800 Payroll deductions	0
2-3200 Superannuation payable	5,484
2-3201 Long Service Leave Payable	0
2-3500 CentreLink Pay	0
Total Current Liabilities	8,464

	Total
2-3202 Long Service Leave Payable.	3,016
Total Liability	11,480
Net Assets	209,399
Equity	
3-0001 Retained Earnings	
3-1600 Retained earnings	163,068
Total Retained Earnings	163,068
3-0002 Current Earnings	
3-1800 Current year earnings	7,006
Total Current Earnings	7,006
3-9999 Historical balancing	39,325
Total Equity	209,399

Profit & loss

Cash mode

01 Jan 2023 - 15 May 2023

	Total
Income	
41000 Food Sales	73,041
43000 Catering Fees	0
47000 Miscellaneous Income	46
49999 U/Over banking	68
Total Income	73,156
Gross Profit	73,156
Expense	
51000 Food Purchases	24,987
52000 Beverage Purchases	12,995
53000 Disposables	941
54000 break in	0
6-1800 Discounts given	0
6-5400 Superannuation expense	2,338
6-6000 Merchant fee	1,342
6-6200 Wages & salaries	20,183
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	568
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	283
62800 Telephone	0
62900 Repairs and Maintainance	0
63000 new equipment	0
64000 P&C Expenses	0
Total Expense	66,150

	Total
Operating Profit	7,006
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	7,006

Cash movement

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13510 Improvements at Cost	0
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Total Fixed Assets	0
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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	1,004
2-2800 Payroll deductions	0
2-3200 Superannuation payable	381
2-3201 Long Service Leave Payable	0
2-3500 CentreLink Pay	0
Total Current Liabilities	-5,868
2-3202 Long Service Leave Payable.	0
Total Liability	-5,868
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	8,713
2-2400 GST paid	-7,803
Total GST Movement	910
Net Cash Movement in (Out)	4,307
Opening Balance	215,036
Cash Movement	
1-1900 Payroll Clearing Account	2,083
13600 Staff Amenities Account	0
298944 P&C General Account	5
298952 General Account Cafe	2,177
298960 Cash Reserve Account	42
298961 Undeposited Funds	0
68901 Undeposited Funds Accounts	0
68902 Electronic Clearing Account	0
68903 Payroll Clearing Account	0
Total Cash Movement	4,307
Closing Balance	219,343