

Barrenjoey High School
P&C Association
Wednesday 14th August, 2019

MINUTES

Meeting opened at 6:00pm

ATTENDEES: Kalinda Hawson, Christy Bishop, Nicki Inger, Jenny Parkes, Flavia Julius, Jennifer Bezuidenhout, Clare Hawkins, Dan Coolee

APOLOGIES: Ian Bowsher, Cilla Cole, Sheridan Binns, Simon Bateson

REVIEW AND APPROVAL OF MINUTES: Minutes from 19th June meeting approved by Christy Bishop, seconded by Clare Hawkins

CORRESPONDENCE:

- Rob Stokes High Tea for Pittwater volunteers, 12th September at 5pm. Jenny Parkes to attend, representing BHS P&C

PRINCIPAL'S REPORT (Ian):

- No Report

PRESIDENT'S REPORT (Kalinda):

- **Accidental Counsellor on 22nd June – Saturday** - went very well – great feedback
- **Avalon Palm Beach Chamber Meeting Wednesday 21st** at Riva – anyone want to come?
- **Rob Stokes' High Tea – who would go in my place?** – Thursday 12th September
 - Jenny Parkes going
- **Working Bee Date to be set**
 - Canteen to organise morning tea
- **Teacher Wellbeing Week** – Currently underway. Fruit baskets were well received and each day teachers are in a raffle to receive a gift sourced from businesses around Avalon. Big thanks to the businesses who have supported us.
- **Fundraisers underway.**
 - **Palm Beach Movie** – 7th August – 7pm Wednesday evening – Sold Out – it was very fun to have Felix and Aaron there. Big thanks to both for giving up their time

- **Full Moon Market** – 13th September – at back of school this time. Fireworks, music, markets (food and sales), spooky forest, rides – no cover charge. Would anyone be interested in running the Cookbook Stall?
 - Flavia may be able to help
- **Sponsors do date** – Avalon Palm Beach Chamber of Commerce / Previous Next / Northern Beaches Council
- Thanks to Cheryl Rogers and her husband Nick for agreeing to run the BBQ at the Full Moon Market
- Requested 3 helpers to be available to assist in **the Coon Toastie Van**, September 13th. Arrangement for Flexischool ordering to be available. Also orders to be taken over the Canteen counter. Lunch 1 and 2 for students and in between for staff
- **Avalon Market Day** – We will have a stall if someone is interested in managing the stall
- **Canteen & Uniform Store Committee**
 - New Uniform Store Hours

Uniform Store

New Opening Hours

From Term 3 2019

Monday	2.30pm – 4.30pm
Wednesday	3.30pm – 5.30pm
Thursday	8.30am – 10.30am

Canteen

Bank balance as at 31/07/19 \$30,632.95

	This year 31/7/19	Last Year 31/7/19	Difference
Food Sales	\$49,257.80	\$ 61,357.80	-\$12,100.00
Merch F/S	\$32,052.15	\$ 29,199.18	\$ 2,852.97
Flexi Meals	\$56,902.42	\$ 53,771.18	\$ 3,131.24
Total Income	\$138,212.37	\$144,328.16	-\$ 6,115.79
Cost of Sales	\$ 64,490.77	\$ 73,765.88	-\$ 9,275.11
Gross profit	\$ 73,721.60	\$ 70,562.28	\$ 3,159.32
Wages	\$ 57,140.75	\$ 48,384.29	\$ 8,759.46
Net profit/(loss)	\$ 5,739.57	\$ 13,742.35	-\$ 8,002.78

Uniform Store

Bank balance as at 31/07/19 \$30,967.17

	This year 31/7/19	Last Year 31/07/19	Difference
Clothing Sales	\$65,238.40	\$56,161.75	\$ 9,076.65
Cost of Sales	\$45,462.79	\$29,893.04	\$15,569.75
Net profit/(loss)	-\$ 7,717.32	\$ 1,181.69	-\$ 8,899.01

Nicky Squire has been paid her 8.8082 Long Service Leave.

Susie Burns has been paid 2 weeks Long Service Leave.

Application has been accepted for a Debit Mastercard for the canteen. Card was sent to Barrenjoey High School in the school holidays. Lost in the post. Kath arranging for a new card.

- Bookkeeping in the process of moving to Xero instead of MYOB
- Canteen Managers must hold a Food Safety Certificate. Susie has completed.
- All staff at Canteen and Uniform store hold First Aid and CPR certificates

- **Barrenjoey Community Performance Space** – Getting closer
- **Cookbook Stall** – Would anyone be interested in selling the cookbooks on the night of the Full Moon Market and or the Avalon Market Day?

Student Representative Council (Kalinda for Lani Blackman):

The SRC has been busy in late Term 2 and early Term 3. Our focus has been on providing student voice and making our school a more openly inclusive community. We have:

- Conducted a survey of students to see what they think the SRC \$2000 should be spent on. Students have presented the data to Mr Bowsher and will soon finalise what they will fund this year (before the current Year 12 leaders complete their terms).
- For Pride Month, Year 11 SRC students created a new mural in C Block with a rainbow to show solidarity for the LGBTQI community → the mural has been acknowledged and well received by the broader student community.
- For NAIDOC Week, a number of SRC students have worked on a project to have the Aboriginal and Torres Strait Islander flags (together with the Australian and Barrenjoey flags) re-established in the Hall for formal assemblies and other events. Students are also working to revise the current Acknowledgement of Country and a copy will be printed and put on the wall in every classroom.
- Run the PCS Mufti-Day to raise funds for Fight on the Beaches. With a gold coin donation and BBQ initiative, the SRC raised just over \$800.
- Held elections for 2020 captains. A team of 11 students have developed their leadership skills this year in the SRC and are ready to be inducted as leaders next month. Only one boy was eligible to stand for election and will be appointed as the School Captain. Four female students stood for election, making speeches to the full student assembly. The student with the highest vote will be School Captain, and the next two highest votes will be appointed as Vice Captains.
- Been involved in a consultation with the Northern Beaches Council. On Tuesday this week, a group of 17 SRC students participated in a workshop with Council representatives on the Avalon Place Plan. They provided feedback on concept proposals that have not yet been made public. The Council valued their input.

TREASURER'S REPORT (Cilla):

Sorry to miss the meeting tonight!

Attached are the financial statements as of today.

- Bank balance is: P&C \$45671
- Building: \$134,927
- \$3000 profit thereabouts on movie night.
- Accounts from last year have been audited at a cost of \$3465.
- I have renewed the P&C membership and insurance. As per previous years, have opted for Before and After School activities cover plus Director and Officer Cover. Have increased property cover to \$50,000 (up from \$40,000) but can change that if necessary. (The premium is \$15 per \$1000 up to \$30,000 and \$13 per \$1000 over \$30,000.) Cash cover remains at \$1000. Premium comes to \$1602 (last year \$1733 so decreased slightly). Can you please get the meeting to OK this or vote for changes in cover?
 - Vote taken to approve the change in insurance cover as detailed in above point by Cilla. Result was a unanimous 'Yes' vote.
- Creative Kids Voucher for Band – still waiting on documents from band conductors to be able to attempt to register. Will chase up again now that they are back from holidays etc although getting a bit late in the year now!

Profit & Loss Statement

1/01/2019 To 14/08/2019

Income		
Uniform Store		\$20,000.00
Fund Raising		
Fundraising Golden Ball	-\$1,000.00	
Other Fundraising	\$3,329.67	
Night Market	\$3,965.00	
Fundraising Cookbook	\$5,670.00	
Donations & buy a brick	-\$73.70	
Grants	\$111,501.90	
Miscellaneous Income		\$20.00
Interest Income P&C		\$67.66
Interest Income Building Fund		\$204.49
Total Income		\$143,685.02
Gross Profit		\$143,685.02
General Expenses		
Bookkeeping		\$1,650.00
Accounts Audit		\$3,465.00
Affiliation Fee/Insurance		\$1,602.00
Volunteer/Employee Expenses		\$375.00
Special Events and gifts		\$620.97
Fundraising & Mktng Expense		\$1,388.00
Fundraising expense Cookbook		\$75.46
P&C Special Projects		
Performance Space	\$70,000.00	
Special Projects	\$7,000.00	
Total P&C Special Projects		\$77,000.00
Total General Expenses		\$86,176.43
Operating Profit		\$57,508.59
Net Profit/(Loss)		\$57,508.59

This report includes Year-End Adjustments.

Balance Sheet

As of 14/08/2019

ABN: 78 904 113 406

Assets**Current Assets****Cash On Hand**

Westpac Cheque Account	\$17,494.87
Westpac Building Fund	\$2,129.72
P & C Cash reserve	\$24,711.43
Building Fund Cash Reserve	\$132,797.86
Art Acquisition	\$1,500.00

Total Cash On Hand	\$178,633.88
---------------------------	---------------------

Trade Debtors	\$1,350.00
---------------	------------

Total Current Assets	\$179,983.88
-----------------------------	---------------------

Property & Equipment**Equipment**

Equipment at Cost	\$1,070.30
-------------------	------------

Total Equipment	\$1,070.30
------------------------	-------------------

Total Property & Equipment	\$1,070.30
---------------------------------------	-------------------

Total Assets	\$181,054.18
---------------------	---------------------

Liabilities

Net Assets	\$181,054.18
-------------------	---------------------

Equity

Retained Earnings	\$123,545.59
-------------------	--------------

Current Year Earnings	\$57,508.59
-----------------------	-------------

Total Equity	\$181,054.18
---------------------	---------------------

This report includes Year-End Adjustments.

P&C SUB COMMITTEE REPORTS:

Band Committee (Nicki):

No report – Gerry no longer Band Director so no report was forthcoming.

The P&C Committee, however, would like to sincerely thank Gerry Bates for his dedication and service to the Barrenjoey Band Program over many years.

Canteen & Uniform Store (Kalinda):

- See President's Report

Barrenjoey Performance Space Steering Committee (Christy):

- 9 weeks away from completion date
- Still need more money for seats / fit out
- Signage being looked at
- All going very well. On track to finish on time.

GENERAL BUSINESS:

- Questions were asked about:
 - The purpose of 'Runners'
 - How Senior Leaders were elected

Kalinda responded to both questions.

Meeting closed at 7:00pm

Next Meeting Wed 11th September