



DUNCRAIG SENIOR HIGH SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC

**GENERAL MEETING**

**Wednesday 7 November 2018, 7.00- 8.00p.m**

**Duncraig Senior High School, Conference Room**

**AGENDA**

- 1. Meeting Opening, Welcome and Apologies:**
- 2. Minutes:**
  - General meeting 1 August 2018
  - Executive meeting 5 September 2018
  - Executive meeting 20 September 2018
- 3. Business arising from previous minutes:**

<b>ACTION ITEM</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
Research colour run, pass information to President and Principal prior to next P&C meeting	Lesley	Before 7 Nov
Further investigation into introduction of P&C Facebook page	Rob & Yvonne	Before 7 Nov
Investigation of new touch screens for canteen	Rob	Continuing
Request support to fund lockers for school from local parliamentary members	Rob	Before 7 Nov
Contact school regarding best way to share community directory with school community	Rob	ASAP
Follow up with community directory businesses who have yet to complete payment	Diane	ASAP
Make payment for \$3K to school towards Paul Dillon seminar	Diane	ASAP

- 4. 4.1 Correspondence In:**
  - ANZ Statements (3)
  - ANZ Returned/stopped payments (3)
  - Sustainable school shop
  - Campbells
  - WACSSO (2)
  - CGU
  - SGIO (2)



## DUNCRAIG SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

### 4.2 Correspondence Out: Nil

### 5. Reports:

- a. Principal DSHS Report *Attachment A*
- b. President's Report *Attachment B*
- c. Canteen Report *Attachment C*
- d. Treasurer's Report *Attachment D*
- e. DSHS Board Report *Attachment E*

### 6. General Business:

#### 6.1 Fundraising update *Rob Fairholme*

- \* Chaplain
- \* Entertainment Books *Lesley Myles*

#### 6.2 Presentation of 2017 Audited Financial Statement *Diane Hawkins*

#### 6.3 Canteen Insurance *Diane Hawkins*

#### 6.4 Meeting dates for 2019

#### Next Meeting:

Tour & Drinks 5 December 2018

Annual General Meeting February 2019



**DUNCRAIG SENIOR HIGH SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC**

**MINUTES OF GENERAL MEETING  
Wednesday, 1 August 2018**

**MEMBERS PRESENT:** Sally Clements, Rob Fairholme, Charmaine Webb, Leanne Brown, Steve Spice, Rehana Khan, Jackie Tsapazi, Nina Hart, Vilko Poznovia, Andrea Zulch, Jill Naylor, Jenni Cook, John Millen

**APOLOGIES:** Diane Hawkins, Neil Riches, Julia Maybee

**MEETING OPEN AND WELCOME: 7.01 pm**

**1. MINUTES OF LAST MEETING:**

**Motion:** That the minutes of the General Meeting of the Duncraig Senior High School P&C held on 30 May, 2018 be taken as read and confirmed as a true and accurate record. **Leanne Brown. Seconded Rehana Khan**

**2. BUSINESS ARISING FROM PREVIOUS MINUTES:**

<b>ACTION ITEM</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
Entertainment book information to be provided to school for inclusion in website	Sally	Completed
Disclaimer to be added to Community directory	Rehana	Completed
Research colour run, pass information to President and Principal prior to next P&C meeting	Lesley	Defer to Nov 7
Donation to school for Alive festival of \$3K	Diane	Completed
Further investigation into introduction of P&C Facebook page	Rob & Yvonne	Defer to Nov 7
Application to "Thank a volunteer" and Nude food grants	Rob	One grant closed, other defer to 2019
Investigation of new touch screens for canteen	Rob	Continuing investigations

**3. CORRESPONDENCE:**

**3.1 Correspondence In:**  
WACSSO (5)  
MYOB  
ANZ (2)  
Forest Edge  
Harlequin



## DUNCRAIG SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

**Items in received. Charmaine Webb. Seconded Nina Hart**

### 3.2 Correspondence Out:

Nil items

## 4. REPORTS:

### 4.1 Principal DSHS Attachment A

**Report Accepted**

### 4.2 P & C President Attachment B

**Report Accepted**

### 4.3 Canteen Attachment C

**Report Accepted**

### 4.4 P&C Treasurer Attachment D

**Report Accepted**

### 4.5 School Board DSHS Attachment E

**Report Accepted**

## 5. GENERAL BUSINESS:

### 5.1 Fundraising update

Committee discussed idea of a fundraising model with more input from staff, students and parents. Input could be collected from planned P&C Facebook page. This model could include forecasting and planning through the year.

#### **Lockers**

P&C hopes to fund 100 lockers per year for the 3 next years for the school. Rob is making contact with local parliamentary members to request funding for at least part of these costs. Lockers cost approximately \$15K per 100. P&C would organise busy bee to install.

#### **Library**

P&C input into this project complete.

#### **Community Directory**

Directory still to be shared with school community. Rob will follow up. Still waiting for some payment from community directory businesses. Di to follow up.

#### **Entertainment books**

Up date next meeting.



## DUNCRAIG SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

### 5.2 Paul Dillon

School has secured Paul Dillon- "Teenagers, Alcohol & Other drugs" to present seminars to Senior school students, teachers and parents on 19 September 2018. These are extremely popular seminars and the P&C members at the meeting who had attended the seminars previously spoke very highly about them.

**Motion: The P&C will fund the up-coming Paul Dillon- "Teenagers, Alcohol & Other drugs" seminars to the value of \$3K. Rehana Khan. Seconded Jill Naylor.**

### 5.3 Canteen oven

Sally, our Canteen manager, has informed the P&C of the need to replace the oven door or potentially the complete oven.

### 5.4 WACSSO Conference

**Motion: The P&C supports sending Rob Fairholme as our second delegate to the WACSSO Conference to the value of \$175. Sally Clements. Seconded Leanne Brown.**

**Next meeting: General meeting Wednesday 7 November 2018 7pm**

### ACTION ITEMS:

ACTION ITEM	RESPONSIBILITY	DUE DATE
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Request support to fund lockers for school from local parliamentary members	Rob	Before 7 Nov
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Make payment for \$3K to school towards Paul Dillon seminar	Diane	ASAP



DUNCRAIG SENIOR HIGH SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC

**MINUTES OF P&C EXECUTIVE MEETING**

**Wednesday 5 September 2018**

**MEMBERS PRESENT:** Rob Fairholme, Vilko Poznovia, Diane Hawkins, Neil Riches, Andrea Zulch, Yvonne Atkinson.

**APOLOGIES:** Sally Clements, Rehana Khan

**1. MEETING OPEN AND WELCOME: 7.15pm**

**2. BUSINESS ITEMS:**

**2.1 Strategic Plan:**

3-5 Yr plan.

Canteen goals. Business Plan if relevant. Other fundraising as applicable.

Community development - both internal at school and externally within local community.

School as "hub". Involvement with local community (sporting clubs etc.) and local members of State/Federal parliament.

Recruitment for P&C – Rob requested permission approach primary school P&Cs within DSHS catchment (5 schools). Neil offered to help and Andrea offered to contact South Padbury as she was on the committee at that school.

**Motion to be put to next full P&C meeting**

P&C President to attend school tours and Yr7 info evening to introduce P&C and spruik for new members. Promote final meeting as "social" meeting.

**2.2 Fundraising Goals and Outcomes:**

Whole school approach: Liaise with school (staff/students) and parents – utilise various online platforms; survey monkey, facebook etc. to determine goals. Use goals as benchmarks and aim for viable achievements.

Shortlist (avoid singular agendas).



## DUNCRAIG SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

Presented to P&C and voted on by members present at General Meeting.

### 2.3 Canteen Staff Appraisals:

- Rob and Sally (canteen manager) have completed the staff appraisals. Everything ok.
- Rob also spoke to the canteen staff about building the canteen business. Rob stated that the requests for catering for school events has reduced. Maybe utilizing the canteen during the summer break.

Yvonne Atkinson raised the question about GST – Diane to check this

*GST – checked on ATO site. School canteens are exempt for GST. If the catering business is increased this would need to be set up as a separate entity.*

- J.W. has handed in her resignation.  
Manager has 2 resumes on file that she would like to consider. The vacant role is to be offered as Casual for the rest of Term 3 and Term 4.  
Discussion ensued about transparency. It was agreed that the role should be advertised in the school community and on Gumtree – Rob to organise.
- 3 of the canteen staff have not signed the copies of the new contracts that were issued earlier in the year. There was no change to the terms and conditions of employment in those contracts. They were produced solely due to the change in the association's name following the move of Ed Support.  
After discussion it was agreed that the contracts would be reviewed for new staff.
- Rob wanted to acknowledge the great work Sally (Canteen Manager) has done since taking on the Canteen manager role. A letter/card recognizing her great work will be sent to her.

### 2.4 Other Business:

**Graduation donation.** Request for approval for \$2000 donation to the school for the Year 12 Graduation, approved.

**Addendum:** Amount provided by President in minutes was incorrect. Correct amount for donation \$2500. Executive committee informed by email and approved amount.

**CLOSE OF MEETING: 8.30pm**



DUNCRAIG SENIOR HIGH SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC

**MINUTES OF P&C EXECUTIVE MEETING**

**Thursday 20 September 2018**

**MEMBERS PRESENT:** Rob Fairholme, Vilko Poznovia, Diane Hawkins, John Millen, Andrea Zulch, Rehana Khan, Sally Clements

**APOLOGIES:** Neil Riches, Yvonne Atkinson

**1. MEETING OPEN AND WELCOME: 7 pm**

**2. BUSINESS ITEM:**

**2.1 New contract for DSHS Canteen staff:**

Rosters must only be provided for a of maximum two weeks in advance for casual staff, President to inform canteen manager.

Alterations were made to casual contracts to meet with new legislation and case law.

Treasurer will email current casual employees, with employment over 12 months, regarding their interest in any future permanent employment opportunities.

**CLOSE OF MEETING: 7.39pm**



## ATTACHMENT A

### P&C Report

**Date:** November 7 2018

**From:** Principal, Stephen Spice

It is with pleasure that I present the November P&C report for 2018.

### Work completed:

1. Work continues in the new Arts & Language block. The painting of the central corridor and side corridors has now been completed and the Visual Art teachers are starting to plan their showcasing of student art and sculpture pieces in these spaces.
2. The Language Area encompassing four rooms of the new Arts/Language block has been renovated with painted walls, new doors, blinds and floor covering completing the renovations. As planned, two of these rooms have a vinyl floor suitable for the many cooking and creative activities undertaken by the Language classes.
3. The old ESC office has now been transformed into a Language office. The office has been painted, carpeted and equipped with new desks and storage space. The small room opposite the Language office has also been renovated and transformed into a Tourist barista space for students studying Certificate 2 in Tourism.
4. A new Dance space has been created by removing the wall between Room 19 & 20. The room has been painted and an appropriate dance floor has been installed. Mirrors have also been installed and storage pigeonholes attached to one end of the room for students to place their shoes. This space has been greatly appreciated by our Dance staff. The area continues to grow as evidenced by our recent Dance night where over 180 students from Years 7 to 12 performed.
5. Three of the previous ESC admin offices have been converted into meeting rooms available for use by staff, students and parents. Another of these offices has been turned into a Cadet office and an area for the Cadets to meet and display their Bushranger Cadet honour boards and photos. Creating this space for Cadets recognises the immense value that this program has in the Duncraig community, providing students with leadership and environmental sustainability skills and knowledge.
6. Room 14 in the Arts/Language Block has been transformed into a new Visual Arts room. Washbasins have been installed outside the room in an undercover area that will be an ideal space for our students to take their work outside. It is planned to have 'donkey' desks installed to add to this outdoor Visual Art space.
7. The Library continues its make-over with new inside furniture and outside bag racks installed. The bag racks have been cleverly created from the old racks by our innovative maintenance staff. Currently we are investigating the cost of recarpeting the library to bring it in line with the rest of the school.
8. Four of the older transportables have been re-furnished with new white boards, blinds and projectors ready to be used in 2019.

9. Four of the older ESC transportables have been removed and the space left is due for reticulation and new grass over the next few weeks. This has greatly enhanced the visual aspect of this area and has created some lovely spaces for our students to use in 2019.

## **Staffing**

### **Associate Principal 7&8:**

After the retirement of Associate Principal Peter Merritt, a process to replace him was completed in early Term 4. I have great pleasure in announcing that Ms Nicole Baker has won this position and will continue in her role as Associate Principal Year 7&8, Human Resources and Daily Operations.

### **HOLA The Arts:**

It is with great pleasure that I announce that Mr Aaron Gibson is the recommended applicant for the position of Head of Learning Area The Arts. Mr Gibson has been Coordinator of The Arts for the last four years and has done a wonderful job of bringing the various contexts of The Arts together and re-invigorating the team. This has been evident in a number of student activities and events this year, including the School Production 'Disney's High School Musical', a Music Camp and an Art Showcase Week at the end of Term 2.

### **Evacuation Practice:**

On Wednesday October 17 the school did its annual practice evacuation. This was the first evacuation since the installation of the new pavilion. It was completed in an orderly and efficiently manner and all staff and students are to be congratulated - in particular, our attendance officers, Ms Tiffany Irvine and Ms Tenille Moir, for their efficiency in producing the attendance reports and the Year Coordinators for their role in corralling the students and collating the attendance reports.

## **Activities & Events**

### **Japanese Incursion:**

Dun Craig SHS again had the pleasure of hosting 20 Japanese students aged 14 to 16 years from August 9 to August 15. The Japanese students attended school, participated in a cultural evening and an excursion day with the Dun Craig students. The incursion represented a wonderful opportunity to form lasting and enriching relationships for our school community and by the number of tears that flowed as our Japanese visitors left, this outcome was definitely achieved. I thank Mr Darryl Deacon for coordinating this visit once again and all of the Dun Craig families who volunteered to host the students and give them an Australian experience they will remember forever. We also welcomed the Japanese educators, some we have known from previous visits, and some who are now new friends. The visit also saw the return of Mr Merritt as our bus driver and barbeque chief. Mr Merritt was one of the main drivers behind establishing this valuable tour by our Japanese friends.

### **HackedED Competition:**

Congratulations to Freya Larchet, Rebecca Lowther, Emily Byers, Isabelle O'Hara, Corrina Oo and Delphine Roose who were awarded the best thought-out and researched idea at the recent annual HackedED competition run by Landgate on August 16. The competition requires students to use Geodata and technology to find a solution to a relevant real world problem. It works on enhancing students' digital literacy, presentation skills, critical thinking and creativity - all the skills necessary for the workforce of the future. Dun Craig SHS had four teams participating - a mix of Years 9 and 10 GATE/SBAE students.

**Cadet Pedal Prix Competition:**

On the weekend of August 18 and 19, twenty of our Cadets travelled to Busselton to compete as two teams of ten in the annual Pedal Prix Competition. Unit Leader Mr Deacon reported that it was heartening to see both teams give 110% while continually encouraging and supporting each other. Cadets from all year groups, and the 20 parents who attended, worked as seamless teams. The teams, the Native Cats and Thunder Cats, despite a rollover, chain break and the odd barrier crash, were well placed at the finish. Well done to the teacher instructors Ms Stephanie Green, Ms Sarah Sleiman and Mr Gary Thirlwell (Yanchep SC) who gave up their weekend to accompany Mr Deacon and our Cadets.

**Paul Dillon Parent Presentation.**

Approximately 100 parents attended the Paul Dillon Presentation at school on Wednesday September 19 at the end of Term 3. Paul Dillon is an international presenter on the topic of alcohol and drugs in our society and particularly addresses the impact of these on the youth of today. His presentation was factual, up to date and informative and was well received by the audience. Mr Dillon made the point that the vast majority of 12 to 17 year old students have never drunk alcohol or taken illicit drugs. Paul also gave some valuable and practical parenting tips for the audience. Thank you to the P&C for supporting this initiative.

**Cadets Murray River Pedal Prix Adventure**

Over the school holidays 12 Senior Cadets and Instructors Ms Stephanie Green, Mr Gary Thirlwell and Mr Darryl Deacon participated in the 2018 South Australia Murray Bridge 24 hour HPV cycling race. The event attracted 25,000 people and 270 entries. Our Cadets, driving the team vehicle named the 'Native Cat', did not place in their category, however bettered all previous trial times, lap times, PB's and overall placings by significant amounts. In what was a challenging event, our Cadets are to be commended for their outstanding teamwork and effort and they are already planning their 2019 adventure.

**Inter-house Athletics Day:**

On Tuesday September 4, we conducted our annual Inter-House Athletics Carnival. Following the traditional entertaining and unique Year 12 'Dress-up Parade' onto the oval, students from all years participated in a series of track and field events as well as some fun novelty events. It was a keenly fought competition all day between the Houses with Argonauts winning for the fifth consecutive year. The effort and spirit displayed by all students was excellent. Many parents and grandparents also attended to support the students.

**Year 11 River Cruise**

On Wednesday October 18, our Year 11 students enjoyed a night of dancing and fun aboard the Crystal Swan thanks to the organisation of Year 11 Coordinator Denise Hodson and the Year 11 Councillors. These nights are not possible without the support of staff members and the commitment of Alex Hua, Bruce Banyard, Barb Kamarudin, Robyn Griffiths, Julie Ross, Paul Zampogna, Jen Hill, Ben Chapman and Nathan Blakely was appreciated.

**Antipodeans Tour:**

Recently we launched the 2019 Antipodeans tour with up to 20 students expected to sign up. Accompanied by Ms Clare Woolfrey and Ms Stephanie Green they will be planning to visit Thailand and Laos at the end of 2019. With approximately less than six weeks to go, the 2018 Antipodean tour, under the leadership of Ms Leonie Hunter and Ms Clare Woolfrey, are putting the final touches on their preparation for their tour to Nepal.

## **Year 12 Leadership**

A large field of high quality students stood for election to become Year 12 Student Councillors for 2019. The successful candidates were: Hannah South, Dirk Haasbroek, Maddy Dufall, Parsa Hosseini, Alyssa Johnsen, Gabriel Merga, Elizabeth Dronfield, Zane Huntley, Amy Pickering, Matt Kingham, Tia Mathieson, and Jonah Nazaroff. Nine of the 12 Councillors then applied for the positions of Head Girl and Head Boy. Following a rigorous process involving a written application and an interview, Maddy Dufall and Gabriel Merga were selected to lead the student body in 2019.

## **Gala Music Night: Thursday October 11**

On Thursday October 11 our music students performed to a large audience of family and friends, highlighting the wonderful talent of our students. It was also an opportunity to acknowledge and congratulate our Year 12 students who have been in the Music Program for 5 years – Amy Joseph, Molly Roberts, Molly Kirkland and Hannah Walters. I commend Music teacher Mr Peter Smith, Head of The Arts Mr Aaron Gibson, the Ensemble Directors and SIM staff for a great night of entertainment. I also thank Mr Connor Humm, Ms Jodi Bavin and Ms Louise Aston for their help backstage. These nights depend on staff support and their help was greatly appreciated.

## **Dance Night:**

Over two performances on Friday October 12 more than 180 students from Year 7 to Year 12 showcased their incredible talents entertaining family and friends. It was wonderful to see the students on stage, working to precision choreography and timing. The program goes from strength to strength under the leadership of Dance Coordinator Penny Morrison and Dance teacher Clare Woolfrey. It was a great tribute to the large cohort of Year 12s when the equally numerous group of Year 11 dancers passed special gifts to them. The mutual respect was very evident and the Year 12 legacy will live on with such talent coming up behind them. Amy Joseph was named as the Duncraig Top Dancer for 2018, a wonderful achievement. The dedication of the staff who assisted was greatly appreciated - Aaron Gibson for lighting and sound and Chris Pental, Wendy McDonald, Stuart Denton, Adam Ridgeway, Kylee Hosken, Connor Humm, Nathan Blakely and Marisa Burton for their work backstage organising the dancers. Without the team effort that Duncraig so often displays, shows like this could not go ahead.

## **Year 12 Final Assembly**

On Monday October 15, we farewelled our Year 12 students at our traditional final assembly. This year we were able to hold the whole school assembly in our new pavilion providing a wonderful venue to showcase our farewell to the Class of 2018. Head Girl Taylah Holder and Head Boy Rico Cloete both made wonderful speeches and handed over the leadership of the student body to incoming Head Girl, Maddy Dufall and Head Boy, Gabriel Merga. I commend Mr Paul Zampogna on his work with this cohort over the last 5 years. The annual balloon release became the balloon drop as weighted balloons were released from the ceiling inside the pavilion. All students then joined their family and teachers for a morning tea in the PA generously provided by the P&C and left the school in a dignified and friendly manner. My thanks go to the P&C for their continuing generous support of this event.

## **Inter-school Athletics Carnival: Wednesday October 18.**

Head of Learning Area Mr Stuart Denton and the Physical Education staff are to be commended for their work preparing and organising the Inter-school Athletics Team. This year we competed in B division and scored an exciting win by a mere 26 points over the second placed school Shenton College. The spirit and effort demonstrated by the team, lead by Year 12 Kiarra Nazaroff, was outstanding. Alana Sim was Champion Year 8 Girl for the meet and Brandon Ford set a new School Sport Record for the Boys Year 9 1500m. Next year we are back in A grade.

### **Cadet Promotion Evening: Monday October 22**

At the Cadet Promotion Evening we heard of the successes of the Duncraig Bush Ranger Cadets for 2018, including the activities and many conservation projects our students have been involved in. We farewelled our ten Year 12 Cadet Leaders Brendin Webb, Gemma Childs, Evan Bishop, Simone Dalkin, Lachlan Kickett, Joshua Mellows, Jemma Pickering, Dillin Webb, Molly Roberts and Matthew Wilson and congratulated them for being exemplary leaders and role models for the younger cadets. Evan was also recognised for his recent achievement of winning the Year 12 Long Tan Scholarship.

### **Humanities and Social Sciences (HASS) Gifted & Talented (G&T) and School Based Academic Extension (SBAE) Thesis Presentations: Wednesday, October 17 and Thursday, October 18**

Year 10 G&T and SBAE students presented their thesis projects to family and friends over two evenings. Head of the HASS Learning area, Mrs Caroline Crosbie and teachers Mr Darryl Deacon and Mrs Dennise Cooper were impressed by the level of research and analysis that was evident in all projects.

### **Presentation Ceremony: Thursday October 25**

The Presentation Ceremony celebrating the end of secondary education for our 2018 Year 12 cohort was a very successful evening for all concerned. It was held at the Perth Convention Centre and was organised by four key people; Events Coordinator and Year 12 parent Ms Jane Street, Year 12 Coordinator Mr Paul Zampogna, Senior School Coordinator Mr Ian Dignon and Associate Principal Mr Owen Goyder. There were many teaching and non-teaching staff (approximately 50) who assisted behind the scenes in the lead up to the evening then gave up their evening to attend, with Associate Principal Owen Goyder taking the role of MC. Parents, staff and students have expressed their enjoyment and appreciation of the evening.

### **Congratulations!**

Year 11 student Callum Innes for being selected to participate in the Physics Olympiad Summer Camp at ANU in January.

### **Upcoming Events:**

- **Year 12 WACE Examinations** commence Week 4 - Monday October 29.
- **P&C Meeting** – Wednesday November 7, at 7pm in the Conference Room of the Administration Building.
- **Year 8 & 9 Examinations** commence Week 4 – Monday October 29;
- **Student Free Day** – Week 5, Monday November, 5.
- **Year 11 Exams** commence Week 5, Tuesday November 6.
- **Year 10 Exams** commence Week 6, Monday November 12.
- **Year 6 Orientation Day** – Tuesday November 27.
- **Year 6 Orientation Evening (parents only)** – Tuesday November 27, 7pm in the gymnasium.
- **Cadet Busselton Camp** – Tuesday December 4 to Friday December 7.
- **P&C Twilight Tour/Meeting** – Wednesday December 5, 5:30pm.
- **Antipodeans 3 Week Tour to Nepal** – Leave Friday November 30.
- **Final Assembly Year 7-10** – Tuesday December 11
- **Reward Activity Day** – Wednesday December 12
- **Last Day for Students** - Thursday December 13

## ATTACHMENT B

President's Report.

### **Term 3**

The Canteen had some staffing changes and the P&C welcomes the new casual staff members. We wish Jacquie well in her new job. Thank you to the canteen staff and the executive committee for their assistance in this process.

The drugs and alcohol information presentation for parents by Paul Dillon which the P&C partially funded was fairly well attended. It was very informative and I recommend any parent attend another, given the chance – it gives a unique insight into the teenage mindset and thinking(?) process.

The executive committee members began discussing a strategic plan which involved succession planning and how we can engage the school, as a whole, in fund raising allocation decisions. Thanks to various exec for their time and to the school for arranging access for a meeting space.

I attended the WACSSO state conference on behalf of the P&C and greatly enjoyed catching up with some old friends and meeting new ones. The information I got from the fund-raising workshops I attended has given me some focus to the fundraising allocation process.

### **Term 4**

As part of the succession planning I have approached primary school P&C's within the Duncraig SHS catchment area on behalf of our P&C to try to recruit members who may have children attending the high school in the near future. Having attended one meeting so far, I hope there will be more which prove to be productive and fruitful.

I have recently had the great fortune of representing the P&C at a number of events this term including the whole school Yr 12 Farewell assembly and the Yr 12 Graduation Evening. I am sure I'm joined by the P&C and the whole school in wishing them all the very best in their upcoming assessments. Kudos to the school for the organisation and coordination of these events.

Thank you to the Cadets for their invitation to their awards and promotions evening. It is impressive to see all the assistance and activities the cadets do for and around the whole school – they are to be commended. It's good to know as well that rocks and cereals do not belong in Mr. Deacon's sleeping bag when on camp!

I personally want to wish all students well in any assessments they have forthcoming and a hearty chinup to parents and caregivers dealing with the associated stresses involved.

The P&C will be holding a tour and social meeting on the 5<sup>th</sup> December from 1730 culminating in a brief meeting at 1900 in the Conference Room. If you're interested please feel free to rsvp via [eventsbandc@gmail.com](mailto:eventsbandc@gmail.com) , plate or bottle is optional.

## ATTACHMENT C

### CANTEEN REPORT – NOVEMBER MEETING 2018

The canteen has had a long time staff member resign since the last P&C meeting. Jacquie W. had been a part-time employee of the canteen since starting in February 2013. One of the casual staff members, Melisa B. has also left to take up a part time position in another canteen. We interviewed and employed two new casuals to replace Jacquie. Both new staff members have started very well and we are all very happy with their progress. They are both competent with the primary school operations, and they are currently both learning the high school operations. There is an intention to ask all the casuals to offer an expression of interest for a part time position in early 2019.

The summer menu (Term 4, 2018 and Term 1, 2019) has started off very well. It remains over the minimum requirement of 60% green and is an 80% green menu for the summer terms.

After the recent Year 12 Graduation assembly, the canteen provided the P&C morning tea in the school gym. The parents and students attending enjoyed platters of watermelon, biscuits, slices, cakes and fairy bread, as well as tea, coffee and juice. The graduation cake was slightly different to previous years, and looked and tasted fantastic. Thank you to Rob for picking up the graduation cake for us.

We are continuing with our replacement of packaging to the new Environmentally friendly packaging. Straws have been removed from easy access on the canteen benches, but students can ask for one if they would like one. The primary schools are using the new paper straws, and there has been a seamless transition to them. We still have a lot of the plastic straws in the canteen, and will continue with those until they have been used. They will be replaced with paper straws in the future.

We have started offering “Meal Deals” to the high school students to further encourage online orders. These meal deals take advantage of special order incentives offered by various companies that we use. The main offer this term included bonus paddle pop icecreams with certain orders from Streets, so we are offering paddle pops at a reduced rate if ordered online, and have included them with new menu items, also at a reduced price, to encourage students to try our new food. This is proving popular. We trialled this at the end of last term with bonus stock, and will continue to do so on our less popular order days.

We have used the vouchers that we received through the Countrywide rewards program to purchase several new appliances for the canteen. We have bought a Veggie Bullet, a new electric frypan, and a new sandwich press.



GRADUATION EXPENSES 2018

GRADUATION MORNING TEA

Graduation cake - Krusty Kob Warwick	\$ 160.00	Krusty Kob
Biscuits - 5 x Arnotts Assorted Cream	\$ 17.50	Coles
Biscuits - 10 x Arnotts Tim Tams	\$ 18.20	Woolies
200 x paper coffee cups	\$ 15.60	Westoz
300 x plastic cups	\$ 17.70	Westoz
100 x foam cups (if needed)	\$ 6.60	Canteen stock
Paper Napkins x 500	\$ 5.00	Westoz
Tea		Existing canteen stock
Coffee	\$ 15.00	Coles
6 x 2L Milk	\$ 12.00	Coles
10 x 3L Orange Juice	\$ 44.20	Brownes
Watermelon	\$ 32.00	Fruit 'n' Veg
Sporks	\$ 6.50	Westoz
Plastic plates	\$ 16.50	Westoz
Bread x 4 loaves	\$ 9.20	IGA
100's & 1000's	\$ 9.20	Coles
Butter	\$ 4.50	Coles
Carrot cake x 65 pieces	\$ 27.22	Westoz
Chocolate cake x 100 pieces	\$ 35.45	Grannys
Coconut slice x 54 pieces	\$ 19.14	Grannys
Teaspoons 5 x 20	\$ 5.00	Coles

TOTAL

\$476.51

## Canteen Sales

July 2018

Flexischools orders	948	Average 86 per day
Flexischools card sales	1477	Average 134 per day
South Padbury PS	184	
Glengarry PS	170	
Padbury PS	11	
Padbury Catholic PS	251	
Davallia PS	385	
Carine PS	353	
Bambara PS	79	
Catering Income	\$1484.05	5 events
High School Income	\$9012.22	
Primary School Income	\$6833.18	

## Canteen Sales

August 2018

Flexischools orders	2316	Average 100 per day
Flexischools card sales	3144	Average 136 per day
South Padbury PS	350	
Glengarry PS	217	
Padbury PS	24	
Padbury Catholic PS	561	
Davallia PS	556	
Carine PS	948	
Bambara PS	111	
Catering Income	\$2057.50	10 events
High School Income	\$21264.52	
Primary School Income	\$14365.32	

## Canteen Sales

September 2018

Flexischools orders	1365	Average 91 per day
Flexischools card sales	1893	Average 126 per day
South Padbury PS	218	
Glengarry PS	183	
Padbury PS	18	
Padbury Catholic PS	336	
Davallia PS	444	
Carine PS	595	
Bambara PS	90	
Catering Income	\$942.50	4 events
High School Income	\$14940.81	
Primary School Income	\$14693.12	

**Profit & Loss Statement**

1/02/2018 To 26/10/2018

Income		
Canteen		
Canteen Sales	\$5,078.60	
Canteen online sales	\$231,229.18	
Canteen catering	\$11,715.00	
ALIVE Week	\$3,711.70	
Canteen - Misc.	\$1,119.17	
<b>Total Canteen</b>		<b>\$252,853.65</b>
Other Income		
Fundraising	\$300.00	
Entertainment Book Sales	\$280.00	
Membership fees	\$27.00	
P & C Contributions	\$16,051.45	
Business Directory	\$700.00	
<b>Total Other Income</b>		<b>\$17,358.45</b>
<b>Total Income</b>		<b>\$270,212.10</b>
Cost of Goods Sold		
Canteen		
Purchases	\$124,310.03	
<b>Total Canteen</b>		<b>\$124,310.03</b>
<b>Gross Profit</b>		<b>\$145,902.07</b>
Expenses		
Canteen		
Wages	\$112,745.13	
Superannuation	\$10,193.49	
Repairs & Maintenance	\$319.96	
Canteen General Expenses	\$768.86	
<b>Total Canteen</b>		<b>\$124,027.44</b>
Operational Expenses		
Book-keeping fees	\$1,200.00	
Entertainment Publications	\$574.00	
Insurance	\$2,790.27	
Printing, postage & stationery	\$173.75	
<b>Total Operational Expenses</b>		<b>\$4,738.02</b>
School Pledges		
ALIVE Week	\$3,405.00	
Donations to High School	\$15,695.70	
<b>Total School Pledges</b>		<b>\$19,100.70</b>
<b>Total Expenses</b>		<b>\$147,866.16</b>
<b>Operating Profit</b>		<b>-\$1,964.09</b>
Other Income		
Interest Income - Cheque a/c		\$64.50
<b>Total Other Income</b>		<b>\$64.50</b>
<b>Total Other Expenses</b>		<b>\$0.00</b>
<b>Net Profit/(Loss)</b>		<b>-\$1,899.59</b>

This report includes Year-End Adjustments.

**Balance Sheet**

As of 26/10/2018

<b>Assets</b>			
Current Assets			
Cash On Hand			
Cheque Account		\$35,104.07	
Petty Cash		\$199.97	
Debit card		-\$2,117.10	
Electronic Clearing Account		\$0.00	
<b>Total Cash On Hand</b>			<b>\$33,186.94</b>
Trade Debtors			\$2,478.25
Inventory			\$8,875.33
<b>Total Current Assets</b>			<b>\$44,540.52</b>
Property, Plant & Equipment			
Kitchen Equipment			
Kitchen Equipment at Cost		\$16,773.30	
Kitchen Equipment Accum Dep		-\$6,377.56	
<b>Total Kitchen Equipment</b>			<b>\$10,395.74</b>
<b>Total Property, Plant &amp; Equipment</b>			<b>\$10,395.74</b>
<b>Total Assets</b>			<b>\$54,936.26</b>
<b>Liabilities</b>			
Current Liabilities			
Trade Creditors			
		\$1,137.50	
Sundry Creditors			
		\$4,148.48	
Payroll Liabilities			
PAYE Deductions		\$704.00	
Superannuation payable		\$811.09	
<b>Total Payroll Liabilities</b>			<b>\$1,515.09</b>
<b>Total Current Liabilities</b>			<b>\$6,801.07</b>
<b>Total Liabilities</b>			<b>\$6,801.07</b>
<b>Net Assets</b>			<b>\$48,135.19</b>
<b>Equity</b>			
Retained Earnings			
		\$48,044.47	
Current Year Earnings			
		\$90.72	
<b>Total Equity</b>			<b>\$48,135.19</b>

This report includes Year-End Adjustments.

## ATTACHMENT E

### DUNCRAIG SENIOR HIGH SCHOOL BOARD REPORT

The Duncraig Senior High School Independent Board met Tues 28 Aug 2018. The Board considered the previous minutes, a report from the Principal indicating a significant number of upgrades completed around the school and a report from the Finance committee. The Board also agreed to write to: Ms Wendy Hartman for her effective contribution for project management of many of the school's upgrades and her services to the School Board; acknowledge the hard work of the school gardeners improving and maintaining the school grounds; and Peter Merritt for his 20 plus years commitment to the School and his work on the School Board following his recent retirement.