



DUNCRAIG SENIOR HIGH SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC

GENERAL MEETING

Wednesday 24 May 2023, 7:00pm

Conference room

MINUTES

1. Meeting Opened at: 7:10pm

2. Attendees

Attendees: Peter Lillywhite, Hannah Von Ahlefeld, Tia Tutti, Vicky Botha, Guy Bowden, Paul Harris, Charmaine Hutton, Simone Dunscomb, Sheridan Murphy, Sonja Elek, Andy Westridge, Ben Grummels and Jenny Buxey

Apologies: Delia Nicholas

3. Acknowledgement to country – read by Vicky

I acknowledge the Traditional Owners and Custodians of country throughout Australia and recognise the continuing connection to lands, waters and communities. I pay my respect to Aboriginal and Torres Strait Islander culture, and to Elders past, present and future.

4. Minutes: Confirmation of minutes of the P&C General Meeting 22 February 2023

Motion to accept: Tia

Seconded by: Andy

5. Business arising from previous minutes

5.1 Guy confirmed that the second account has now been set up and Simone has the debit card. Old card has been destroyed. The Executive Committee has full oversight of spend carried out. Guy and Vicky are returning to the bank next week to ensure everything is completely finalised.

5.2 Update on Stronger Communities Grant – unfortunately not successful as there was a lot of competition. Yet to find out exactly why we were not successful. Will try again next time – early 2024 is the next confirmed round, however there may be another in Semester 2, 2023.

5.4 Canteen requirements – Simone confirmed that the new toaster has arrived. Simone will purchase smaller items with the debit card as required.

5.5 Treat the Teacher – 17th July – will await Family Engagement Committee meeting to discuss this. Easy enough to set up as funds are donated via QKR. Small press release to be done this year as always looking for positive stories where communities are working together.



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6. Correspondence

6.1 Correspondence In

ANZ monthly statements
WACCSO Newsletter

6.2 Correspondence Out:

Nothing

7. Reports

7.1 Principal's Report

See attached.

Pete is hoping to meet with Hannah and the architects to understand what imagery they can release to the community in terms of the new build.

7.2 Treasurer's Report

See attached.

Budget for P&C for the year

- Canteen is roughly breaking even and voluntary contributions from school fees received over the last 2 years has been ~\$24,000 each year
- Already spent \$6,700 this year (chess club, cycling jersey)
- Money allocated already for Alive \$4,000, Year 12 Graduation evening \$2,500 and WHITS Survey \$2,340
- Around \$7,500 left to spend if we want to break even this year.

Do we need to use the voluntary contributions from school fees received this year against costs for this year given the children would benefit from it?

Action - Vicky to check whether this is a requirement

7.3 Canteen Manager's Report

See attached.

- WorkSafe visited around a month ago. Stepladder is not an industrial one and therefore need to obtain an industrial one
- Health Inspector visited on Friday – A rating for food temperatures, etc. B rating for the floor, walls and ceilings, etc.
- New Food Safety from December 2023 – all staff must be certified (staff will need to do online) and Simone will need to do a 2-day course.

Action – Vicky will ensure instructions for FlexiSchools is available on the Socials

7.4 President's Report

See attached.

Motion to accept reports: Hannah
Seconded by: Charmaine



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8. New Business

8.1 Google Suite Subscriptions –

Unanimous motion that we reimburse Vicky Botha for the subscriptions

8.2 School items to be considered

Alive Festival (week 9) – celebration of school, health & wellbeing and linking it to culture too \$4,000

Year 12 Graduation Evening \$2,500

WHITS Survey – finger on the pulse type survey of the school children \$2,340

Motion to accept: Tia

Seconded by: Ben

8.3 Yearbook

Discussion held regarding the pros and cons and whether there is any appetite for a Yearbook every year.

Action: All to canvas opinions, Vicky to put short poll on the Facebook pages and Hannah to put Survey Monkey out.

8.4 Tree Painted Blue for Mental Health Awareness Week

Louis Cheeseman put this forward this motion. The tree must be signed off that it's appropriate and there is a specific paint that needs to be used. Louis has been tasked to find another tree as the tree originally selected is going to be removed.

Agreed to park this. Pete will revert if they do find another tree.

8.5 P&C Sports Fundraiser

The triathlon is growing in numbers therefore there is an issue with the storage of bikes. They are looking for a new storage unit for storage of bikes, potentially large sea container (c\$6k), due to the numbers and the fact that the current lean-to leaks.

A request was put forward to support fundraising for the sheds and potentially new bikes?

Unanimous vote that we would support this.

8.6 Chess Interclub Tournament

Last year we hosted the tournament – 90 people attended. P&C provided a donation and they also obtained money from ticket sales. Momentum increased through this and therefore the club wish to ensure this keeps going and would love for more local high schools involved.

There is a friendly chess tournament being held during week 7 between Sacred Heart and Duncraig and they wish to have Duncraig as the centre of chess for the Northern Suburbs.



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Peter confirmed that only one interschool friendly tournament to be held during school time per year and that all others are to be held outside of school time. Peter also offered that they can hold them after school as often as required.

Considering the tournament to be held during Week 6 or 7 of term 4 with the same approach as last year where they had MLAs and Rotaries donating and face painting, etc. was available. A discussion was held that they would like to include more interesting things for families to do while the tournament takes place.

This is a heads up at this stage as the club would like be asking for to borrow \$1,000 this time.

Meeting finished at 8.25pm.

9. Next Meeting:

General meeting 9 August 2023 at 7pm in the Conference Room.



P & C Report

Date: May 17 2023

From: Principal, Peter Lillywhite

It is with pleasure that I present the May P & C Report for 2023.

Building Project

We have finally been given funding approval and the project has now gone to tender. The tender process closed on 2/5/23 and we now wait to find out who was successful. I can confirm that the following will go ahead.

- 2 new blocks for Science and English
- Existing Science to IT
- Existing Languages to Art
- Existing Maths office to upgraded Staff Study

New Senior School Metrics

The Department has created new senior secondary metrics that tracks completion rate, apparent retention rate as well as progress and achievement

The new metrics will shift away from Median ATAR and focus heavily on students gaining WACE and achieving educational outcomes based on academic potential. It has a heavy emphasis on NAPLAN as the benchmark for academic potential.

These new metrics are aligned with the new Minister's focus on ensuring students reach their full potential.

Annual Report completed

The Annual Report has been completed and uploaded to the website and Schools online..

Events and Activities

1. **NAPLAN – Week 7 – 9.** A much earlier timeline than in previous put the team under a little bit of pressure but it all went very smoothly.
2. **Interschool Swimming Carnival** – I'm very pleased to announce we won the B Division Carnival by a large margin over John Curtin and Melville SHS. Our students also achieved amazing individual honours with 5 students winning the champion award for their age and gender and a further 4 coming second or third.
3. **School Ball** – On March 31, our Year 12's had their School Ball at Joondalup Country Club. It was a lovely evening with lots of food and dancing and fun being had by everyone. A huge thanks to Georgia Taylor who organised this event and to Louis Cheeseman and Caroline Crosbie for their supervision on the night whilst I got to enjoy sitting back and being a parent!
4. **Yr 10 Lightning Carnival** – on May 2 our Year 10's spent the day participating in their favourite sport with their friends. We had students represent the school in Basketball, AFL, Soccer, Netball, Volleyball

Upcoming events

- **Externally Set Tasks (EST)** Week 3 - 4
- **Year 11 & 12 Work placements** Week 4 – 6
- **Yr 11 & 12 Exams** Week 5 – 7
- **Yr 10 Arts night** Wednesday May 24
- **Year 9 Lightning Carnival** Thursday May 25
- **WA Day Public Holiday** Monday June 5
- **Yr 10 Exams** Wednesday June 7 – Wednesday June 14
- **Yr 8 Lightning Carnival** Monday June 12



President's Report Term 2

We have successfully transitioned from the Tea Room Workers Award to the Fast-food Workers Award for our canteen staff. Thank you to the executive committee for their work on this.

Our treasurer has completed a forecast for 2023 and we have identified the necessary spend to keep the canteen running smoothly and the amount we potentially have available to allocate to projects for the school.

We are working with the family engagement committee to plan for projects/events for the remainder of 2023.

Vicky Botha

President - Duncraig Senior High School P&C Assoc. Inc.

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has."

Margaret Mead

Duncraig SHS P&C Treasurers report
17 May 2023

Financial Statements for period 1 January 2023 to 10 May 2023 attached.

Key points

- Net profit/surplus year to date of \$13,571
- Excluding voluntary contributions from parents (\$9,045), donations/contributions to Duncraig SHS (\$1,200), and the abnormal expense of \$3,964 for the reversal of duplicated invoices from prior years there is a surplus year to date of \$9,690.
- Therefore year to date the P&C is showing an operating surplus of \$9,690.
 - Note – some caution needs to be used because of the relatively small operating period involved but it would appear that the price increase that was implemented on March 1st has returned the canteen to a profitable operation. Gross profit percentage (the gross amount made per dollar of sales) has increased from 45.8% for 2022 to 46.6% YTD 2023, which included 1 month of trading prior to prices being increased. Gross profit percentage since 1 March has been 52.2%
- There is one outstanding invoice for \$5,500 to be paid to Duncraig SHS for the cycling jerseys (approved at the last meeting)
- There is an item showing on the balance sheet – “Debit Card \$4,376”, which relates to monies transferred to the old P&C Debit Card. This money has been spent and the amount will need to be expensed.
- The change to the underlying award for canteen staff will increase wages by approximately 2.2% or \$4,200 per year.

- Current bank balance is \$64,960 (primary bank account \$63,960 plus new bank account showing as Debit Card – ANZ \$1,000)

Other comments

- AMW Audit Group have been engaged to conduct a review of the associations 2022 financial accounts. Due to the fact the 2021 financials were not audited AMW Group will also review the opening balances for 2022 to confirm they are correct. The total cost is \$1,550.
 - The audit is currently in progress and information has been supplied to AMW Audit as requested
- Investigations into the \$10,000 Term Deposit held with P&N Bank continue. This investigation has been hampered by the fact that the P&N Bank will not divulge any information relating to the term deposit except to the deposit signatories, neither of whom are still with the P&C. We have requested one of these signatories attend the bank in person to gather further information.
- The new ANZ Debit Card, attached to the 2nd bank account, is now operational

Profit and Loss

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For the period 1 January 2023 to 10 May 2023

1 JAN-10 MAY 2023

Trading Income

Canteen - Misc.	295
Canteen catering	135,634
Entertainment Book Sales	67
P & C Contributions	9,045
Total Trading Income	145,041

Cost of Sales

Purchases [53110]	72,593
Wages [61010]	47,059
Total Cost of Sales	119,652

Gross Profit 25,389

Operating Expenses

Audit Fees	1,137
Book-keeping fees	414
Donations to High School	1,200
Dues & Subscriptions	199
Duplicate Sales invoice writeoff	3,964
Superannuation [61015]	4,904
Total Operating Expenses	11,818

Net Profit 13,571

Balance Sheet

DUNCRAIG SENIOR HIGH SCHOOL P&C ASSOCIATION INC

As at 10 May 2023

10 MAY 2023

Assets

Bank

ANZ AU 016494 340919347	63,960.04
Debit card	4,375.59
Debit Card - ANZ	1,000.00
Petty Cash	199.97
Term deposit	10,000.00
Total Bank	79,535.60

Current Assets

Trade Debtors	5,731.82
Total Current Assets	5,731.82

Non-current Assets

Inventory	8,875.33
Kitchen Equipment Accum Dep	(13,086.88)
Kitchen Equipment at Cost	16,773.30
Total Non-current Assets	12,561.75

Total Assets 97,829.17

Liabilities

Current Liabilities

GST	(41.36)
Trade Creditors	9,096.51
Total Current Liabilities	9,055.15

Non-current Liabilities

NZ Band Tour [21215]	990.91
PAYG Withholding	4,356.48
Superannuation payable	(4,433.92)
Total Non-current Liabilities	913.47

Total Liabilities 9,968.62

Net Assets 87,860.55

Equity

Current Year Earnings	13,571.39
Retained Earnings	74,289.16
Total Equity	87,860.55

10th May , 2023

Canteen Report May 2023

- Term 2 started with our new winter menu with a few more affordable options available daily for walk up sales and on-line ordering. A structured menu with a separate Recess and Lunch Menu has been implemented with the introduction of more green light approved items. Small changes were made to the Primary school menus with new products introduced.
- Glengarry has commenced their extra delivery day of Wednesday and is working in well for us with orders most weeks between 50- 100 which has made this worth our while.
- Padbury primary has gone down to 3 days from 4 but the order numbers have not increased in any way not even 10 on most days this will be looked at again end of Term 2 with their P&C
- Catering year to date is at \$10,443.61 with Glengarry Primary School PD Day and Carine Primary School included in our takings so it has been keeping us busy as well as Duncraig SHS events.

Equipment/Maintenance

- There had been issues with our drinks fridges and freezer over the last school holidays tripping and we lost some stock (\$242 worth) thankfully it was run down due to the holidays but it had happened before when the electrical tagging was being done. This has since been looked at by an electrician and a tidy up of our cords and the voltage of the power points and is ok .
- We had an issue with one of the tablets not charging and the cables come apart Paul has fixed this last week, and all is working well again.
- Streets rang last week and have “given us “the smaller streets ice cream fridge they have put it down as a ride off for them and we can put whatever we want in and is ours to keep will continue to use it for the ice creams for now.
- No new equipment has been purchased as am waiting for the new bank card to come through as we need a new toasted sandwich maker ASAP as the old one is about to give up funds have been approved for this and for some new catering equipment as have mentioned in previous minutes.

March 16th – May 10th				
ROVR Sales walk up	\$15,730.10			
Primary Schools Flexi	\$21,019.15			
DSHS on line ordering	\$24,231.80			
Catering	\$5630			
Cash Deposit	\$240			
Up to May 10th Total	\$66,851.05			

The focus for this term

- is an increase in walk-up sales with the staff being more aware of being available to man the 3 windows so there is less lines up time.
- The promotion of our menus through the school sites so it can be accessed by parents and students not only through the Flexischool site.
- Looking at current products and suppliers and seeing where we can save more money . I have signed onto Campbells Cash and carry as their food service products are cheaper and they deliver.

Staff meeting is being held Friday the 27th May and the minutes will be forwarded to the P&C .