



Cardiff High School

Parents and Citizens Association

30 Boronia Street, Cardiff NSW 2285
Email: cardiffhighpc@gmail.com

Minutes of Meeting 14 March 2018

Chairperson: Keith Smith Minutes: Jenny-Marie Copas
Meeting Opened: 7:45pm

Present: Jenny-Marie Copas, Gareth Erskine, Louise Stewart, Jane West, Keith Smith, Kylie Ambrose,

Apologies: Cassandra Vizintin, Susan Wilson, Janice McCorkell

Minutes of previous meeting read and accepted: Moved: Jenny-Marie Copas, Second: Louise Stewart

Business arising from previous minutes:

- Jenny-Marie Copas to investigate options available for Online Canteen ordering. - On hold while network capability is restored to the Canteen Block.
- Canteen maintenance. Request to change mixer tap as existing one is a possible WHS issue due to burns. Gareth Erskine to investigate. - Gareth still working on it.
- Fundraising for the year. Kylie Ambrose to investigate Event Cinema options. Other options are Wine/Cheese/Chocolate tour, Jenny-Marie Copas to investigate self hire/cater option. - Still investigating.

Correspondence In:

- P&C Magazine
- Letter from Westpac regarding over/under payment.
- iCare workers insurance reminder

Correspondence Out:

- Nil

Treasurer's Report: Appendix A

- Fixed Term Deposit to be transferred across to the P&C Account on Maturity. Moved: Jenny-Marie Copas, Second: Kylie Ambrose
- Electronically transfer \$15,000 donation for Air Conditioners in classrooms from Cardiff High School P&C to Cardiff High School. All in agreement. Moved: Jane West, Second: Kylie Ambrose
- Amended Reports for January 2018 - Appendix D

Canteen Report: Appendix B

- Nil

Principal Report: Appendix C

- Nil

General Business:

- President is standing down due to personal issues. Vice President to preside in the interim.

Meeting Closed: 8:30pm

Next Meeting: 11th April 2018

Appendix A – Treasurers Report

Cardiff High School P&C Treasurers Report

Financial Statement

February 14 2017- March 13 2018

Cheque Account

Credits

Total	\$0.00
	\$0.00

Debits

	State Representation Subsidy	\$200.00
Total		\$200.00

Reconciliation

Opening Balance	\$2824.09
Credits	\$0.00
Debits	\$700.00
Balance	\$2624.09

Transactions Pending

	State Representation Subsidy	\$250.00
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Fixed Term Account

Established December 16 2017

Investment Term 3 months

Interest Rate 2.00%

Maturity Date March 16 2018

Amount Invested \$15 000.00 **Balance at March 13th** \$15 019.01

CARDIFF HIGH SCHOOL CANTEEN



Treasurers Report

Income & Expenditure Statement for P&C Association

FEBRUARY 2018

BANK RECONCILIATION STATEMENT

Balance as per Bank Statement @ 28/02/2018 **\$ 27,078.01**

BANK BALANCE

Balance b/f from previous month (January 2018) **\$ 22,392.15**

Plus February Income:

Sales **\$ 17,396.20**

Interest **\$ 1.72**

Sub Total **\$ 17,397.92**

+ adjustment from January statement **\$ 1,255.00**

- adjustment from February unrepresented income **\$ -**

Total **\$ 18,652.92**

Running Total **\$ 41,045.07**

Less January Expenditure:

Stock **\$ 7,904.16**

Wages **\$ 4,107.46**

Super **\$ 1,050.44**

Tax **\$ 806.00**

Sundries - Healthy Kids **\$ 99.00**

Total **\$ 13,967.06**

BANK BALANCE AS AT 28 February 2018 **\$ 27,078.01**

ACCOUNT DIFFERENCE **\$ 4,685.86**

Keith Smith
Canteen Treasurer
12 March 2018

CARDIFF HIGH SCHOOL CANTEEN

Canteen Account Progress

FEBRUARY 2018



INCOME

Year to Date **\$ 18,654.94**

EXPENDITURE

Stock	\$ 7,904.16
Wages	\$ 4,107.46
Super	\$ 1,050.44
Tax	\$ 806.00
Sundries	\$ 99.00
Workers Compensation	\$ -
Capital Expense/Maintenance	\$ -

Year to Date **\$ 13,967.06**

PROFIT/LOSS **\$ 4,687.88**

DONATIONS TO CARDIFF HIGH SCHOOL **\$ -**

Keith Smith
Canteen Treasurer
12 March 2018

CARDIFF HIGH SCHOOL CANTEEN
Long Service Account Report

FEBRUARY 2018

TERM DEPOSIT

Matures	13 August 2018
Interest Rate	2.35%

Term Deposit Balance **\$ 6,537.57**

Entitlements up to December 2015	\$ 2,227.10
Entitlements 2016 to W/E 02/03/2018	\$ 1,908.14

Entitlements Total **\$ 4,135.24**

ACCOUNT MATURITY 13 August 2018

Account Balance	\$ 6,537.57
Interest added on maturity (13/08/2018 - Projection)	\$ 153.63

Projected Balance **\$ 6,691.20**

Keith Smith
Canteen Treasurer
12 March 2018

Canteen Report March 2018

Report for March 14.3.18

The canteen is running along quite well our senior students are settling into the roster for helping at recess and lunch. We have had our year Six children up to the school and they got to use our canteen which I think was a treat for them. We had our Year 7 away on camp last week, so we were a bit quiet, but they have made up for it this week. Our Year 11 students are slowly understanding that if their shutter is closed they have to line up with the other students as we have had a few students complain that they were now senior students and that they should be served asap.

All going well so far

Thanks

Louise & Sus

Appendix C – Principal Report



Cardiff High School P&C Meeting

Principal's Report Summary – March 2018

Sporting Success Continues

- 2nd in Zone Swimming
- 7 students selected for Hunter Region Diving Team – Zoe Thomas Zone Champion
- Mixed success in team sports

NAPLAN Online

- Online Readiness Test 20-22/3
- NAPLAN Test 15-17/5

Hot Topics at Cardiff High School

- Encore Performance
- Secondary Schools Renewal Program
- Head Teacher Reclassification
- Library renovations
- 2018 CCoS SDD Term 2, 2018

Upcoming Events

- Year 12 Kayaking 14-16/3
- Close the Gap Assembly 15/3
- Shave for a Cure Fundraiser 16/3
- Term 2 Sport Choices Open 19/3
- Term 2 Sports Choices Close 23/3
- NAPLAN Readiness Test 20-22/3
- Premiers Sporting Challenge Day 22/3
- Year 10 Focus Day 27/3
- Year 7 PeriSCOPE 28/3
- Easter 30/3-2/4
- School Cross Country 6/4
- Year 12 Reports 6/4
- Good Start Awards 10/4

Appendix D – Treasurers Report

CARDIFF HIGH SCHOOL CANTEEN

Treasurers Report

Income & Expenditure Statement for P&C Association

JANUARY 2018



BANK RECONCILIATION STATEMENT

Balance as per Bank Statement @ 31/01/2018 \$ 22,392.15

BANK BALANCE

Balance b/f from previous month (December 2017) \$ 22,390.13

Plus January Income:

Sales \$ 1,255.00

Interest \$ 2.02

Sub Total **\$ 1,257.02**

+ adjustment from December statement \$ -

- adjustment from January unrepresented income -\$ 1,255.00

Total **\$ 2.02**

Running Total **\$ 22,392.15**

Less January Expenditure:

Stock \$ -

Wages \$ -

Super \$ -

Tax \$ -

Sundries \$ -

Total **\$ -**

BANK BALANCE AS AT 31 January 2018 **\$ 22,392.15**

ACCOUNT DIFFERENCE **\$ 2.02**

Keith Smith
Canteen Treasurer
7 February 2018

CARDIFF HIGH SCHOOL CANTEEN

Canteen Account Progress

JANUARY 2018



INCOME

Year to Date \$ 1,257.02

EXPENDITURE

Stock \$ -

Wages \$ -

Super \$ -

Tax \$ -

Sundries \$ -

Workers Compensation \$ -

Capital Expense/Maintenance \$ -

Year to Date \$ -

PROFIT/LOSS \$ 1,257.02

DONATIONS TO CARDIFF HIGH SCHOOL \$ -

Keith Smith
Canteen Treasurer
12 March 2018

CARDIFF HIGH SCHOOL CANTEEN
Long Service Account Report

JANUARY 2018



TERM DEPOSIT

Matures	13 August 2018
Interest Rate	2.35%
<i>Term Deposit Balance</i>	\$ 6,537.57
Entitlements up to December 2015	\$ 2,227.10
Entitlements 2016 to W/E 02/02/2018	\$ 1,817.04
<i>Entitlements Total</i>	\$ 4,044.14
<u>ACCOUNT MATURITY 13 August 2018</u>	
Account Balance	\$ 6,537.57
Interest added on maturity (13/08/2018 - Projection)	\$ 153.63
<i>Projected Balance</i>	\$ 6,691.20

Keith Smith
Canteen Treasurer
7 February 2018