



Cardiff High School

Parents and Citizens Association

30 Boronia Street, Cardiff NSW 2285

Email: cardiffhighpc@gmail.com

Minutes of Meeting 12 September 2018

Chairperson: Cassandra Vizintin *Minutes:* Jenny-Marie Copas

Meeting Opened: 7:00pm

Present: Jenny-Marie Copas, Gareth Erskine, Kylie Ambrose, Cassandra Vizintin, Louise Stewart

Apologies: Jane West, Susan Wilson, Janice McCorkell, Keith Smith

Minutes of previous meeting read and accepted: *Moved:* Kylie Ambrose, *Second:* Cassandra Vizintin

Business arising from previous minutes:

- *Mamma Mia 2 Movie Night - Cancelled*
- *Review of canteen prices - Some prices have been adjusted*
- *Online Canteen - Up and running. Currently testing with Staff. Open to Students Term 4.*

Correspondence In:

- P&C Membership and Insurance Renewal
- Westpac Statement
- Westpac Super Term Deposit renewal
- Commonwealth Statement

Correspondence Out:

- Paid P&C Membership and Insurance Renewal. P&C voted unanimously via email to continue with current plan.

Treasurer's Report: Appendix A

- Term deposit has been rolled over

Canteen Report: Appendix B

- Nil

Principal Report: Appendix C

- Schools Infrastructure NSW Asset Management - Fast Track Initiative

General Business:

- Suggestion raised for a \$10 P&C Voluntary General Contribution fee per family to be included with the annual School General Contribution fee. This will help cover the cost of employing 3 staff to work in canteen every week due to low volunteer numbers. All in agreement. Mr Erskine in agreement also and will instigate for 2019.
- Investigate P&C running uniform shop instead of Alinta. Uniforms will continue to be sourced from Alinta.

Meeting Closed: 9:10

Next Meeting: 31st October 2018



Appendix A – Treasurer’s Report
Cardiff High School P&C Treasurer’s Report

Financial Statement

July 4 2018 – August 4 2018

Cheque Account

Credits

Total	\$0.00
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Debits

Total	\$15 000.00
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Reconciliation

Opening Balance	\$18 142.78
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Credits	\$0.00
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Debits	\$15 000.00
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Balance	\$3 142.78
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Transactions Pending

State Representation Subsidy	\$100.00
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Outstanding Cheques

State Level Representation Subsidy - Blake Williams Trampoline Chq 192
State Level Representation Subsidy - Laith McGregor Trampoline Chq 194



Appendix A – Treasurers Report
Cardiff High School P&C Treasurers Report
Financial Statement

August 4 2018 – September 4 2018

Cheque Account

Credits

Total	\$0.00
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Debits

Total	\$0.00
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Reconciliation

Opening Balance	\$3 142.78
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Credits	\$0.00
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Debits	\$0.00
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Balance	\$3 142.78
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Transactions Pending

State Representation Subsidy	\$100.00
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Outstanding Cheques

State Level Representation Subsidy - Blake Williams Trampoline Chq 192
State Level Representation Subsidy - Laith McGregor Trampoline Chq 194

Appendix A – Treasurer's Report

CARDIFF HIGH SCHOOL CANTEEN

Treasurers Report

Income & Expenditure Statement for P&C Association

JULY 2018



BANK RECONCILIATION STATEMENT

Balance as per Bank Statement @ 31/07/2018 \$ 24,936.58

BANK BALANCE

Balance b/f from previous month (June 2018) \$ 27,852.74

Plus July Income:

Sales \$ 8,552.40

Interest \$ 2.13

Sub Total \$ 8,554.53

+ adjustment from June statement \$ 849.00

- adjustment from July unrepresented income \$ 688.55

Total \$ 8,714.98

Running Total \$ 36,567.72

Less July Expenditure:

Stock \$ 8,735.40

Wages \$ 2,168.74

Super \$ -

Tax \$ 727.00

Sundries \$ -

Total \$ 11,631.14

BANK BALANCE AS AT 31 July 2018 \$ 24,936.58

ACCOUNT DIFFERENCE -\$ 2,916.16

Keith Smith
Canteen Treasurer
8 August 2018

Appendix A – Treasurer's Report

CARDIFF HIGH SCHOOL CANTEEN

Treasurers Report

Income & Expenditure Statement for P&C Association

AUGUST 2018



BANK RECONCILIATION STATEMENT

Balance as per Bank Statement @ 31/08/2018 \$ 27,601.95

BANK BALANCE

Balance b/f from previous month (July 2018) \$ 24,936.58

Plus August Income:

Sales \$ 18,979.70

Interest \$ 2.11

Sub Total \$ 18,981.81

+ adjustment from July statement \$ 688.55

- adjustment from August unrepresented income \$ 902.00

Total \$ 18,768.36

Running Total \$ 43,704.94

Less August Expenditure:

Stock \$ 10,851.65

Wages \$ 5,251.34

Super \$ -

Tax \$ -

Sundries \$ -

Total \$ 16,102.99

BANK BALANCE AS AT 31 August 2018 \$ 27,601.95

ACCOUNT DIFFERENCE \$ 2,665.37

Keith Smith

Canteen Treasurer

12 September 2018

Appendix A – Treasurers Report

CARDIFF HIGH SCHOOL CANTEEN

Long Service Account Report

JULY 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 03/08/2018 \$ 2,308.48

Entitlements Total \$ **4,535.58**

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
8 August 2018

Appendix A – Treasurers Report

CARDIFF HIGH SCHOOL CANTEEN
Long Service Account Report
AUGUST 2018



TERM DEPOSIT

Matures	13 August 2019
Interest Rate	2.30%

Term Deposit Balance **\$ 6,691.20**

Entitlements up to December 2015	\$ 2,227.10
Entitlements 2016 to W/E 31/08/2018	\$ 2,396.56

Entitlements Total **\$ 4,623.66**

ACCOUNT MATURITY 13 August 2019

Account Balance	\$ 6,691.20
Interest added on maturity (13/08/2019 - Projection)	\$ 153.90

Projected Balance **\$ 6,845.10**

Keith Smith
Canteen Treasurer
12 September 2018

Appendix B – Canteen Report

Canteen Report September 2018

We have commenced trialing online ordering through QucikCliq (www.quickcliq.com.au) with the school staff. There has been a fantastic response with staff happily placing orders online. Due to this success, we will open up online ordering to students commencing the first day back next term.

Over the counter sales have been very quiet due to Senior Students not purchasing from canteen.

The new Year 11 student volunteers have commenced working in the canteen and are starting to get a hang of it. We have also picked up 3 Year 10 students who help out with the morning Breakfast shift.

Zooper Dooper's have been replaced with a 99% Fruit Juice Tube and are well accepted by the students. Tea Gardens Kombucha has approached the canteen to see if we are interested in selling their product. Louise will trial the product in Term 4. We are currently also trialing Almond Milk in Coffee and Chocolate flavours as well as Soy milk in Vanilla Chai flavour. New products will need to be advertised through the school's facebook page and skoolbag app.

Louise & Sue

Appendix B – Canteen Report

CARDIFF HIGH SCHOOL CANTEEN

Canteen Account Progress

JULY 2018



INCOME

Year to Date **\$ 91,882.69**

EXPENDITURE

Stock \$ 60,365.71

Wages \$ 22,859.90

Super \$ 2,106.11

Tax \$ 2,213.00

Sundries \$ 1,102.97

Workers Compensation \$ -

Capital Expense/Maintenance \$ -

Year to Date **\$ 88,647.69**

PROFIT/LOSS **\$ 3,235.00**

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

Keith Smith
Canteen Treasurer

8 August 2018

Appendix B – Canteen Report

CARDIFF HIGH SCHOOL CANTEEN

Canteen Account Progress

AUGUST 2018



INCOME

Year to Date **\$ 110,864.50**

EXPENDITURE

Stock	\$ 71,217.36
Wages	\$ 28,111.24
Super	\$ 2,106.11
Tax	\$ 2,213.00
Sundries	\$ 1,102.97
Workers Compensation	\$ -
Capital Expense/Maintenance	\$ -

Year to Date **\$ 104,750.68**

PROFIT/LOSS **\$ 6,113.82**

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

Keith Smith
Canteen Treasurer
12 September 2018



Appendix C – Principal Report

Cardiff High School P&C Meeting

Principal's Report Summary – September 2018

Hot topics at Cardiff HS

- NAPLAN
- Lizotte's Year 12 Showcase Event
- Air Conditioners
- Differentiated Bell System
- Tanagura JHS Visit
- TTFM Survey

Upcoming Events

- Bushfire Evacuation Drill 13 September
- Westlakes Zone Gala Day 14 September
- Year 11 Exit Exams 17-24 September
- Year 12 Aboriginal Graduation Dinner 20 September
- Year 11 Crossroads 26-28 September
- Year 12 Clap out and Presentation Evening 26 September
- School Formal 27 September
- School Clean Up Day – 28 September
- School Holidays – 1-14 October
- Students and Staff Return 15 October
- HSC Commences – 18 October