



# Cardiff High School

## Parents and Citizens Association

30 Boronia Street, Cardiff NSW 2285

Email: cardiffhighpc@gmail.com

### Minutes of Meeting 11 April 2018

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

*Meeting Opened:* 7:00pm

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

*Apologies:* Jane West, Keith Smith, Janice McCorkell

*Minutes of previous meeting read and accepted:* *Moved:* Kylie Ambrose, *Second:* Susan Wilson

*Business arising from previous minutes:*

- Nil

*Correspondence In:*

- Letter from Commonwealth Bank advising of Term Deposit closure.

*Correspondence Out:*

- Nil

*Treasurer's Report:* Appendix A

- Nil

*Canteen Report:* Appendix B

- Nil

*Principal Report:* Appendix C

- Nil

*General Business:*

- Tell Them From Me Survey - G. Erskine to include questions about school canteen in 2018 TTFM. Suggestions are:
  - Q. What days do you prefer to use the canteen & why
  - Q. How many times do you use the canteen d/w/m
  - Q. Do you find the canteen staff to be approachable and friendly
  - Q. Would you like to be able to use a card to pay?
  - Q. Would you use online ordering if it was available?
  - Q. Would you like a "Special" Day such as a Hot Dog, Pizza or Hot Chips day? Feedback on what they would like.
  - Q. What would you like on a "Treat" Day?
- Online Canteen ordering - Look into again at a later stage after TTFM
- Event Cinema fundraising - Private Screening 100 people for "Solo" during Term 2, Gold Class to be Mamma Mia during Term 3. K. Ambrose to liaise with cinema.
- Wine Tour fundraising - Leave at this stage

*Meeting Closed:* 9:15pm

*Next Meeting:* 9th May 2018



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

**Financial Statement**

**March 14 2017- April 11 2018**

**Cheque Account**

**Credits**

Term Deposit Transfer	\$15 022.18
P&C Membership Fees	\$5.00
<b>Total</b>	<b>\$15 027.18</b>

**Debits**

State Representation Subsidy	\$50.00
<b>Total</b>	<b>\$50.00</b>

**Reconciliation**

<b>Opening Balance</b>	\$2 624.09
<b>Credits</b>	\$15 027.18
<b>Debits</b>	\$50.00
<b>Balance</b>	<b>\$17 601.27</b>

**Transactions Pending**

State Representation Subsidy	\$200.00
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**Outstanding Cheques**

State Level Representation Subsidy - Blake Williams Trampoline  
State Level Representation Subsidy - Laith McGregor Trampoline  
State Level Representation Subsidy - Alexandra Brown Athletics  
State Level Representation Subsidy - Danika Spamer Athletics

## *Canteen Report April 2018*

We have had a very busy Month the weather has stayed quite warm  
So, we have been selling a lot of drinks & Ice blocks.

We have had a steady stream of workers coming to our back door for food.  
Which has been very good some of the young blokes a quite disappointed to  
find that we no longer sell lollies.

All in all a good first term looking forward to a holiday and the cooler  
weather.

Thanks  
Louise & Susan  
11 April 2018



## Appendix C – Principal Report

### Cardiff High School P&C Meeting

#### Principal's Report Summary – April 2018

#### **Hot Topics at Cardiff High School**

- School Plan 2018-2020
- Wet weather events
- NAPLAN online
- Good Start Awards
- Secondary Schools Renewal Program
- Air Conditioner Installation
- Power Upgrade

#### **Upcoming Events**

- School Clean Up Day 13/4
- ANZAC Day Assembly 13/4
- School Holidays 14-30/4
- CCoS SDD 30/4
- Students Return 1/5
- Move back into Admin 1/5
- HSC Timetable Released 2/5
- P&C Meeting 9/5

**CARDIFF HIGH SCHOOL CANTEEN**



**Treasurers Report**

Income & Expenditure Statement for P&C Association

**MARCH 2018**

**BANK RECONCILIATION STATEMENT**

Balance as per Bank Statement @ 29/03/2018 **\$ 25,814.12**

**BANK BALANCE**

Balance b/f from previous month (February 2018) **\$ 27,078.01**

***Plus February Income:***

Sales **\$ 18,748.70**

Interest **\$ 1.91**

Sundries - Deposit Error **\$ 160.00**

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***Sub Total*** **\$ 18,910.61**

+ adjustment from January statement **\$ -**

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

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***Total*** **\$ 18,910.61**

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***Running Total*** **\$ 45,988.62**

***Less January Expenditure:***

Stock **\$ 13,903.60**

Wages **\$ 5,288.88**

Super **\$ -**

Tax **\$ -**

Sundries - icare Insurance **\$ 972.02**

Sundries - Deposit Error **\$ 10.00**

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***Total*** **\$ 20,174.50**

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**BANK BALANCE AS AT 28 February 2018** **\$ 25,814.12**

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**ACCOUNT DIFFERENCE** **-\$ 1,263.89**

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Keith Smith

Canteen Treasurer

11 April 2018

**CARDIFF HIGH SCHOOL CANTEEN**

**Canteen Account Progress**

**MARCH 2018**



**INCOME**

**Year to Date** **\$ 37,565.55**

**EXPENDITURE**

Stock \$ 21,807.76

Wages \$ 9,396.34

Super \$ 1,050.44

Tax \$ 806.00

Sundries \$ 1,081.02

Workers Compensation \$ -

Capital Expense/Maintenance \$ -

**Year to Date** **\$ 34,141.56**

**PROFIT/LOSS** **\$ 3,423.99**

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

Keith Smith  
Canteen Treasurer  
11 April 2018

CARDIFF HIGH SCHOOL CANTEEN  
Long Service Account Report



MARCH 2018

**TERM DEPOSIT**

Matures	13 August 2018
Interest Rate	2.35%
<b><i>Term Deposit Balance</i></b>	<b>\$ 6,537.57</b>
Entitlements up to December 2015	\$ 2,227.10
Entitlements 2016 to W/E 06/04/2018	\$ 2,015.84
<b><i>Entitlements Total</i></b>	<b>\$ 4,242.94</b>
<b><u>ACCOUNT MATURITY 13 August 2018</u></b>	
Account Balance	\$ 6,537.57
Interest added on maturity (13/08/2018 - Projection)	\$ 153.63
<b><i>Projected Balance</i></b>	<b>\$ 6,691.20</b>

Keith Smith  
Canteen Treasurer  
11 April 2018