



Cardiff High School

Parents and Citizens Association

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

Minutes of Meeting 14 February 2018

Chairperson: Keith Smith

Minutes: Jenny-Marie Copas

Meeting Opened: 7pm

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

Apologies: Susan Wilson, Lisa Jones, Leah Luck, Janice McCorkell, Deb MacDonald, Kristine Morgan, Rachael Reeve, Kim Taylor

Minutes of previous meeting read and accepted: *Moved:* Louise Stewart, *Second:* Cassandra Vizintin

Business arising from previous minutes:

- Nil

Correspondence In:

- Letter from Healthy Kids
- Statements from Commonwealth and Westpac
- Workers Comp bill due 28 Feb
- Letter from Tax Office
- Letter from Commonwealth confirming Term deposit rollover

Correspondence Out:

- Nil

Treasures Report: Appendix A

- Workers Compensation due for renewal. All in agreeance to renew. *Moved:* Kylie Ambrose, *Seconded:* Jenny-Marie Copas

Canteen Report: Appendix B

- Nil

Principal Report: Appendix C

- Permission seeked from P&C to support staff to finish on Wednesday 19th December with hours made up out of school hours. All in agreeance. *Moved:* Keith Smith, *Seconded:* Jane West

General Business:

- Healthy Kids subscription due for renewal. All in agreeance to renew. *Moved:* Louise Stewart, *Second:* Cassandra Vizintin
- Investigate online canteen options. Jenny-Marie Copas to investigate options available.
- Canteen maintenance. Request to change mixer tap as existing one is a possible WHS issue due to burns. Gareth Erskine to investigate.
- 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.

Meeting Closed: 8:20pm

Next Meeting: 14th March 2018

Appendix A – Treasurers Report

Cardiff High School P&C Treasurers Report
Financial Statement

October 14 2017- November 13 2017

Cheque Account

Credits

Nov 8	Tax Withheld Refund	\$23.00
Total		\$23.00

Debits

Total		\$0.00
--------------	--	---------------

Reconciliation

Opening Balance	\$4426.30
Credits	\$23.00
Debits	\$0.00
Balance	\$4449.30

Transactions Pending	\$0.00
-----------------------------	--------

Fixed Term Account

Established	September 16 2017
Investment Term	3 months
Interest Rate	2.00%
Maturity Date	December 16 2017
Amount Invested	\$15 000.00



CARDIFF HIGH SCHOOL CANTEEN

Treasurers Report

Income & Expenditure Statement for P&C Association

NOVEMBER 2017

BANK RECONCILIATION STATEMENT

Balance as per Bank Statement @ 30/11/2017 **\$ 28,011.95**

BANK BALANCE

Balance b/f from previous month (October 2017) **\$ 27,793.04**

Plus November Income:

Sales **\$ 18,049.80**

Interest **\$ 2.09**

Sub Total **\$ 18,051.89**

+ adjustment from October statement **\$ 780.45**

- adjustment from November unrepresented income **-\$ 800.55**

Total **\$ 18,031.79**

Running Total **\$ 45,824.83**

Less November Expenditure:

Stock **\$ 12,413.63**

Wages **\$ 5,299.25**

Super **\$ -**

Tax **\$ -**

Sundries **\$ 100.00**

Total **\$ 17,812.88**

BANK BALANCE AS AT 30 NOVEMBER 2017 **\$ 28,011.95**

ACCOUNT DIFFERENCE **\$ 218.91**

Keith Smith
Canteen Treasurer
7 February, 2018

CARDIFF HIGH SCHOOL CANTEEN

Canteen Account Progress

NOVEMBER 2017



INCOME

Year to Date **\$ 166,863.29**

EXPENDITURE

Stock	\$ 106,275.62
Wages	\$ 39,669.46
Super	\$ 4,045.69
Tax	\$ 3,004.00
Sundries	\$ 342.01
Workers Compensation	\$ 917.56
Capital Expense/Maintenance	\$ 278.30

Year to Date **\$ 154,532.64**

PROFIT/LOSS **\$ 12,330.65**

DONATIONS TO CARDIFF HIGH SCHOOL **\$ 15,000.00**

Keith Smith
Canteen Treasurer
7 February, 2018

CARDIFF HIGH SCHOOL CANTEEN
Long Service Account Report

NOVEMBER 2017



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 1/12/2017	\$ 1,755.04
<i>Entitlements Total</i>	\$ 3,982.14

ACCOUNT MATURITY 13 August 2018

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

Cardiff High School P&C Treasurers Report

Financial Statement

November 14 2017- December 13 2017

Cheque Account

Credits

\$0.00

Total **\$0.00**

Debits

State Representation Subsidy \$50.00

Total **\$50.00**

Reconciliation

Opening Balance \$4449.30

Credits \$0.00

Debits \$50.00

Balance **\$4399.30**

Transactions Pending

State Representation Subsidy \$2100.00

Fixed Term Account

Established September 16 2017

Investment Term 3 months

Interest Rate 2.00%

Maturity Date December 16 2017

Amount Invested \$15 000.00

CARDIFF HIGH SCHOOL CANTEEN

Treasurers Report

Income & Expenditure Statement for P&C Association

DECEMBER 2017



BANK RECONCILIATION STATEMENT

Balance as per Bank Statement @ 29/12/2017 \$ 22,390.13

BANK BALANCE

Balance b/f from previous month (November 2017) \$ 28,011.95

Plus December Income:

Sales \$ 5,571.65

Interest \$ 1.92

Sub Total \$ 5,573.57

+ adjustment from November statement \$ 800.55

- adjustment from December unrepresented income \$ -

Total \$ 6,374.12

Running Total \$ 34,386.07

Less December Expenditure:

Stock \$ 8,503.06

Wages \$ 1,814.88

Super \$ -

Tax \$ -

Capital Expense - Freezer \$ 1,678.00

Total \$ 11,995.94

BANK BALANCE AS AT 29 DECEMBER 2017 \$ 22,390.13

ACCOUNT DIFFERENCE -\$ 5,621.82

Keith Smith
Canteen Treasurer
7 February, 2018

CARDIFF HIGH SCHOOL CANTEEN

Canteen Account Progress

DECEMBER 2017



INCOME

Year to Date **\$ 173,237.41**

EXPENDITURE

Stock	\$ 114,778.68
Wages	\$ 41,484.34
Super	\$ 4,045.69
Tax	\$ 3,004.00
Sundries	\$ 342.01
Workers Compensation	\$ 917.56
Capital Expense/Maintenance	\$ 1,956.30

Year to Date **\$ 166,528.58**

PROFIT/LOSS **\$ 6,708.83**

DONATIONS TO CARDIFF HIGH SCHOOL **\$ 15,000.00**

Keith Smith
Canteen Treasurer
7 February, 2018

CARDIFF HIGH SCHOOL CANTEEN
Long Service Account Report



DECEMBER 2017

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 29/12/2017	\$ 1,793.74
<i>Entitlements Total</i>	\$ 4,020.84
<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

Cardiff High School P&C Treasurers Report

Financial Statement

December 14 2017- January 13 2018

Cheque Account

Credits

Dec 16	Interest from Term Deposit	\$74.79
--------	----------------------------	---------

Total		\$74.79
--------------	--	----------------

Debits

	State Representation Subsidy	\$950.00
--	------------------------------	----------

Total		\$950.00
--------------	--	-----------------

Reconciliation

Opening Balance		\$4399.30
------------------------	--	-----------

Credits		\$74.79
----------------	--	---------

Debits		\$950.00
---------------	--	----------

Balance		\$3524.09
----------------	--	------------------

Transactions Pending

	State Representation Subsidy	\$1150.00
--	------------------------------	-----------

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
------------------------	-------------

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	\$	-
Interest	\$	2.02

Sub Total \$ 2.02

+ adjustment from December statement \$ -

- adjustment from January unrepresented income \$ -

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 P&C Treasurers Report

Financial Statement

January 14 2017- February 13 2018

Cheque Account

Credits

\$0.00

Total

\$0.00

Debits

State Representation Subsidy

\$700.00

Total

\$700.00

Reconciliation

Opening Balance

\$3524.09

Credits

\$0.00

Debits

\$700.00

Balance

\$2824.09

Transactions Pending

State Representation Subsidy

\$450.00

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

State Representation Subsidy

State Level Representation Subsidy - Piper Prince Golf
State Level Representation Subsidy - Chelsea Scaron Swimming
State Level Representation Subsidy - Justin Banek Swimming
State Level Representation Subsidy - Elijah Ansell Baseball
State Level Representation Subsidy - Rixon Wingrove Baseball
State Level Representation Subsidy - Joshua Wingrove Baseball
State Level Representation Subsidy - Timothy Razmovski Football
State Level Representation Subsidy - Zac Lloyd Football
State Level Representation Subsidy - Jaylen Boyce AFL
State Level Representation Subsidy - Freya Clifton Football
State Level Representation Subsidy - Tahla Pont Athletics
State Level Representation Subsidy - Lucas McGaw Cross Country
State Level Representation Subsidy - Jordan McGaw Cross Country
State Level Representation Subsidy - Finnegan Abbott Cross Country
State Level Representation Subsidy - Amy Parkinson Cross Country
State Level Representation Subsidy - Jacob Turnball Cross Country
State Level Representation Subsidy - Maddison Rowe Trampoline
State Level Representation Subsidy - Sarah Sheather Trampoline
State Level Representation Subsidy - Tahlia Bryers Trampoline
State Level Representation Subsidy - Zoe Thomas Trampoline
State Level Representation Subsidy - Angus Batey Trampoline
State Level Representation Subsidy - Anthony Lewsam Trampoline
State Level Representation Subsidy - Blake Williams Trampoline
State Level Representation Subsidy - Kwadwo Arthur Trampoline
State Level Representation Subsidy - Laith Mcgregor Trampoline
State Level Representation Subsidy - Olli Bryers Trampoline
State Level Representation Subsidy - Finnegan Abbott Athletics
State Level Representation Subsidy - Alexandra Brown Athletics
State Level Representation Subsidy - Kheilani Haimau-Ikihele Athletics
State Level Representation Subsidy - Morgan Haimau-Ikihele Athletics
State Level Representation Subsidy - Sam Jones Athletics
State Level Representation Subsidy - Tahla Pont Athletics
State Level Representation Subsidy - Dylan Robertson Athletics
State Level Representation Subsidy - Danika Spamer Athletics
State Level Representation Subsidy - Courtney Wiltshire Athletics
State Level Representation Subsidy - Britney Anderson Athletics
State Level Representation Subsidy - Zoe Thomas Gymnastics
National Level Representation Subsidy - Jaylen Boyce Nth NSW AFL
National Level Representation Subsidy - Tahla Pont Aust All Schools Athletics
National Level Representation Subsidy - Piper Prince Pacific School Games Golf

Appendix B – Canteen Report

**Welcome Back. It has a been a busy beginning to the year. \$1000 sales on the 2nd day of trade!
ICE BLOCKS ARE FLYING OUT THE DOOR.
New upright freezer is fantastic.
All is well.**

Louise, Sue & Sue



Appendix C – Principal Report

Cardiff High School P&C Meeting

Principal's Report Summary – February 2018

HSC Results

- Equal second best Band 6 results in the school's history
- Ten 80s ATARs
- 2017 HSC Dux was Aidan Turnbull with an ATAR of 89.15
- Two Encore Nominations
- One InTech Nomination
- Lowest number of Band 1s and 2s
- Cardiff HS finished 9th in the Lower Hunter/Newcastle area
- HSC High Achievers Assembly held today in school library

Academic Support Programs

- Study Skills Sessions
- QuickSmart Literacy and Numeracy, and MultiLit Program
- Bump it Up Strategy
- Aboriginal Education

Secondary Schools Renewal Program

- Lockup stage by next Wednesday
- On schedule to be completed by the end of Term 1, 2018
- Modification to the project to increase the size of the swale drain above the carpark

School Improvement Projects

- Five days of tree works, mainly on Myall Road hill area
- Excavation of hill area behind Industrial Arts building and laying of turf
- Spraying and coring of the school ovals
- Termite Treatment
- Cockroach Spraying
- Painting and carpeting work completed
- Installation of six new Interactive Panels

Upcoming Events

- Elevate 7-11 Study Skills 15/2
- Year 12 Study Skills 16/2
- Year 7 Aboriginal Welcome Luncheon 16/2
- Reprise 2018 16/2
- Encore Music Excursion 19/2
- Immunisations 19/2
- Zone Swimming Carnival 21/2
- School Photos 22/2
- Year 7 Camp 5-7/3
- Regional Swimming Carnival 5/3
- School photo catch up 6/3
- Parent/Teacher Interviews 12/3

