



## **Cromer Campus P & C Association**

### **Meeting Minutes**

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<b>Date:</b>	12 <sup>th</sup> September, 2017
<b>Venue:</b>	Northern Beaches Cromer Campus School – Staff Room
<b>Commenced:</b>	7:00 p.m.
<b>Attendance:</b>	Justin Hong (Principal), Dionne Hunt, Jason Hunt, Sharon Brisebois, Anita McLachlan, Karen Harris
<b>Apologies:</b>	Desmond McLachlan (President), Mark Fryett (Treasurer), Aleks Huson, Paul Steele

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#### **WELCOME**

Anita McLachlan welcomed everyone and thanked them for attending.

#### **CONFIRMATION OF PREVIOUS MINUTES**

The minutes from the previous meeting have not been confirmed by Desmond as yet:

Dionne & Jason Hunt confirmed them. Anita said she will ask Desmond to approve and they will be available on the website by the next P & C meeting. Also, still waiting for approval for the minutes from the meeting held on 25/7/2017 to be approved and uploaded to the website.

#### **PRINCIPALS REPORT (Presented by Justin Hong)**

It is the school's intention on the last two weeks of Term 4 (which is normally a slow period with not much happening) to use the time to give all the students their new time tables for the following year (e.g. 2017 year 7 will get Year 8 timetable) and start classes so they can hit the ground running in 2018. The only exception will be the incoming 2018 year 7's and Year 11 which is a bit trickier. Justin asked the P & C whether anyone had any objection to this, no one at the meeting had any objection.

The school has been given the opportunity for Professor Bill Rogers (who works in classroom management and behaviour) to attend the school for a day training the teachers – Mr Rogers is renowned in his field and the school are very excited to have this opportunity to have his teachings come to Cromer Campus. The only date he has free is the last Monday in Term 2 2018, Justin is suggesting that in lieu of the Staff Development Day in Term 2 which is usually held the first Monday back be postponed until the last Monday of Term 2. Justin asked the committee if anyone had any objections, only one member asked if it was possible to have him come in on the already organised Staff Development day but this is not possible due to other commitments Mr Rogers has. No other objections were made. Justin will communicate this via the newsletter and emails etc.

## **PRESIDENTS REPORT (Read by Anita McLachlan, written report by Desmond McLachlan)**

### Report on Canteen

Following up on my last report with regards to the canteen and why the profits are down I have managed to understand why. The basic reason is the stock control. In certain weeks, the ordering of the stock was excessive. This is having a yo yo effect with the figures as 2 weeks look bad and then 2 weeks look ok. I have now had a chat with the manager and explained this must stop and the ordering must be constant. If we have catering order's, then the additional stock can be ordered. Over the last 2 weeks this has been working better. I did mention last meeting that our prices were basically unchanged for quite some time and we have been absorbing the small increases over the last 2 years. This also has a slight impact. Lastly, we have reduced certain health products below our minimum mark up to try get kids to eat healthy.

After 8 weeks i.e this term we have made \$5,400 profit. We are still behind our agreed profit by \$945.00. Money will be deposited into the General account this week. Just waiting for the employee's tax to be paid along with the supers before an actual figure can be finalised.

Our Flexi sales are generating around \$1,100 a week now which is great. All in all the canteen is starting to look better. (Canteen figures attached for 17 July 17 – 10 Sept 17)

### Projects:

I do have some concerns in this department. I have had a few people ask me what we are doing with the money, and I completely understand where they are coming from. As yet for this year we have not contributed to the school in any way. As the beginning of the year we had projects in place and as yet we have not delivered on any. We need to revisit this and need an actual plan that we need to follow. As a P & C we need the people out there to see we are doing things for the school and community. With our own web site, we need to have things outlined so the community can see we are in fact doing things. It also gives us goals so we can set our sights on raising money etc.

Committee then discussed what Desmond wrote above in his report: We tend to disagree here, we presented the school with a \$25,000 cheque this year to contribute to the electronic signboards that are being installed – Justin has signed off on the artwork and just waiting for an install date.

We have also just purchased and given approval in the past meeting for new appliances and equipment that are failing and outdated in the canteen – this only benefits the children as they use the canteen everyday – without updated appliances and equipment to make food for the children there would be no canteen. Also last year we purchased the air conditioner for the gym as well as the projector and screen for the gym and 14 new computers for the computer room.

We also discussed the fact that our committee is very small with not many parents putting there hand up to assist. We currently only have approx. \$25,000 in the general account, Justin raised concerns not to use all the funds in the account as you should always have a buffer for things like canteen equipment, staff wages, insurance fees etc – he is more than happy to take further money from us for upcoming projects he has starting at the school like painting the doors blue. We as a committee need to decide how much we are willing to contribute towards projects, maybe Des and Justin can sit down and work out how much the school needs for these projects and present to the committee for approval.

In summary - the committee believed we are doing things for the school however it could be broadcast better – Justin suggested using Facebook to publish that the P & C contributed \$25,000 to the school and also the canteen equipment, Jason said he will put together a post to be published to Facebook.

## Golf Day

This appears to be well on track and under control. Well done. Jason Hunt will elaborate more down the agenda when the Golf Day spot is up.

## HSIE Proposal

I have received a request from the HSIE department asking for support on the nights. They would like the P & C to run a BBQ and donate prizes. I do believe it is a good idea and need to have more details. Justin has been holding discussions in regards to this so if he could give a bit more insight. (HSIE Proposal Attached)

Justin said that the school holds many individual evenings where each department invite parents and the community to come and view projects and items the kids have been working on – the school is trying to look at combining the nights so it's just one showcase but several so it encourages more community involvement – it's hard because it's usually based around an assessment and we don't want kids have too many assessments on at the same time so they are discussing the possibility of spreading the assessments out and holding on to them to showcase at special evenings throughout the year. The committee agreed that this would be a better option and would be more than happy to donate prizes and hold a BBQ. Once the school decide what avenue they are going to take the P & C can arrange their end.

**TREASURERS REPORT: (Mark was not present at meeting so no figures were presented)**

**COMMUNICATIONS: (Aleks was not present at meeting so there was no communications report)**

**GOLF DAY: (Presented by Jason Hunt)**

We have received our invoice for the Golf Balls to be handed out to players on the day– its \$528.55. – Jason will email Mark to pay. There are 4 different colours, idea is not to give out all the balls and hold on to them for subsequent years. The supplier of the golf balls has also donated prize packs to be handed out on the day as prizes.

Four Pines Brewery have donated 5 vouchers for their brewery tour as prizes. They will also have a drink stand on the day with someone from Four Pines serving (as we require an RSA person). They will supply the drinks at wholesale prices and we can sell retail.

Plie, Groove and Shuffle have paid there invoice now as a Bronze Sponsor. Thankyou Vicki

We are also in talks with Flexischools/In-Loop to take up one of the sponsorship packages also – so stay tuned!

## **GENERAL BUSINESS:**

Email addresses – Is the list growing Aleks? How many people are registered on the website now – need to use this to our advantage to communicate more.

Justin suggested that P & C members attend the Year 7 2018 Orientation Day being held on Wednesday 6<sup>th</sup> December – we can have a stand there and get email addresses on the day, have some information about the P & C and speak to new parents.

## **CLOSE:**

The meeting was officially closed at 8.00pm

## **NEXT MEETING:**

To Be Advised

17 Jul 2017 - 10 Sept 2017

Canteen Figures

<u>From</u>	<u>To</u>	<u>Stock</u> <u>Purchases</u>	<u>General</u> <u>Expenses</u>	<u>Wages</u>	<u>Total</u>	<u>Cash</u> <u>Sales</u>	<u>EFT</u> <u>Sales</u>	<u>Flexi</u> <u>Sales</u>	<u>Total ex</u> <u>catering</u>
17-Jul-17	23-Jul-17	1 914,81	200,00	1 553,00	3 667,81	2 015,30	596,10	806,95	3 418,35
24-Jul-17	30-Jul-17	1 729,84	200,00	1 715,00	3 644,84	2 610,40	981,20	1 070,00	4 661,60
31-Jul-17	06-Aug-17	2 349,56	200,00	1 707,00	4 256,56	2 302,85	389,40	559,65	3 251,90
07-Aug-17	13-Aug-17	2 143,02	200,00	1 691,00	4 034,02	2 337,55	787,40	1 118,45	4 243,40
14-Aug-17	20-Aug-17	2 153,86	200,00	1 757,50	4 111,36	2 566,65	839,15	1 130,25	4 536,05
21-Aug-17	27-Aug-17	1 785,94	200,00	1 691,00	3 676,94	2 592,25	1 162,75	1 151,90	4 906,90
28-Aug-17	03-Sep-17	2 362,76	200,00	1 707,00	4 269,76	2 819,10	938,05	1 163,35	4 920,50
04-Sep-17	10-Sep-17	2 486,13	200,00	1 734,50	4 420,63	3 043,20	993,35	1 289,55	5 326,10
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
<b>Profit/loss excluding catering</b>		<b>16 925,92</b>	<b>1 600,00</b>	<b>13 556,00</b>	<b>32 081,92</b>	<b>20 287,30</b>	<b>6 687,40</b>	<b>8 290,10</b>	<b>35 264,80</b>
<b>Actual profit less agreed profit shortfall</b>									<b>-3 182,88</b>
<b>## Profit/loss including catering</b>									
<b>** Weekly profit agreed upon not including catering.</b>									
<b>% of totals</b>		<b>45,14</b>	<b>4,27</b>	<b>36,16</b>	<b>85,57</b>	<b>54,11</b>	<b>17,84</b>	<b>22,11</b>	<b>94,06</b>

<u>Catering</u>	<u>Total</u>		<u>Profit</u>		<u>Agreed</u>	
	<u>all sales</u>	<u>Loss ##</u>	<u>Weekly</u>	<u>Profit **</u>		
	3 418,35	-249,46	750,00	500,54		
159,00	4 820,60	1 175,76	750,00	-425,76		
487,00	3 738,90	-517,66	750,00	232,34		
	4 243,40	209,38	750,00	540,62		
310,40	4 846,45	735,09	750,00	14,91		
511,00	5 417,90	1 740,96	750,00	-990,96		
305,50	5 226,00	956,24	750,00	-206,24		
455,00	5 781,10	1 360,47	750,00	-610,47		
	0,00	0,00		-		
	0,00	0,00		-		
2 227,90	37 492,70	5 410,78	6 000,00	-945,02		

Shortfall 2 817,12

5,94	14,43
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## HSIE proposal

To Cromer Campus P & C.

This year the HSIE department has held for the first time four "Museum/Display Nights". The purpose of these nights was to highlight the outstanding level of quality education present at Cromer Campus, alongside creating confidence in our students to foster their individual talents.

These nights have been a huge success, with students excited to show off their abilities to each other, and importantly realise as a cohort what a great academic body Cromer Campus has within its community. These evenings have also allowed numerous families and member of the Cromer community (invites were sent to our feeder primary schools) to come into our school to meet the HSIE staff, students and celebrate our student successes.

Each display night had a voting element where visitors to the exhibitions voted for their "People's Choice" award.

The HSIE department is approaching the P&C for support with these nights.

1) The donation of a monetary prize for each year group (canteen voucher, Westfield voucher).

**1<sup>st</sup> Prize - \$30**

**2<sup>nd</sup> Prize - \$20**

**3<sup>rd</sup> Prize - \$10**

2) Awarding of certificates and prize at the first Year assembly next term (2017).

3) In 2018 to have the P&C run a BBQ for during these Display Nights (Two in Term 3 with Year 7/8 combined and year 9/10 combined) to meet parents and the wider community.

Thanking you for your continued support for our students, and we look forward to having you apart of these future nights.

**Ms Allie Emo**

**HT HSIE**

