

## SAMUEL GILBERT PUBLIC SCHOOL

### Minutes - P & C General Meeting, Tuesday 11 November, 2008

Meeting opened: 7:50 pm

<b>Membership of P&amp;C</b>	<ul style="list-style-type: none"> <li>Anyone wishing to join the P&amp;C and in doing so have voting rights at these meetings was invited to join for a \$1 membership fee. Registration is done with the Secretary and the fee paid to the Treasurer who would issue a receipt.</li> </ul>	<b>MR/ JC</b>
<b>Acceptance of Minutes of last meetings</b>	<ul style="list-style-type: none"> <li>Motion to accept the Minutes of the P&amp;C meeting 14/10/2008 – <b>Moved:</b> Alex Latham, <b>Seconded:</b> Frank Walter, <b>Motion Carried and the minutes were accepted as a true and accurate record of that meeting.</b></li> </ul>	
<b>Some of the regular reports were deferred to the next meeting due to the AGM that followed this meeting</b>		
<b>REGULAR REPORTS</b>		
<b>Treasurers Report</b>	<b>November 2008</b>	<b>JC</b>
	<p><b>Budget and cash flow</b> The October budget and cash flow are unapproved. They only reflect the ongoing income streams, approved fund raising events, regular payments and previous commitments of the P&amp;C.</p> <p><b>Term deposit</b> The term deposit is due for renewal on the 19<sup>th</sup> November 2008. The P&amp;C needs to decide whether to roll the deposit for three or four months. The decision in the main depends on the timing of payments to the school for the interactive white boards.</p> <p>The P&amp;C can afford to roll the funds for 3 months if no more than \$40,000 is spent between the end of November and February 19<sup>th</sup> 2009 and or 4 months if again no more than \$40,000 is spent before March 19<sup>th</sup> 2009.</p> <p>The cash flow currently indicates that the half the payment for the interactive white boards will be due at the end of March 2009.</p> <p><b>Financial audit</b> A financial audit has been carried out on the P&amp;C general fund. The auditor concluded that the financial report prepared presents the payments and receipts for the period 1 January 2008 and 30 September 2008 and its cash and bank balances at the end of September 2008.</p> <p>The audit cost \$539. Payment of the audit needs to be approved by the P&amp;C association.</p> <p>At the commencement of each financial year the P&amp;C has to approve the auditor for the financial accounts. Marie Kirkman is willing to continue the role of auditor if the P&amp;C is in agreement.</p> <p><b>Library resources</b> The P&amp;C paid for an interactive whiteboard for the school library at a cost of \$7058.</p> <p><b>Motions</b></p> <ol style="list-style-type: none"> <li>The P&amp;C approve the payment of the auditor.</li> <li>The P&amp;C approve the use of Marie Kirkman to undertake the 2009 audit. <b>Moved: Steve Coleman, Seconded: Frank Walter, Motion carried.</b></li> <li>The P&amp;C to decide whether to roll the term deposit</li> </ol>	

	<b>1. Motion to roll-over the P&amp;C term deposit for 4 Months</b> <b>Moved: Steve Coleman, Seconded: Miranda Ransome, Motion Carried.</b>	
<b>School Banking Report</b>	<p>As of 30 October 2008, we are pleased to advise that the school has made \$1240.00 profit and it is hoped that by the end of the year this amount will increase to approximately \$1350.00.</p> <p>The last day for school banking in 2008 will be on Monday 15 December. Please continue to support the school banking scheme and bear in mind that any new accounts opened, the school receives \$5.50 per child.</p> <p>On a personal note, I wish to say goodbye as this is my last year with the school. I've enjoyed my 12 years with the school and especially my Monday mornings doing the banking over the last 6 years.</p> <p>On this note, the banking team need extra volunteers for 2009 and if anybody is interested, please contact the school office.</p> <p>Julianne Freeman and the Banking Team</p> <p><b>A special note of thanks was made by the P&amp;C to Julianne and her team who make a valuable contribution to the school. A formal letter of thanks to be sent to the Banking team – Allan White</b></p>	<b>JF</b>
<b>Acceptance of Reports</b>	❖ <b>Motion to accept all reports – Moved: Miranda Ransome, Seconded, Alex Latham. Motion Carried</b>	
<b>Correspondence</b>	<b>None</b>	<b>MR</b>
<b>ITEMS AND ACTIONS CARRIED FORWARD FROM THE LAST MEETING</b>		
<b>Band Committee Status</b>	<ul style="list-style-type: none"> <li>Allan White and Wendy Griffiths still to meet and discuss.</li> </ul>	<b>JM</b>
<b>Parents Directory</b>	<ul style="list-style-type: none"> <li>Still to be done</li> </ul>	<b>AW</b>
<b>Canteen Supervisor status</b>	<ul style="list-style-type: none"> <li>Janelle Lockey has been appointed to this position</li> </ul>	<b>WS</b>
<b>Uniform Shop Co-ordinator</b>	<ul style="list-style-type: none"> <li>Karen Pike has resigned and has had to vacate her position immediately as a result of a serious injury. We wish her a speedy recovery.</li> <li>2 applications for this position have been received.</li> <li>The P&amp;C wishes to thank Karen for her great effort and hard work in managing the Uniform shop, especially during the most difficult period of the uniform transition. <b>Formal Letter to be sent by Allan White.</b></li> </ul>	
<b>FUNDRAISING &amp; EVENTS</b>		
	<ol style="list-style-type: none"> <li>Family Photo Day – Irene Doherty, the date is Sunday 23 November.</li> <li>Social Club Books – this year has been done again by Lynette case and Charmain Fatkin, we thank them for their work in carrying out this fundraiser. Notes went out. Next year Kristen Parle and Emma Brock have volunteered to do this fundraiser.</li> <li>Carols Night – Tracey Imber. We need a Santa, AB volunteered.</li> </ol>	
<b>NEW BUSINESS</b>		
<b>Transition of new uniform strategy</b>	<ul style="list-style-type: none"> <li>Refer to attached report and recommendations</li> <li>Motion that the P&amp;C support the recommendations of the Uniform Shop</li> </ul>	<b>SC</b>

	Committee as outlined in the Report attached "Transition to the new uniform". Moved: Steve Coleman, Seconded: Frank Walter. Motion Carried.	
<b>School end of year presentation at Hills Centre</b>	<ul style="list-style-type: none"> <li>Andrew Bowmer stated that the format of the School presentation day may change in future to become a Concert night where the majority of students perform, and the presentation of award happen at school.</li> </ul>	
<b>Cleanliness of toilets issue</b>	<ul style="list-style-type: none"> <li>Toilets are cleaned in the morning and are not cleaned on a Friday afternoon.</li> </ul>	
<b>Other new business</b>	<ul style="list-style-type: none"> <li>Fete Date, 23 August 2009 proposed</li> </ul>	

Meeting closed 8:25 pm

**Next P&C Meeting: Tuesday 9 December 2008, 7:30 pm Teachers Staff Room**

**All Welcome**

## Transition to the new uniform Report

### Background

- Parents were informed the school uniform was under review at the end of 2006.
- The uniform review committee undertook a consultative process, including surveys to provide recommendations to the P&C and school about changes to the new uniform. The recommendations were provided at the commencement of Term 3 2007.
- In October 2007 the Uniform Shop Coordinator presented options for the rollout of the new uniform.
- The P&C agreed that old uniform items needed to be sold prior to the introduction of new items with the exclusion of items known not to sell. It is unclear whether the P&C made a decision about how long the old items would be sold for before the new items could be introduced.
- The Uniform Policy was adopted in November 2007 and the transition period of 2 years from the old to the new uniform was communicated to parents. The transition period commenced at the start of the 2008 school year.

### Issues

- There are significant numbers of old style uniform items including polo shirts, summer dresses, winter tunics, long sleeve blouses that have not yet sold. These items are not selling well despite reductions in pricing.
- Poorly selling items prior to the review (tracksuit bottoms, pixie hats, skivvies) have not sold out despite being sold at prices well below cost.
- It appears parents are not as sensitive to price as was anticipated and are holding out to purchase new uniform items. Some parents are actively purchasing sizes above what their child would wear to access some items.
- Kindergarten parents want the new items.
- The uniform shop has been required to purchase new stock and with the reduction of sales has a significant cash flow problem.

### Proposal

To resolve these issues the uniform shop committee is proposing:

1. The old style items are slashed below cost price immediately.
2. The old style items not be sold from the end of Term 2 2009 with the exception of the winter tunic. As the tunic can be purchased and adjusted for a lower cost than purchasing the new skirt.
3. The new uniform items can be sold in all sizes from the commencement of the 2009 school year subject to availability.
4. The new style items are increased on average by \$1 from the commencement of 2009 school year.
5. The P&C support the purchase of the new style items by transferring up to \$15,000 to the uniform shop to cover the cost of purchasing summer uniform items in particular the summer dress and short sleeve polo.
6. The second hand uniform items (old style items only) are sent to a charity.
7. The patterns, tracksuit bottoms, pixie hats and skivvies are written off. The pixie hats will be offered to local preschools. Any surplus items will be sent to a charity.

**Data** (based on December 2007 and September 2008 stocktake)

Uniform Items	Stock Value Dec 07	Stock Value Sept 08	Cost Price	Sale Price	Maximum Return on sale price
<b>Boys uniform</b>					
s/s polo	5,561.40	3,562.52	16.12	10.00	2,210.00
<b>Girls Uniform</b>					
l/s blouse	2,516.80	1,234.20	24.20	7.50	382.50

culottes	662.50	371.00	26.50	25.00	350.00
winter tunic	3,960.00	3,009.60	39.60	25.00	1,900.00
summer dress	3,762.00	3,016.50	31.75	20.00	1,900.16
<b>Unisex uniform</b>					
skivvies	564.30	146.30	10.45	0.00	0.00
pixie hat	180.25	262.65	5.15	5.00	255.00
<b>Sports uniform</b>					
sport shorts	760.32	229.68	7.92	8.00	232.00
tracksuit bottom	3,100.00	1,425.00	25.00	0.00	0.00
<b>Haberdashery</b>					
patterns	465.00	465.00	3.00	0.00	0.00
	21532.57	13,722.45			7,229.66
<b>Loss</b>	<b>6,492.79</b>				

### Risks

- The uniform shop will take a loss on old style stock of between \$6,493 and \$13,722.
- The P&C has to provide \$15,000 for the purchase of the new stock
- It is possible stock to run out of stock with the new style items initially as it is difficult to estimate the demand for the new items.

### Benefits

- Parents will be able to access all the new uniform items.
- Parents have a full 12 months to purchase new items and prepare for the end of the transition.
- The transition to the new uniform will be complete by the commencement of 2010.
- Removal of the second hand uniform items and significant reductions in old style items may encourage some parents to purchase old style stock
- Slightly increasing the cost of new items will recoup the loss from the old stock over the next few years.

### Recommendation

The P&C support the recommendations of the Uniform Shop Committee and propose a motion to that affect.